



2025
Student Catalog/Handbook

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“I CERTIFY THIS COPY TO BE TRUE AND CORRECT AS TO CONTENT AND POLICY. “

Volume XXVIII

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Policy Statement

This student catalog serves as the official guide to the programs, requirements, and regulations of Rivertown School of Beauty, Barber, Skin Care & Nails. All students enrolling at the school are required to adhere to the guidelines outlined herein. Please note that all information in this catalog, including but not limited to fees, charges, courses, requirements, and conditions, is subject to change at the discretion of Rivertown School of Beauty, Barber, Skin Care & Nails without prior notice.

Non – Discrimination Policy

Rivertown School of Beauty, Barber, Skin Care & Nails is committed to providing an inclusive environment and does not discriminate on the basis of age, sex, pregnancy, race, color, religion, national origin, disability, or veteran status in its educational programs and activities, admissions process, or employment practices.

As a recipient of Federal Financial Assistance from the U.S. Department of Education, the school adheres to Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of sex.

Rivertown School of Beauty, Barber, Skin Care & Nails fully complies with all guidelines and regulations set forth by relevant governmental agencies.

FROM THE SCHOOL OWNER

In this era of educational progress, the future belongs to those who dare to be different, who thirst for knowledge, and who are committed to becoming the best version of themselves.

Rivertown School of Beauty, Barber, Skin Care & Nails is dedicated to offering its students educational opportunities that are both forward-thinking and cutting-edge. To prepare our students for today's world, we blend traditional educational foundations with innovative, modern approaches. As a contemporary institution, we are focused on meeting the needs of today's dynamic student.

We employ the most current and progressive teaching methods, fostering creativity and self-expression in every student. Our goal is to support those who are curious, motivated, and ready to recognize the value of a quality education.

Jennifer Jones
School Owner

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RIVERTOWN SCHOOL OF BEAUTY, BARBER, SKIN CARE & NAILS MISSION

It is the mission of Rivertown School of Beauty, Barber, Skin Care & Nails to provide quality vocational education and training leading to career development, graduation, state exam licensing and employability.

HISTORY

Once upon a time, in the bustling city of Columbus, GA, stood an impressive school founded in 1992 by an extraordinary lady with over 45 years of experience in Master Cosmetology and Instructor of Cosmetology. She wanted to help people realize their dreams of becoming skilled in the beauty industry. She opened the doors of the school and welcomed students from all walks of life.

Through the many years of operations, the students spent countless hours perfecting their skills in hair cutting, styling, barbering. Skin care, and nail care. It was hands – on learning, book work and practical experience that gave the students all the tools they needed to become successful professionals in the beauty industry.

The teachers at RSOB were the best in the business with years of experience under their belts, so as to know just how to impart knowledge and push their students to reach their maximum potential.

RSOB has graduated some of the most talented professionals in the beauty industry, many of whom are now running successful salons and spas around the country.

Prior to past ownership's passing, the current school owner took possession of ownership. The current owner still maintains an atmosphere that is always friendly and welcoming in honor of the past owner. She carries on the message of the past owner - an energy that is felt in the air – it truly is a place for people to come together to create beautiful things, a place where beauty dreams come true!

LOCATION

RIVERTOWN SCHOOL OF BEAUTY, BARBER, SKIN CARE & NAILS – 3625 Manchester Expressway, Columbus, GA 31909 is located on the north side of Columbus, GA. This school is near city bus lines, restaurants, shopping and residential areas. This location has approximately 24,000 square feet of floor space in a two story block and brick building containing the following: 4 clinic areas (Cosmetology, Barber, Nail and Esthetician spa) with work stations, 4 classrooms with audio/visual equipment, that can seat 30 students, 4 break room areas, shampoo areas , individual program laboratories for dispensing hair products, nail products, skin care products, barber products, 4 laundry areas, 3 restrooms, library, and 8 administrative offices.

ACCREDITATION, LICENSING, APPROVALS

Council on Occupational Education (COE)
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Phone: 800-917-2081
Fax: 770-396-3790

Georgia Professional Licensing Boards
237 Coliseum Drive
Macon, GA 31217 - 3858
Phone: 478-207-1430

Veteran's Training:
Department of Veterans Service
P.O. Box 100022
Decatur, GA 30031-7022
Phone: 1-800-827-1000

U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202
1-800-872-5327

COMPLETION, LICENSURE AND PLACEMENT INFORMATION

Completion: 71% Licensure: 95% Placement: 92%

ADMINISTRATIVE AND SUPERVISORY STAFF:

School Owner.....Jennifer Jones (Full Time)
Director of OperationsPaul Jones (Full Time)
DirectorLinda Barton (Full Time)
Financial Aid Director.....Kay Carter (Part Time)
Assistant School Director.....Jacquelyn Moseley (Full Time)
Admission RepresentativeKhrischinda Averett(Full Time) & Amber Mullins (Full Time)
Receptionists.....Mikayla Wortham (Full Time) & Karen Roberts (Part Time)

INSTRUCTIONAL STAFF**Cosmetology Instructors**

Linda Barton – Full Time – 12 years
Tawanda Ray – Full Time – 5 years
Virginia Teel – Full Time – 6 years
Alicia Maiden – Full Time – 1 year
Lori Robinson – Full Time – 6 months

Barber Instructors

Linda Barton – Full Time – 12years
Dexter Rainer – Part Time – 20 years
Lisa Lavarion – Full Time – 2 years

Nail Technician Instructor

Dominique Walker – Part Time – 1 month

Esthetician Instructor

Christina Anderson – Full Time – 1 year

ADMISSIONS REQUIREMENTS

Rivertown School of Beauty, Barber, Skin Care & Nails seeks students who demonstrate the desire, commitment, and maturity necessary for success in the beauty industry. The school welcomes applications from individuals aspiring to careers in cosmetology arts and sciences or related fields.

Students are encouraged to apply well in advance of their intended start date. The school reserves the right to review and assess the records of all applicants to determine their eligibility.

All applicants must provide a valid, non-expired picture ID, proof of a high school diploma or G.E.D., proof of annual income, and references. If any fraudulent information is found on an application, the student may be subject to administrative withdrawal.

Applicants for the Cosmetology, Barber, Esthetics, or Nail Technician programs must be at least 17 years of age and have completed high school or obtained a G.E.D.

START DATES

All programs at Rivertown School of Beauty, Barber, Skin Care & Nails begin on Tuesday of each week. If a holiday falls during that week, classes will start on Wednesday instead.

New Student Orientations are held the day before each class starts, and attendance is mandatory in order to begin classes, unless prior special arrangements have been made with a school official.

HOLIDAYS

Below is a list of the days that the school is closed for various holidays.

If the school is closed any additional days, you will be notified at least two weeks in advance.

If the school is open on a day close to a holiday that you are not in attendance due to traveling (i.e. the Wednesday before Thanksgiving), it will be an unexcused violation for you. You have chosen a career that demands your work schedule to be extremely heavy around the holiday seasons.

This facility is open on days that Muscogee County and the surrounding area schools are closed and have "Early Release Days". Make sure you have a baby-sitter and back-up baby-sitter for these days because they will not be excused for you.

January 1st – New Year's Day

February 17th – Presidents' Day

May 26th – Memorial Day

June 19th - Juneteenth Day

September 1st – Labor Day

October 13th – Columbus Day

November 27th & 28th - Thanksgiving; & Day after

January 20th – Martin Luther King, Jr's Birthday

March 31st – Staff Planning Day

June 9th – Staff Planning Day

June 30th - July 4th - Independence day holiday week

September 22nd - staff planning day

November 11th – Veterans Day

December – 24th ; 25th ; & 26th - Christmas Days off

* Nail Technicians are required to come to class Monday, November 24th , 2025*

* Evening Classes closed on November 26th – Thanksgiving Eve and December 31st for New Year's Eve

(dates subject to change from year to year)

STUDENT TRANSFERS OUT

1. Any student has the right to transfer to another school of their choice at any point during the program.
2. The transfer request must be submitted in writing, along with the reason for the transfer.
3. The student's file will be reviewed to determine any outstanding balance owed to Rivertown School of Beauty, Barber, Skin Care & Nails, as outlined in their contract, as well as the amount of financial aid that has been applied toward tuition.
4. An official, notarized copy of the student's transcript will be released once all fees have been paid in full.

TRANSFER STUDENTS POLICY

1. Transfer students are welcome at Rivertown School of Beauty, Barber, Skin Care & Nails.
2. To begin classes, transfer students must provide an official transcript from their previous school(s), which must include:
 - a. Total clock hours earned
 - b. Total credit hours earned, along with a breakdown of the categories in which they were earned
 - c. All theory chapters completed, with grades
3. Once the transcript is received, it will be evaluated and compared to our teaching standards, goals, and the standards set by the Georgia State Board.
4. After the evaluation, a decision will be made regarding how many hours, if any, will be accepted.
5. Transfer students must also bring the kits issued by their previous school(s) for evaluation.
 - a. If the kit is not comparable to those provided by our school, the student will be informed if they need to purchase a kit from Rivertown School of Beauty, Barber, Skin Care & Nails (with the cost added to tuition), or if there are specific items they need to buy prior to orientation.
6. If the student does not have the same set of books used in our program, they must purchase the required books.
7. All transfer students must take and pass all Theory chapters at Rivertown School of Beauty, Barber, Skin Care & Nails once they begin their program.
8. Additionally, all graduation requirements (clock and credit hours, written and practical exit exams) must be completed in order to graduate.
9. Transfer students cannot start as a brand-new student until their transfer hours are accepted. The start date will be postponed until the transfer hours are approved.
10. For Veterans or eligible persons, a written record of prior education and training will be provided, indicating appropriate credit has been awarded, which may shorten the training period accordingly.
11. If a current student wishes to transfer from one program to another within the school, they must withdraw from their current program and follow the admission requirements for the new field of study.
 - a. Credit/clock hours are not transferable between programs.
 - b. A refund calculation will be completed for the program the student is leaving.
 - c. A payment plan will be established if there is a balance owed for the new program.

STUDENT ADVISORY SERVICES

The well-being of every student is a top priority for the faculty and administrative staff at Rivertown School of Beauty, Barber, Skin Care & Nails. A staff member is always available to offer guidance and support to students in need. Private offices and a library are provided for student interviews and advising sessions.

During an advising session, if a staff member identifies a student's need beyond academic progress or enrollment-related matters, every effort will be made to assist the student. This may involve offering advice or referring the student to the appropriate agency for further support. Documentation of such advice will be kept in the student's main file.

HOUSING AND CHILDCARE FACILITIES

This school does not currently provide housing or child care facilities for its students or staff. These areas are the responsibility of the students and staff.

ADDRESSES & PHONE NUMBERS

It is crucial that the school has accurate contact information for you at all times.

If you change your address or phone number, it is your responsibility to promptly update your instructor and/or admissions representative to ensure your file remains current.

When 1098-T forms are issued for tax purposes, they will be mailed to the address we have on file.

There are times when we need to contact students for various reasons and are unable to do so due to outdated contact information. Please make sure you don't fall into this category.

SCHEDULES

Rivertown School of Beauty, Barber, Skin Care & Nails are approved for the following programs:

Course	Total Hours	Hours per Week	Contracted Length
Cosmetology/Barber Day	1500	32.5	12months
Cosmetology/Barber Night	1500	25	16 months
Nails	600	22	7 months
Esthetics	1000	27.50	9.5 months
Cosmetology/Barber Instructor Days	750	27.50	7 months
Cosmetology/Barber Instructor Nights	750	25	8 months

INSTRUCTIONAL SCHEDULES

Day Schedule

Cosmetology/Barber	9am-4pm	Monday-Friday = 32.5hrs/wk	Thirty minutes lunch
Nail Technician	9am-3pm	Tuesday-Friday = 22 hrs/wk	Thirty minutes lunch
Esthetics	9am-3pm	Monday-Friday = 27.5 hrs/wk	Thirty minutes lunch
Cosmetology/Barber Instructor	9am-3pm	Monday-Friday = 27.5 hrs/wk	Thirty minutes lunch

Evening Schedule

Cosmetology	6pm-11pm	Monday-Friday = 25 hrs/wk	10 min break
Barber	6pm-11pm	Monday-Friday = 25 hrs/wk	10 min break
Cosmetology/Barber Instructor	6pm-11pm	Monday-Friday = 25 hrs/wk	10 min break

All programs are **full-time** and **no part-time** schedules are available.

Alternate 2:00pm schedule can be approved for work and/or special child care circumstances.

TWO O'CLOCK (2:00) SCHEDULE

1. An alternate 2:00 p.m. release schedule is available for daytime students that work and/or have special circumstances with childcare.
2. Verifiable documentation (i.e. a letter on company letterhead with contact information from employer or documentation from the child's school) must be provided in order to be approved for 2:00 release.
3. Students also must sign 2:00 paperwork before this schedule begins.
4. A Student Request Form must be completed and approved by Administration in order to begin the process to be placed on a 2:00 schedule.
5. Also, students on 2:00 schedule will be allowed to switch to a 4:00 schedule if their work or childcare situation changes and permits them to stay in school for the full day. The 4:00 schedule will allow each student to graduate sooner than the 2:00 schedule. A Student Request Form must be submitted for this change as well.
6. All students on the 2:00 p.m. schedule are expected to attend their full schedule daily without any attendance violations.
7. It is mandatory these students provide verifiable medical or legal documentation for all attendance violations.
8. Also, all outside appointments must be scheduled after 2:00.

SCHEDULE CHANGES

1. Any schedule changes must be submitted in writing.
2. Request forms can be obtained from your instructor.
3. The request will be submitted to the Director for approval.
4. If approved, you will be provided with the official paperwork for the schedule change.
5. Students are not permitted to change their contracted schedules independently.
6. The proper paperwork must be completed before any changes are made.

BREAKS

1. All daytime 4:00 p.m. students will receive:
2. One 30-minute lunch break (lunch breaks are scheduled between 11:30 a.m. and 1:00 p.m., depending on the class schedule).
3. One 10-minute break in the afternoon (from 2:00 p.m. – 2:10 p.m.), at the discretion of the instructor.
4. All 2:00 p.m. and evening students will receive one 10-minute break for the entire day. Please note that no 30-minute lunch break is provided on these schedules—no exceptions.
5. Breaks are scheduled at the times listed above but are not official unless the instructor releases you. If class is still in session, students are not permitted to dismiss themselves from class. The instructor will ensure you receive the full designated break time.
6. There is not enough time to leave the premises during 10-minute breaks (e.g., to get food, return, and eat) and still be back in class on time.
7. If you plan to order lunch, arrangements must be made for it to be delivered at the beginning of your break. If your food arrives late, you will not be given extra time for your break.
8. Your break begins when the instructor releases you, not when you decide to leave.
9. Ensure you have transportation or bring your lunch, as break and lunch times cannot be adjusted for you to go with another student.
10. All students must straighten their workstations before taking a break. We have clients receiving services and prospective students touring the building throughout the day, so it is important that all work areas remain tidy.
11. All students are expected to remain in their designated areas at all times, even during breaks. Students found in other program areas will not be tolerated.
12. The reception area is strictly off-limits to currently enrolled students throughout the day. It is not a designated hang-

out or break area.

13. Students cannot stop performing services on clients to go to lunch or break.

STANDARDS OF CONDUCT

Rivertown School of Beauty, Barber, Skin Care & Nails is a professional Trade School and will hold students accountable for their compliance with the STANDARDS as set forth below.

GENERAL:

Students are required to conduct themselves as responsible members of the campus community, adhering to standards of common decency and showing respect for the personal property rights of others. All students are expected to comply with state and federal laws and regulations at all times.

MISCONDUCT:

If a student's behavior is deemed incompatible with the school's educational environment and mission statement, they may face disciplinary action, including suspension or expulsion. The following behaviors are considered violations:

- Dishonesty, including cheating, plagiarism, or providing false information to the school, faculty, or staff.
- Forgery or misuse of school documents, records, or identification.
- Issuing a valueless check to the school.
- Threats of physical abuse, violence, intimidation, hazing, harassment, or any act that causes harm to another person.
- Destruction, damage, or misuse of school property.
- Theft, burglary, or possession of stolen property, or being an accessory to such acts.
- The illegal manufacture, distribution, dispensation, or possession of a controlled substance.
- The use or possession of alcohol.
- Participation in gambling.
- The use, possession, or distribution of firearms, explosives, fireworks, or incendiary devices.
- Disorderly conduct in any form.
- Lewd, indecent, or obscene behavior.
- Unauthorized entry or trespassing on school property.
- Unauthorized use of school services such as computers, phones, copy machines, or fax machines.
- Unauthorized possession of school keys.
- Any other activity or conduct that impairs or endangers any person, property, or the educational environment of the school.

GROUND FOR STUDENT DISMISSAL

1. 14 consecutive days of unexcused absences
2. Non-payment of tuition
3. Violations of the Standards of Conduct
4. Continual tardiness/absence
5. Low grades – below 80%; Low Attendance grade – below 80%

GENERAL RULES AND REGULATIONS

1. Professional conduct is expected at all times. Students must treat clients, instructors, and fellow students with courtesy and respect.
2. All absences must be reported. Student attendance is closely monitored to ensure students maintain Satisfactory Progress.
3. Tardiness is considered unexcused and deemed unprofessional behavior. Students who are not physically present in class at the scheduled start time are considered tardy.
4. Special permission must be obtained for time off or irregular hours. Requests for time off must be submitted in advance through the Administrative Office.
5. Students are not allowed behind the front desk or assigned front desk duties unless granted permission.
6. The school assumes no responsibility for students' equipment or personal items.
7. Only emergency phone calls are permitted in designated areas.
8. Students not in proper uniform, as outlined in the school's published policies, will be sent home.
9. Students must maintain a professional attitude and appearance while attending school.
10. Students must adhere to all rules of personal hygiene, sanitation, and decontamination.
11. The use of profanity, slang, or gossiping will not be tolerated.
12. Smoking is permitted only in designated outdoor areas.
13. Food and beverages are not allowed on the clinic floors or in classrooms and can only be consumed in the break

area.

14. Any student found to be under the influence or in possession of drugs or alcohol will be immediately terminated from the school.
15. No cell phones, pagers, radios, or headphones are allowed during class time. Cell phones may be used for portfolios under the instructor's guidance. The designated safe zones for phone use are the break room or outside.
16. Students are assigned a workstation and are responsible for its sanitation, as well as the cleanliness of the school.
17. No personal beauty services or student services are allowed unless approved by the instructor.
18. Fingernails should not exceed 1/2" beyond the fingertip.

SATISFACTORY PROGRESS POLICY

The Satisfactory Progress Policy for attendance and academic performance is a requirement for all students and is consistently applied to everyone enrolled at this institution. This policy is outlined in the student catalog to ensure that all students receive a copy before enrollment. It complies with the guidelines set by the Council on Occupational Education (COE) and federal regulations from the U.S. Department of Education, applying to both Title IV and non-Title IV recipients.

The standards used to determine Satisfactory Progress are based on Grades (GPA) and Attendance (AMA). A student must achieve a minimum of 80% in cumulative written and practical grades and attend at least 80% of cumulative clock hours. Students are regularly informed of their academic and attendance status through progress reports.

Students receiving financial assistance and/or Veterans Educational Benefits must adhere to the class attendance regulations as outlined for their course.

EVALUATION PERIODS

Students are evaluated for Satisfactory Progress as follows:

<u>Cosmetology/Barber</u>	<u>Nail Technician</u>	<u>Esthetics</u>
450 Hours	300 Hours	450 Hours
900 Hours		900 Hours
1200 Hours		

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible, based on their applicable attendance schedule, in order to maintain satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum attendance requirements. The attendance percentage is calculated by dividing the total hours accrued by the total number of hours scheduled.

At the end of each evaluation period, the school will assess whether the student has maintained at least 80% cumulative attendance since the start of the course. This indicates that, if the student maintains the same attendance rate, they will be able to graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time frame is equal to 1.25% times the published length of the course. Time off for authorized leaves of absences will not be considered in the maximum time frame evaluation.

During the maximum time frame, a student would have to complete the following hours during the following months to remain in satisfactory academic progress:

Course	Total Hours	Hours per Week	Contracted Length	Maximum Time Frame
F/T Day	1500	32.5	12 months	15 months
F/T Night	1500	25	15 months	19 months
F/T Nails	600	22	7 months	9 months
F/T Skin Care	1000	27.5	9.5 months	12 months
F/T Day Instructor	750	27.5	7 months	9 months
F/T Night Instructor	750	25	8 months	10 months

The maximum time allowed for transfer students who needs less than the full course requirements will be determined based on 80% of the scheduled contracted hours.

The institution does not offer any part time programs.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning.

GRADING OBJECTIVES

1. Students must attend classroom instruction in the arts and sciences of cosmetology, barbering, skin care, and nails. Technical instruction will be delivered through demonstration, lecture, classroom participation, examinations, and the application of materials, implements, and equipment relevant to the trade. Emphasis will be placed on mastering basic procedures, with additional exposure to current trends, fashions, techniques, and variations in procedures.
2. Training and opportunities for practicing all required manipulative skills in cosmetology, barbering, skin care, and nails will be provided through hands-on experience with clients and/or mannequins. Regular skill evaluations will help track progress and identify areas where additional support may be needed.
3. By implementing the course of study and achieving the stated objectives within the allotted time, students will be prepared to the best of their ability for positions in the fields of Cosmetology, Barbering, Esthetics, or Nail Technician.
4. Students will receive a numeric grade for theory work, and an overall average of 80% is required for successful completion. The following are the grade equivalencies assigned:

Practical and Theory:

Grading Symbol	Grading Scale Descriptors	Percentage Range
A	The student has consistently demonstrated qualities that will make them stand out in the workplace.	94-100%
B	The student's work ethic and performance are reflective of a strong employee, meeting the standards expected in a typical work environment.	87-93%
C	Some standards were not met, and additional training in employability skills is recommended to help the student improve.	80-86%

DETERMINATION OF PROGRESS POLICY

1. Definition of Minimum Requirements: Students must maintain an accumulative 80% attendance rate, 80% in theory grades, and 80% in practical grades.
2. Progress Report: An Instructor will conduct a progress report every month, assessing attendance, theory grades, practical grades, and overall ethical progress.
3. Failure to Meet Minimum Progress Requirements: Students who fail to meet the minimum progress requirements at the time of the progress report will be counseled by Administration to implement a corrective action plan to improve before the next payment period.
4. Financial Aid: Financial Aid is based on the student being in satisfactory progress at the start of each payment period (e.g., from 451 scheduled hours to 900 scheduled hours).
5. Satisfactory Progress: Students meeting the minimum requirements at the evaluation point will be considered to be making satisfactory progress until the next scheduled evaluation.
6. Financial Aid Warning: Students failing to meet the minimum progress requirements at the evaluation point will be placed on Financial Aid Warning. If eligible, financial aid may be granted for one (1) payment period, but the student may lose funds for the next payment period if satisfactory progress is not achieved before the next scheduled evaluation.
7. Probation: If the student is still deemed to be making unsatisfactory progress during the next evaluation point after a Financial Aid Warning, they will be placed on probation, and all funds for that evaluation period will be suspended. The student will be responsible for paying tuition until satisfactory progress is achieved, at which point financial aid can be resumed.
8. Appeals: A student may appeal a negative determination regarding their progress by following the Appeal Procedure Policy.

FINANCIAL AID WARNING

Students who fail to meet the minimum requirements for attendance or academic progress will be placed on warning and will still be considered to be making satisfactory academic progress during the warning period. The student will be provided written notice outlining the actions required to achieve satisfactory academic progress by the next evaluation. If, by the end of the warning period, the student has not met both the attendance and academic requirements, they may be placed on probation. Additionally, if applicable, students may become ineligible to receive Title IV funds.

FINANCIAL AID PROBATION

-
1. Students who fail to meet the minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, provided the student appeals the decision and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress standards by the end of the evaluation period may be placed on probation.
 2. Students placed on an academic plan must be able to meet the 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 to be making Satisfactory Academic Progress.
 3. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If, by the end of the probationary period, the student has still not met both the attendance and academic requirements, or the requirements of their academic plan, they will be determined as *not* making satisfactory academic progress. If applicable, students will also be deemed ineligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by:

- 1) Making up missed tests and assignments and increasing grade average to 80% and
- 2) Increasing cumulative attendance to 80%

PROGRAM INCOMPLETES, REPETITIONS, AND NON-CREDIT REMEDIAL COURSES

The school does not recognize course incompletes, repetitions, and non-credit remedial courses. As a result, these events will have no effect on the institution's Satisfactory Academic Progress.

COURSE REQUIREMENTS: 250, 280, 140 HOUR (ORIENTATION) PROGRAM

1. During the first 250 hours (Cosmetology & Esthetician), 280 hours (Barber), and 140 hours (Nail Technology) of your education, you will receive training on the basic fundamentals of the course.
2. This phase serves as the foundation for a successful career in your chosen field.
3. During this initial phase of your training, all supplies will be provided by the school at no additional cost to the student.
4. Upon completing all necessary Theory and Practical assignments for the orientation program, maintaining satisfactory progress in attendance and grades, and passing the required Assessment, you will be eligible to transition to the clinic floor at your instructor's recommendation.
5. Georgia law prohibits students from working on the clinic floor until they have completed the required orientation hours.
6. Your personal books will be issued to you after you have signed your contract and received your financial package letter.

THEORY

1. The first hour of each day will be dedicated to Theory, where we'll cover one chapter at a time. You will be informed of all upcoming assignments and the tentative dates for tests at the start of each chapter.
2. Theory is only one hour per day, and the material moves quickly. Therefore, it is crucial that you study each evening and review the material for the next day before class.
3. Each student is responsible for submitting assignments on time, regardless of attendance. If you miss a class before an assignment is due, or if a test or pop quiz is scheduled, you are still responsible for completing the work.
4. Any material covered in Theory may appear on a pop quiz the following day.
5. To be prepared for Theory each day, you must bring your book, paper, a writing utensil (preferably a black ink pen), and any additional materials requested by your instructor. **No exceptions!** Failure to bring your materials may result in being dismissed from class.
6. If you do not attend the full hour of Theory, you will not receive credit for the unit. Additionally, any missed assignments or work are your responsibility to make up.
7. Quizzes cannot be made up, but they will not be assigned a grade of zero. Whether you can make up missed quizzes will be at your instructor's discretion. It's your responsibility to communicate with your instructor about how to make up any missed assignments.
8. Generally, your grade for each chapter will consist of two parts: the test grade (worth 2/3 of your final grade) and your assigned work (including Key Terms, Review Questions, Workbook, Quizzes, Projects, and participation, which will account for 1/3). Grading scales and methods may vary by department and instructor. Any changes will be outlined in the class syllabus or chapter outline.

TESTING POLICY

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1. You must achieve a score of 80 or higher to pass each chapter exam. If you score below 80, you will be required to retake the exam on the next scheduled retest day.
 2. If you are absent for any reason, you must take the exam immediately upon your return to receive the grade you earn (if it's a passing grade).
 3. There is **no talking** during testing for any reason. Violating this rule will result in immediate removal from the class, a written reprimand, or suspension, along with a zero for that test (to be made up during a retest). Repeat offenders may be terminated from the program.
 4. **Retest days are scheduled by your instructor.** It is your responsibility to coordinate with your instructor to complete any required exams.
 5. All grades will be entered into the system and will impact your progress. You must complete all chapter exams before taking the Written Exit Exam.
 6. If you fail three or more exams and fail to make up each exam within one week of failing, you will be counseled and placed on Academic Probation. If this pattern continues, you may face suspension or be recommended for termination from the program.
 7. Note: Credit hours are not awarded for studying or retesting.

PRACTICAL SKILLS

1. After Theory, the remainder of the day is dedicated to practical assignments. To ensure your training is realistic, all practical work will be done standing throughout the day (except for Nails).
2. During practical classes, students must remain fully engaged, regardless of whether a sign-off is required for the task. At the end of these classes, students are expected to complete practical assignments that demonstrate what they've learned in order to receive credit on their task sheets.
3. Practical hours will not be awarded if the work is done incorrectly, if you cheat or fail to complete the work yourself, or if you rush through and do a poor job. The goal is for you to make a genuine effort to complete each practical assignment correctly.
4. After Theory, there is no time allotted for bookwork. Any written assignments must be completed as homework. Credit hours are not given for study time, so it is vital that you stay on task and complete multiple sign-offs daily. If you do not stay on track, you may not complete your required credit hours by graduation.
5. If you are in orientation and finish your "Student Must Know" sheet before reaching the required clock hours, you will be given additional assignments as needed.
6. If you complete all required unit hours before graduation, you must still fulfill all daily duties until graduation day.
7. Products provided by the school are intended for use on services you can receive credit for. These products are not for personal use or "Student Services." All tasks must be performed on clients or mannequins, unless otherwise directed by your instructor during a class session.
8. Students are not permitted to perform services on themselves or other students unless instructed to do so during a practical class. Any unauthorized services performed on another student or yourself will be stopped immediately and handled at the instructor's discretion.

ASSESSMENT EXAM POLICY

Assessment exams will be given during the course of study taken:

Cosmetology – 250; 500; 900 hours + Exit Exams at 1200 hours

Barber – 280; 500; 900 hours + Exit Exams at 1200 hours

Nail Technicians – 140; 300 hours + Exit Exams at 500 hours

Estheticians – 250; 500 hours + Exit Exams at 800 hours

1. Assessment Exams are used as an evaluation of the retention skills of a student in the theoretical material taught
2. The assessment is a 100 question written exam over the chapters taught in the hour requirement for each course.
3. All students must be current in practical hours as well as clock hours in order to be eligible to take assessment exams.
4. All Assessment exam grades will be logged into the student's record on the computer.
5. If you are late or absent on test day, you will not be allowed to test again until the next scheduled exam.
6. At no point during any course should a student possess any copy of any test, to include practice tests; questions on a test, or any other variations of a test.

MOCK STATE BOARD POLICY

To graduate, you must pass two practical Mock State Board exams. Each student is required to take the Mock State Board exam as scheduled.

The following clock and credit hours are required for graduation:

- **1200 hours** for Cosmetology and Barber
- **800 hours** for Skin Care
- **500 hours** for Nails

No exceptions.

You will test every month, as scheduled, until you pass both exams. If you are not prepared to test or fail to pass, you will not graduate until you have successfully completed both Mock State Board exams.

Students are responsible for purchasing their own personal products, implements, and tools for the Mock State Board exam, including towels, gel, containers, etc. Some items can be purchased from the school to help equip your State Board kit.

It's recommended that you start purchasing and accumulating the necessary items when you reach approximately:

- **900 hours** (Cosmetology, Barber)
- **500 hours** (Skin Care)
- **300 hours** (Nail Technician)

The items issued in your kits are not to remain in your Mock State Board kit; they must be available for daily use during practical assignments.

All students must attend school daily while completing the Mock State Board exam process. If you don't complete this process before reaching your program's required clock and credit hours, you must continue to attend school daily as scheduled.

WRITTEN EXIT EXAM POLICY

Each student will begin written exit exam testing upon reaching the following clock and credit hours:

- **1200 hours** for Cosmetology and Barber
- **800 hours** for Skin Care
- **500 hours** for Nails

This is a mandatory requirement for graduation.

Students must have successfully completed and passed each Theory chapter with a grade of **80% or higher**.

Students will take and must pass:

- **Four exams** in Cosmetology and Barber
- **Three exams** in Skin Care and Nails

If you are late or absent on a test day, you will not be allowed to retake the exam until the next scheduled test day, unless medical or legal documentation is provided.

The first three exams for Cosmetology and Barber, and the first two exams for Skin Care and Nails, will break down the chapters of the book into three tests (see your instructor for the breakdown). The final exam will be cumulative, covering all information from the book.

All students must attend school daily while completing the written exit exam process. If you do not complete this process by the time you reach your program's required clock and credit hours, you must continue attending school daily as scheduled.

At no point during the course should any student possess a copy of any test, including practice tests, test questions, or any variations of a test.

Any student who fails three or more exams and does not make up each exam within one week of failing will be counseled and placed on Academic Probation. If this pattern continues, you may face suspension and/or be recommended for termination from the program.

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) may be granted to students under the following conditions:

- **Veterans receiving benefits:** If granted an LOA, your school certification will be terminated.
- The LOA does **not** incur additional charges from the school.
- Multiple LOAs are allowed, but the total duration of all leaves cannot exceed **180 days** within a **12-month period**. The 12-month period begins on the first day of the LOA.
- A **written request** for the LOA must be submitted through the Director's office, along with documentation supporting the reason for the leave. The leave will be approved if the reason is deemed necessary and valid.
- A **reasonable return date** must be established and approved.
- The LOA will extend your contract period and maximum time frame by the number of days taken during the leave.
- **Payments** owed to the school must continue during the LOA.
- Financial aid and credit/clock hours are placed on hold until the LOA concludes.
- Students who were in **Satisfactory Progress** at the time of the LOA will return in satisfactory status, but their progress will be evaluated at the next scheduled evaluation.

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- Students on **probation** at the time of the LOA will return on probation and will be evaluated at the next scheduled evaluation.
 - The LOA must be for a **valid medical or legal reason**, unless extenuating circumstances apply.
 - Students must keep up with all **bookwork assignments** while on LOA, as directed by the instructor.
 - The time elapsed during the LOA will extend the student's contract and maximum time frame by the same number of days taken. These hours will not be counted in the student's cumulative attendance percentage.

RE-ENTRY STUDENTS/INTERRUPTIONS

1. Students re-entering the school after withdrawing will not be considered new students. Instead, the student's progress status at the time of withdrawal will be taken into account.
2. Students wishing to re-enroll must submit a letter to the school administration. This letter should include a summary of the reasons for withdrawal and how those issues have been resolved.
3. Re-enrollment is at the discretion of the School Governing Board, and their decision is final.
4. Students approved for re-entry will return with the same **Satisfactory Academic Progress (SAP)** status as when they left.

OFFICIAL WITHDRAWAL/DROP POLICY

1. Students who are absent for **14 consecutive days** (including weekends) will be dropped from the course.
2. If you need to be absent, you must inform your instructor immediately. If you are physically unable to contact us, please designate someone (such as a family member or friend) to notify us of your situation and your expected return date. The person you designate must be added to your privacy act form.
3. Failure to comply with attendance guidelines may result in being dropped from the course. If this happens, you may appeal for re-entry if you wish to complete the program.
4. Additionally, students may be dropped for violating the **Suspension Policy** or the **Zero Tolerance Policy**.
5. A **\$100 withdrawal fee** will be charged as part of this process.

APPEAL PROCEDURE – Unsatisfactory progress

1. If a student is determined to be **not making Satisfactory Progress** or is suspended, they may appeal the decision within **10 calendar days**. The student must submit a written appeal to the school administration, including supporting documentation and reasons for why the determination should be reversed, along with a request for re-evaluation.
2. Acceptable reasons for appealing a negative progress determination include the death of a relative, personal injury or illness, or other valid special or mitigating circumstances.
3. Appeal documents will be reviewed and a decision will be made within **30 calendar days**. The decision is final.
4. If the appeal is successful, the student will be considered to be making **Satisfactory Progress**. If applicable, financial aid will be reinstated to eligible students.
5. All appeal and decision documents will be retained in the student's file.

APPEAL PROCEDURE - Re- Enter Process

Students who have officially withdrawn or been terminated/dropped from the program have the opportunity to re-enter through the **Appeal Process**.

To appeal, you must submit a letter to the school that includes the following:

- The reason for your withdrawal, termination, or being dropped
- What actions you have taken to correct the situation and how you plan to successfully complete the program
- Updated contact information (address, phone number, and references)

Appeal letters will be reviewed by the **Governing Board**, considering:

- Your permanent student file, attendance, grades, and current progress status
- The last day of attendance recorded in your file
- Eligibility for financial aid, tuition costs for re-entry, and available payment plans

If accepted within 6 months:

- You will re-enter under the same conditions as your original enrollment.
- All money previously paid will count toward the tuition upon re-enrollment.

If accepted after 6 months:

- You will be responsible for any tuition increase, a new enrollment fee, and possible loss of hours.
- New costs will be determined based on the remaining enrollment period needed to complete the program.

Upon re-entry:

- If the textbook has been updated during your absence, you must purchase the new edition before your first day back.

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- If you no longer have the items issued in your kit, those costs may be added to your new tuition.

Students returning through the appeal process will return under the same academic status they had when they left (e.g., **AMA, GPA**).

Limitations:

- Students are allowed to return through the appeal process **twice** only.
- If you officially withdraw, are terminated, or dropped three times (in any combination), you will not be eligible to return.
- The general time frame for a student to be officially withdrawn before their appeal letter is reviewed is **30 days**.
- **Extenuating circumstances** may apply to alter this timeframe. Only the **Appeal Board** can approve exceptions.
- Each case will be considered on an individual basis.

Appeal letters should be addressed to the **Appeal Board** and submitted to the **Admissions Office** for review preparation. All decisions made by the Appeal Board are valid for **3 months**.

TRANSFER HOURS

With regard to 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

ATTENDANCE POLICY

All students are required to be in class and seated promptly at **9:00 a.m.** for daytime classes and **6:00 p.m.** for evening classes. If you are not in your seat by the designated time, you will be considered **late** (tardy) for the day.

- If you arrive between **9:01 a.m. - 9:15 a.m.** (daytime) or **6:01 p.m. - 6:15 p.m.** (evening), you are considered **tardy** and must go directly to your Theory class. You will receive instruction but **will not receive full credit** for the Theory class due to the tardiness.
- Tardiness is calculated based on a **quarter-hour system** (e.g., **9:00 a.m. to 9:15 a.m. = .25 hours missed**).
- If you arrive after **9:15 a.m.** (daytime) or **6:15 p.m.** (evening) without a **medical or legal excuse**, you will be considered **absent** for that class day and will need to return on time the next scheduled class day.

Please ensure that you use the restroom and take care of any personal matters **before** class begins. Once Theory class starts, no one is allowed to exit or re-enter the room unless it's an emergency.

Exam Days: Attendance on exam days is mandatory. You will not be allowed to enter, take an exam, and leave for the day unless you have a **medical or legal documented excuse**.

If a life circumstance causes an absence, you **must contact a school official** and provide proper documentation.

All students are expected to attend classes as outlined in their enrollment contract. All absences are recorded and become part of your permanent school record. You are responsible for any **missed material or tests** during your absence. Students displaying a poor attitude or showing little to no effort in attending class or completing assignments may be placed on probation, suspension, or even **terminated** from the program. Termination decisions will be made by the school administration.

To maintain **Satisfactory Progress** and complete the course within the designated time frame, students must attend a minimum of **80%** of the cumulative scheduled clock hours.

EXCUSED OR UNEXCUSED ABSENCES

The school reserves the right to require documentation for any and all **absences, tardies, and/or early departures**.

Students who are unable or unwilling to provide documentation for an absence will have that absence considered **unexcused**.

Acceptable documented excused absences include:

- Personal illness or illness of an immediate family member (a doctor or dentist's note is required)
- Death of an immediate family member
- Jury duty
- Court appearances (documentation required)
- Social service appointments (documentation required)
- Military reserve service or military job duties

If a student is absent for **14 consecutive calendar days**, they will be dropped from the school roster.

Immediate family is defined as: mother, father, children, paternal and maternal grandparents, spouse's mother, father, children, and grandparents.

ATTENDANCE VIOLATIONS

Any absence, tardiness, or early departure will impact your **scheduled hours** versus **actual attendance hours**, and will extend your **graduation date**. Every minute you are not clocked in and actively attending class counts against your total hours.

You are expected to attend class as scheduled. By enrolling, you have signed a legally binding contract with **Rivertown School of Beauty, Barber, Skin Care & Nails** stating your required hours.

If you have ill family members, you should make every effort to arrange for someone else to assist them during your scheduled class time. It is essential to have backup childcare arrangements in place before your scheduled start date.

You are permitted up to **three days** for bereavement in the event of a death in the immediate family, which includes: mother, father, children, paternal and maternal grandparents, spouse's mother, father, children, and grandparents. The day of the funeral service will be allowed for other family members. For non-family members or close friends, you will be allowed only the time needed to attend the funeral.

Unacceptable reasons for missing class include, but are not limited to:

- No babysitter
- Needing to pay bills
- Lack of transportation
- Sleeping late

Additionally, **children** are not allowed in class and must remain in the reception area unless they are on a tour with a prospective student and an Admissions Representative.

SCHEDULED VERSUS ACTUAL ATTENDANCE (SCH VS ACT) AMA %

1. All students' attendance is monitored in our computer system.
2. Your scheduled versus actual attendance is calculated by the computer averaging how much time a student was scheduled to be in school by how much time the student actually attended.
3. All students must maintain a minimum of 80% to remain in satisfactory progress.
4. If you fall below satisfactory progress and fail to correct the deficiency with grades and/or attendance, you will lose financial aid funding, as well as any other funding/assistance you may be receiving due to being enrolled in school.

DOUBLE SCHEDULED/MAKE UP HOURS PROGRAMS POLICY

The hours allowed for make up time is determined by excused absences and through the Director's office.

If you are allowed to attend the double program, constant and uninterrupted attendance is mandatory.

Before any student is approved for the double program, we must evaluate if there is space available.

END OF DAY DISMISSAL

1. Students will be dismissed by the instructor at the end of the day and are not permitted to dismiss themselves.
2. Dismissal will be given once all necessary paperwork and sanitation have been completed and it is time to go according to the time clock.
3. Students are not permitted to line up before time to leave.
4. You must remain in your classroom until your instructor calls time to leave for the day. This applies to all students, all schedules.

TIMESHEETS

1. This document tracks your **unit (Credit, Service) hours**, and it is your responsibility to maintain it.
2. You must fill out your timesheet **at the end of each day**.
3. **Students on the floor** are only allowed to record unit time under the **appropriate category**. Unit time cannot be moved or altered based on incomplete tasks in other categories.
4. If a category is not closed out, you must complete the required tasks for that category. For example, if you are closed out in haircuts but not in cold waves, you may no longer complete mannequin work for haircuts, but you can spend the day rolling permanent waves. Your mannequin work should focus on services that don't typically have many clients.
5. **Important Note:** You should never refuse a client service. Unit time for client services in a closed category may only be transferred to the relevant category with **permission from your instructor**.
6. **Study time** is not credited during the day, so you will not receive unit hours for studying. Any unfinished Theory work must be completed as **homework**, regardless of individual circumstances.
7. Your timesheet is a **legal document** and is subject to audits at any time.
8. Please ensure that only **black ink** is used on your timesheet — **no highlighter or white-out**. If your timesheet is not filled out and signed by your instructor on the same day, you will not receive credit for that day.
9. If you arrive late, take an extended break, leave early, or refuse to complete tasks, you will not receive the full unit credit for the day.
10. Timesheets must be kept in the designated instructor's binders.

SIGN IN/OUT SHEETS

1. This document tracks your **arrival time, breaks, lunch, and departure time** for the day.
2. It must be filled out **accurately** throughout the day, as required by State Board. If you clock in at **9:07**, your sign-in time for the day must reflect **9:07**.
3. Any time you leave the room for an extended period must be **documented** on this sheet.
4. You are **not permitted** to fill out the sheet for the entire day in the morning or pre-fill times for lunch or breaks. You must **sign out** each time you leave and **sign back in** upon your return.
5. Like the timesheet, the **sign-in/out sheet** is a legal document and must be filled out **by you** daily.
6. Only **black ink** is allowed (no white-out or highlighters).
7. State Board requires copies of all sign-in/out sheets when they visit the school.
8. **Failure** to maintain an accurate sign-in/out sheet may result in a **disciplinary write-up**. Suspension may be considered for repeat offenses.
9. Sign-in/out sheets are located on your instructor's clipboard or on the back of your timesheet.

TASK SHEETS

1. On your first day of attendance, you will be given a **“Student Must Know Sheet”** as part of the **Orientation Program**. This sheet outlines the assignments you must complete before transitioning to the clinic floor.
2. After completing each task, you must report to your instructor for a **sign-off** and to receive any **constructive feedback** that can help you improve your work.
3. You are expected to give **100% effort** and perform each task to the best of your ability. Tasks completed solely to receive a sign-off or performed incorrectly will **not** be signed off.
4. The techniques listed on the “Student Must Know Sheet” will be explained and demonstrated before you perform them, as well as taught during practical classes.
5. Once you complete your **Orientation hours**, you will move to the **clinic floor**, where you will receive sign-offs for both **client and mannequin work**. From the moment you're released to the clinic floor until you begin **Mock State Board** and **Written Exit Exam testing**, this is your time to perfect your craft. During this period, focus on refining your practical skills and increasing your speed.
6. **Important:** Students are **not permitted** to have anyone else fill out their paperwork. As these documents are legal and binding, all forms must be completed by you and signed by your instructor **daily**.
7. **Timesheets, Sign In/Out Sheets, and Task Sheets** must **remain in the building** at all times. If any of these sheets leave the building for any reason, the sign-offs on those documents **cannot** be accepted, and you will **lose credit** for those tasks.

PROGRESS REPORTS

1. At the end of each month, you will receive a **Progress Report** that includes your **Theory grades, Practical grades**, and the number of **clock and credit hours** you have accumulated with your instructor.
2. The **Progress Report** serves as an assessment tool to ensure that you are maintaining **satisfactory progress**, which is crucial for uninterrupted VA/Financial Aid eligibility.
3. This report will become part of your permanent academic file, so it is important that you consistently do your best. The report will highlight both areas where you are excelling and areas that may need improvement or development.
4. If you are placed on probation due to performance concerns, this will be documented in the report. Remember, if areas of development are not addressed and improved, you may be recommended for termination from the program.
5. Additionally, the **Progress Report** is when you will be notified if you are **not** in satisfactory progress. Be sure to attend the review session to receive your evaluation.

DIPLOMA

1. Students are issued a diploma from Rivertown School of Beauty, Barber, Skin Care & Nails upon satisfactorily completion of the graduation requirements.
2. There is a \$25.00 fee for each request for a duplicate diploma or transcript.
3. Student records are only kept by the School for 5 years.

GRADUATION REQUIREMENTS

Upon submission of a complete academic folder to Administration, your graduation information will be compiled, including your **diploma, final transcript, and paperwork to sit for State Board licensure**.

Before graduation, the following must be completed for all programs:

- **Required Clock Hours:**
 - Cosmetology/Barber: 1500 hours

- Nail Technician: 600 hours
- Esthetics: 1000 hours
- **Required Practical/Clinical Services (Unit/Credit Hours):**
 - Cosmetology/Barber: 1500 hours
 - Nail Technician: 600 hours
 - Esthetics: 1000 hours
- **Demonstration of Theory Competency** with a final grade of **80% or above**, including Exit Exams:
 - Cosmetology & Barber: Four (4) Theoretical Written Exit Exams
 - Nail Technician & Estheticians: Three (3) Theoretical Written Exit Exams
- **Demonstration of Practical Competency** with a final grade of **80% or above**, including two (2) Mock State Board Practical Exams
- **80% or above attendance** and **GPA** in your respective course
- **All financial obligations met**, unless other arrangements are made and approved by the Owner of the school

If you have not completed all necessary requirements (successfully passing all Theory chapters, both Mock State Board exams, and all written exams) by the time you reach your required clock and credit hours, you must continue to attend daily and complete all assignments, just as any other student in the building.

Consistent and uninterrupted attendance, client and mannequin services, theory and practical classes, sanitation, sign-in/out sheets, timesheets, and task sheets must be maintained daily until graduation.

TIME CLOCK POLICY

On your first day of school, your finger will be scanned for clocking in and out daily.

Important Clocking In/Out Guidelines:

- **Do not clock in/out for breaks or lunch.**
- You are responsible for your clock hours.
- If you forget to clock in or out on any given day, you will only receive **30 minutes** for the entire day.
- Clock time can only be amended on the day of the error. Once the time has been validated, **no changes can be made** for any reason. If you fail to notify someone immediately, you will lose that time.
- If you arrive late, take an extended break, or leave early, you will not receive the maximum clock hours for that day.
- Students are not allowed to clock in and then park their car. You must clock in only when you are heading to Theory.
- Cars should not be pulled up to the front of the building before the end of the day dismissal.

Note: Federal financial aid is based on the clock hours you accumulate, so accurate clocking is essential.

LOCKER POLICY

- Each student is required to bring a lock on your first day of school. A locker will be assigned once you provide the lock.
- Locker assignments are final, and personal changes to assignments will only be allowed with prior approval from your instructor.
- Students are not allowed to pick or switch lockers at any time.
- Please provide your lock combination or spare key to your instructor to avoid the need to cut your lock if you forget the combination or lose the key.
- At the end of each Theory session, all personal items, including books, must be placed in your locker.
- **Do not bring large amounts of money, credit cards, checkbooks, jewelry, or other items of value into the building.**
- The school is **not responsible** for any lost or missing items. It is your responsibility to keep track of your belongings.
- Rivertown School of Beauty, Barber, Skin Care & Nails reserves the right to inspect any locker at any time.
- If a student has not been in contact with the school for **14 consecutive days** and/or has been dropped or withdrawn from the program, all rights to the items in their assigned locker are forfeited. The locker will be cut open, and Rivertown will not be held responsible for any items left inside.

KITS , IMPLEMENTS, & SUPPLIES

- Your tuition must be current at all times.
- All financial aid paperwork and information must be up-to-date.
- If any required financial aid paperwork has been provided to you and has not been completed and returned to the department, your kit will be delayed.
- Failure to complete all assigned theory and practical work on time may result in being recommended for program

withdrawal.

- Each student must successfully pass all assessments to receive their kit.
- Random kit checks will be conducted to ensure all items are present and sanitary. During these checks, you will be given a time limit to replace any missing items.
- Issued items are not for signing out. If you are missing any items issued to you, it is your responsibility to replace them as soon as possible.
- All needed products, supplies, and equipment that are not issued to you will be available for your use in the lab or the instructor's office.
- Kits and bulky items are **not permitted** on the clinic floor at any time.
- Larger stacking drawers or containers that take up excessive space on top of or under the stations are not allowed.
- Clear backpacks can be purchased from the school for \$10.00.

Kit Distribution Schedule:

Provided you meet all requirements, kits will be distributed according to the following schedule:

- **Cosmetology:** 250 clock hours / 250 credit hours
- **Barber:** 280 clock hours / 280 credit hours
- **Nail Technician:** 140 clock hours / 140 credit hours
- **Esthetics:** 250 clock hours / 250 credit hours

UNIFORM POLICY

Uniform and Grooming Policy:

Rivertown is committed to providing a safe, hygienic, and professional learning and customer service environment. All students are expected to maintain a uniform mode of dress and personal grooming standards that reflect this commitment to both education and customer service.

Uniform Guidelines:

- **Pants:**
 - Scrub pants in any color are acceptable.
 - No sagging or oversized pants below the waistline.
 - No holes, rips, or tears.
- **Personal Jackets:**
 - Personal jackets are **not** allowed on the clinic floor.
 - If you are cold, long-sleeve shirts are available for purchase or may be worn under the Rivertown School T-shirt.
- **Shirts:**
 - **Rivertown T-shirt** must be worn at all times.
 - If your shirt has stains or holes, you will be required to purchase a new shirt in order to attend class.
- **Shoes:**
 - Clean, comfortable closed-toe shoes such as sneakers or loafers are required.
 - No open-toed shoes, sandals, crocs, or lookalikes with holes are permitted.
 - **No bare legs or feet** per State Board regulations. You must wear socks or stockings.
- **Smocks:**
 - Black smocks (white for Estheticians) must be worn when performing a service on a client in the clinical area.
- **Head Dressings:**
 - No caps, hats, or bandanas are allowed in the building.
- **Accessories:**
 - No sunglasses to be worn inside of building
 - Tattoos with extremist, indecent, sexist, or racist content must be covered at all times.

Religious Accommodation:

- If you require a religious accommodation regarding the uniform policy, please submit a written request to Administration. Include:
 - A description of the accommodation you are requesting.
 - The reason for the accommodation.
 - How the accommodation will resolve any conflict between your religious beliefs and the uniform requirements.
 - Suggested reasonable accommodations to address the conflict.
- Rivertown is not obligated to fulfill the specific accommodation request but will offer an alternative, effective solution as long as it does not impose undue hardship on the school.

Personal Hygiene:

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- Excellent personal hygiene is required at all times.

Work-Study Students:

- Students working may change clothes during the last 5 minutes of the day after sanitation and all other requirements are completed.

Violations:

- Failure to adhere to the uniform policy may result in disciplinary action. Multiple offenses may lead to suspension.

CELL PHONES, IPODS, CAMERAS, & OTHER ELECTRONIC DEVICES POLICY

iPods, laptops, cameras, ear buds, radios, and other personal electronic devices are **not permitted** in the building.

- If your cell phone or any electronic device is visible or audible, you will receive a write-up and may be suspended.
- If this rule is intentionally violated—such as by deliberately bringing out your device or allowing it to go off—you may be terminated from the program.
- In case of an emergency, please have family members or others contact you through the school's main number: **(706) 653-9223**. The receptionist will ensure the message is delivered to you as soon as possible. **Limit emergency calls to true emergencies** only.

GUEST SPEAKERS & VISITORS

1. All guest speakers must be scheduled through the Administration before they can speak.
2. Students **cannot** schedule guest speakers but may **recommend** a speaker to their instructor for approval.
3. Personal visitors are **not permitted** on the clinic floor, in the theory/practical classrooms, or in break rooms during school hours.
4. If a visitor arrives, the receptionist will notify both you and your instructor.
5. Students **cannot** leave a client service unless it is an emergency situation.
6. Only clients (or their caretakers/parents) receiving services are allowed on the clinic floor.

SMOKING POLICY

1. Smoking is not permitted **inside the school** or directly in front of the building.
2. The **designated smoking area** is located at the end of the parking lot near your vehicle.
3. All cigarette butts must be disposed of in the designated cigarette disposal stand.
4. Do **not** extinguish cigarettes on the sidewalk, building, or any other surfaces.
5. Smoke breaks should only be taken during designated break times, and **extra time** will **not** be granted for smoking.
6. Smoking paraphernalia must **not** be visible inside the building, in front of the school, or in any area other than the designated smoking area.
7. If you smoke, it should not be noticeable to others unless they see you during your scheduled break.

FOOD & DRINKS POLICY

1. Gum, food, and drinks (including bottled water) are **not permitted** in the classrooms, lockers, hallways, clinic floor, or reception area under any circumstances.
2. The **break rooms** are designated for food and drink.
3. Gum is **strictly prohibited** in the building.
4. Violations of this policy may result in **write-ups** and/or dismissal for the day.
5. Clients are **not allowed** to have food or drinks on the clinic floor. If a client needs to eat or drink, provide them with a short break and escort them to the break room.
6. Any **parties** (e.g., graduation, birthdays) must be **approved by Administration**. Breaks will **not** be extended on these days.

PROFESSIONALISM POLICY

1. All students are required to maintain a **professional and ethical attitude** at all times.
2. Students are **not permitted** to provide clients with personal contact information or salon details.
3. All clients entering the building are considered clients of **Rivertown School of Beauty, Barber, Skin Care & Nails**.
4. Any student found soliciting clients for services outside of the school for personal benefit, or advertising for other businesses while on school premises, will face **suspension for up to 13 days** or **possible termination** from the program.
5. Students are **not allowed** to solicit food, products, or services from other students, clients, or staff while in the building.
6. Violations of this policy may result in a **write-up, probation, or suspension** as necessary.

ZERO TOLERANCE AND BEHAVIOR POLICY

Behavior Expectations:

- **Loud, abusive, or vulgar language** will not be tolerated under any circumstances.
- Inappropriate behavior is strictly prohibited, including but not limited to:
 - Comments or conversations that disrupt a healthy learning environment
 - Unprofessional language or gossip
 - Conversations about drugs, sexual remarks, or any form of harassment
 - Threats or belligerent behavior
 - Disruptive conduct of any kind
- Students are expected to be **respectful** of fellow students and instructors at all times.
- Every student has the right to have concerns addressed regarding their education, financial aid, attendance, rules and regulations, or school activities.
- **Rivertown School of Beauty, Barber, Skin Care & Nails enforces a ZERO TOLERANCE POLICY** for negative behavior, as outlined above. Such actions are considered insubordination and may result in **suspension or permanent termination** from the program.
- Our goal is to provide all students with a **comfortable and professional environment** for learning.
- All rules and regulations apply equally to all enrolled students, regardless of tuition funding.

SUSPENSION POLICY

1. If a student is suspended on test or quiz days, or when assignments are due, they will receive a **zero** for that test, quiz, or assignment. All exams and assignments must be made up immediately upon return.
2. **Suspended students are not allowed in the building** during their suspension. This includes:
 - a. Receiving services
 - b. Talking to students
 - c. Meeting with instructors
3. Suspended students will not have any **paperwork signed** for any reason, including but not limited to:
 - a. DFACS
 - b. Unemployment
 - c. School verification, etc.
4. Students must return on their **scheduled return date** after a suspension. If a suspended student does not return as scheduled and is absent for **14 consecutive days** (including weekends), they will be **automatically dropped** from the program.

STUDENT REQUEST FORMS

If you have any questions or concerns regarding your program, financial aid, attendance, or other matters, you can fill out a **Student Request Form** to seek guidance or resolution.

- The form can be obtained from your instructor.
- If the situation requires the form, you will fill it out, sign, and date it.
- Afterward, have your instructor sign and date the form as well.
- Submit the completed form to the School Director's office for a response or decision regarding the situation.
- Once a decision has been made, you will receive a copy of the form with the answer or decision noted.

If the provided answer is insufficient, or further discussion is needed, a meeting may be scheduled.

Chain of Command:

If necessary, the chain of command will be followed as outlined in the "Student Concerns" section of this handbook.

STUDENT CONCERNS

At Rivertown, we take all student concerns seriously. If an issue arises, it must be addressed in the proper manner.

- All concerns should be submitted in writing using a **Student Request Form** and given to your instructor.
- Your instructor will then forward the form to the Director's Office for review.
- Students should not approach any Administrative Representative directly without the proper paperwork or an appointment, as each staff member has specific responsibilities to manage daily.
- All concerns will be addressed in a timely manner, based on urgency, and during scheduled appointments with all involved parties present.
- Your instructor will attend any necessary meetings to support the resolution of the issue.

CORRECTIVE ACTIONS

The following corrective actions may be taken for policy violations:

1. **First Offense – Verbal Warning:** The student will be informed verbally of the violation and will be required to make immediate improvements.
2. **Second Offense – Written Warning:** The student will receive counseling and a formal written warning. Immediate improvement is required.
3. **Third Offense – Out of School Suspension (OSS):** The student may be suspended for a period ranging from 1 to 13 days. The length of the suspension will be determined by the Administration, based on the severity of the violation or poor performance in meeting school standards.

PREGNANCY & CHILD BIRTH POLICY

Rivertown School of Beauty, Barber, Skin Care & Nails is dedicated to ensuring equal treatment for all students, regardless of pregnancy or parenting status. As a recipient of federal financial assistance, and in compliance with Title IX of the Education Amendments of 1972, Rivertown School of Beauty, Barber, Skin Care & Nails prohibits discrimination based on sex. This includes discrimination related to pregnancy, childbirth, false pregnancy, termination of pregnancy, recovery from these conditions, or any matter connected to parental status.

For inquiries concerning Title IX, please contact:

- **Jennifer Jones** – School Owner
- **Linda Barton** – School Director
3625 Manchester Expressway, Columbus, GA 31909
Phone: 706/653-6561
Email: jjones@rivertownschoolofbeauty.com or lbarton@rivertownschoolofbeauty.com

DISABILITY AND STUDENT ACCOMMODATIONS POLICY

Rivertown School of Beauty, Barber, Skin Care & Nails is committed to providing reasonable accommodations to qualified students with disabilities in accordance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act, ensuring that there is no discrimination based on disability.

To request accommodations, students must provide appropriate documentation, which includes a written report from a licensed professional that clearly diagnoses the disability and/or provides a history of the condition. The student must initiate the request for accommodations with the School Director. Students are encouraged to submit this documentation at least two weeks prior to the start of the program.

Please note that Rivertown School of Beauty, Barber, Skin Care & Nails is not obligated to provide the exact accommodation requested but will strive to offer an alternative, effective accommodation, provided it does not impose an undue hardship on the institution.

ANTI SEXUAL HARASSMENT POLICY

Sexual harassment is unwelcome conduct of a sexual nature, which includes unwanted sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical behavior of a sexual nature. When one student harasses another, it may create a hostile environment if the conduct is severe enough to interfere with or limit the student's ability to participate in or benefit from the school's program.

Rivertown School of Beauty, Barber, Skin Care & Nails is committed to maintaining an educational environment free from discrimination. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

Sexual violence refers to physical sexual acts committed against a person's will, or when a person is unable to consent due to an intellectual or other disability. Acts of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, and sexual coercion. These acts are considered sexual harassment under Title IX.

For inquiries regarding the application of Title IX, please contact Jennifer Jones, School Owner, or Linda Barton, School Director, at 3625 Manchester Expressway, Columbus, GA 31909; 706-653-6561; jjones@rivertownschoolofbeauty.com or lbarton@rivertownschoolofbeauty.com.

STUDENT COMPLAINT/GRIEVANCE POLICY

- Where a complaint involves allegations of sexual assault, a criminal investigation by law enforcement does not relieve Rivertown School of Beauty, Barber, Skin Care & Nails of its duty under Title IX to investigate and resolve complaints promptly and equitably. In cases of sexual assault, the complainant has the right to file a criminal complaint with local law enforcement. These policies are not intended to discourage anyone from filing a criminal complaint.

- Rivertown School of Beauty, Barber, Skin Care & Nails takes allegations of discrimination or harassment seriously and will thoroughly investigate all complaints. Students are expected to fully cooperate with any investigation. Students who make false allegations or fail to participate honestly in an investigation may face disciplinary action.
- We are aware that complaints of sexual harassment or violence may be followed by retaliation from the alleged perpetrator or their associates. Rivertown School of Beauty, Barber, Skin Care & Nails prohibits retaliation, intimidation, coercion, interference, or discrimination against any student for reporting harassment, filing a complaint, or assisting in any investigation.
- If you believe you are being harassed by a fellow student or instructor, report the conduct immediately to the Owner or Director. Prompt reporting is essential for a timely and fair resolution of complaints related to sex discrimination.
- Any student, teacher, or interested party may file a written complaint with the School Owner/Director. The complaint should outline the nature of the allegations. A school representative will meet with the complainant within 10 days of receiving the complaint to attempt to resolve the issue.
- If the matter cannot be resolved at this stage, it will be referred to the school's Governing Board, which consists of members selected from the school owner, director, instructor, financial aid administrator, or public interest. The Governing Board will meet within 21 calendar days of receiving the complaint to review the allegations.
- If additional information is needed, a letter will be sent to the complainant requesting the necessary details. If this information is not received within 15 calendar days, the complaint may be dismissed. If no additional information is needed, the Governing Board will act on the complaint, and a letter will be sent to the complainant within 15 calendar days outlining the corrective steps taken or stating that the allegations were not substantiated.
- All complaints will be investigated thoroughly and addressed promptly. Disciplinary action will be taken where appropriate. While the time to complete an investigation depends on the nature of the complaint, a typical investigation should be concluded within 60 calendar days from receipt of the complaint.
- Some complaints of sexual harassment may be resolved through informal mechanisms, such as mediation, if both parties agree. However, mediation will not be used to resolve complaints of sexual assault. Complainants have the right to end the informal process at any time and proceed to the formal stage.
- Rivertown School of Beauty, Barber, Skin Care & Nails will keep all reports confidential until the investigation is completed. The school will provide a fair, impartial investigation and give both parties the opportunity to present evidence and witnesses.
- A "preponderance of the evidence" standard will be used in investigating allegations of sexual harassment or violence. Both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding involving a sex offense. Written documentation of all proceedings, including findings of fact and transcripts or audio recordings, will be maintained.
- If the complainant wishes to pursue the matter further, they may contact the following agencies:
 - **Council on Occupational Education (COE)**
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone: 800-917-2081
Fax: 770-396-3790
 - **Georgia Professional Licensing Boards**
237 Coliseum Drive
Macon, GA 31217-3858
Phone: 478-207-1430

STUDENT RIGHTS AND PRIVACY/RELEASE OF INFORMATION

1. Academic and financial records will be securely stored in locked file cabinets within the School's Administrative Office and are also backed up off-site for added protection.
2. Students, along with their parents or guardians (if the student is a dependent minor), may access their records by scheduling an appointment with the main office personnel. Requests for appointments will be honored within seven (7) business days of the request. During the review, a staff member will be present.
3. Student records are retained by the school for five years following the completion or withdrawal of the student from the program.
4. Third-party access to student records is limited to Government Agencies (e.g., court officials, police, attorneys), Georgia State Board Representatives, Rivertown School of Beauty, Barber, Skin Care & Nails administrative staff, accrediting agencies, and individuals authorized by the student during the enrollment process. Third-party access requires written consent from the student (or parent/guardian if applicable)

EMERGENCY SCHOOL CLOSURE POLICY

In the event of the schools needing to be closed due to an emergency, i.e. tornado, flooding, fire, snow, death, etc., the school will publicize on WTVM, Channel 54, facebook page along with several radio stations for closure giving students and customers full information for reopening dates.

EMERGENCY RESPONSE

The following procedure will be used to notify students and staff of a dangerous situation on the school campus.

- Code 1 A lock down situation. Students and staff are to remain calm and not leave the classrooms and/or clinic floors.
- Code 2 Indicates the need to evacuate the classrooms and clinic floors immediately and exit through a back exit only.
- Code 3 Indicates the need to evacuate the classrooms and clinic floors immediately and exit through the front entrance/exit only.
- Code 4 Indicates a dangerous situation outside the campus (such as a gas leak). No one is allowed to leave the building.

- The instructor will make sure all students follow instructions.
- Any director, instructor, or senior staff member can initiate the alert.
- The Director or senior staff member in authority will notify the police who will notify the neighboring community of the impending danger.

EMERGENCY EVACUATION PLANS

In the event the school must be evacuated, the following procedure will be followed:

Reporting fire:

- **First - CALL 911 (3625 MANCHESTER EXPY)**
- Notify of the fire or hazard and location
- Immediately evacuate the institution following procedure set forth
 - School Director, Assistant School Director, and/or Instructors will give continuous blasts of altering whistle or blow horn sounds. (located at the front desks)
 - All personnel and students will proceed to fire exits or front door.
 - Instructors will ensure that all of their students are out of the building by head count. Take roll attendance book outside to complete head count.
 - Assemble at the designated assembly point (not in the path of emergency responding vehicles)
 - Assembly point(s): **MAILBOX, FRONT OF BUILDING and STUDENT PARKING LOT**
 - No one is required to use a fire extinguisher or stay behind.
 - Take a head count

Hurricane Warning:

- A weather warning (i.e.tornado, hurricane, etc.) will be announced throughout the school.
- Immediately take cover inside the institution.
- Staff, students and clients will quickly proceed to the following areas.
 - Esthetics, Nails, and Cosmetology to the back Cosmetology classroom
 - Barber Staff, students and clients proceed to the Barber Classroom and inner hallway right outside of classroom

Armed Robbery or Threatening Invader:

- Receptionist/Instructor and students will try to remain calm and do as directed. No action shall be taken to place herself/himself, student, staff, or clients in a position

PHYSICAL DEMANDS

The daily physical demands of these professions are significant, and managing physical stress should be a constant priority. Below are a few key demands to be mindful of:

- **Standing:** A large part of these professions involves standing, which may contribute to issues like varicose veins over time.
- **Appropriate Dress:** Clothing should prioritize ease, mobility, and comfort while maintaining professionalism. It should also protect your clothes from chemicals and other potential hazards.
- **Shoes:** Footwear should provide support for your legs and feet, ensuring comfort and professionalism. Shoes must

be closed-toe—open heels or toes are not permitted.

- **Posture:** Maintaining the correct posture is crucial to avoid back issues like scoliosis. Adjusting your chair to the proper height and angle will help support your back.
- **Sitting:** When sitting, keep your feet flat on the floor and your back against the chair to prevent back strain. Improper sitting can lead to long-term back problems.

SAFETY REQUIREMENTS

Safety requirements are emphasized daily, covering both personal hygiene and the laws that govern this profession. You will become aware of safety not only for yourself but also for your clients. The following procedures will be part of your education and will be emphasized during your orientation:

- A) **Sanitation, Disinfection, and Decontamination:** Your instructor will teach you the most effective and efficient methods to maintain cleanliness and safety.
- B) **Use of Rubber Gloves:** Gloves must be worn when handling chemicals and other potentially hazardous materials.
- C) **Loose Hair:** Loose hair on the floor is unsanitary and can pose a slipping hazard.
- D) **Proper Labeling and Closing of Containers:** All containers must be correctly labeled and securely closed to prevent accidents.
- E) **Dress Code:** Improper attire can cause damage to clothing and may not be suitable for the professional environment.

SANITATION

- This is a critical aspect of the curriculum that must be taken seriously. Safety and sanitation are essential in this industry and can determine your success.
- Each student is responsible for maintaining their work area. Workstations must be properly disinfected before, during, and after each service provided to clients, as well as to mannequins.
- Any spillage, trash, or debris must be cleaned up immediately. Hair or other materials cannot be left on the floor, as it is unsanitary and presents a safety hazard to you and others who may come into contact with it.
- After completing a haircut on a mannequin or client, hair must be swept up and properly disposed of in a covered waste receptacle immediately before proceeding with the next step of the service.
- At the end of each day, you will be assigned additional duties to help ensure that the “School Salon and Spa” remains in great working order. This includes disinfecting your workstation (countertop, mirror, chair, base of the chair, floor under the countertop, station drawers, mat in front of the station, aisle, manicure/pedicure table/tub and chairs, treatment rooms, etc.).
- All equipment should be neatly organized and systematically set up at the end of the day.
- If chairs need to be moved, you must obtain permission from an instructor first. When moving chairs, lower the chair and lock the pump. Move the chair using the locked pump to avoid damaging the hydraulic pump. Chairs and other equipment should never be dragged across the clinic floor. Please ask for assistance if needed.
- All tools, implements, and supplies should be returned to the lab or instructor’s office and placed in their proper location immediately after use.
- Your instructor will inform you of your daily sanitation responsibilities.
- Failure to maintain proper sanitation will be reflected in monthly evaluations, practical grades, and could result in write-ups or suspension. End-of-day sign-offs will not be given until all sanitation tasks are completed to satisfaction.

PROPER DISPOSAL OF PRODUCTS

- Proper disposal of chemicals is critical in this industry.
- All products must be disposed of in accordance with State Board rules and regulations, as well as OSHA guidelines. Any products that have been contaminated (e.g., come in contact with pathogens) cannot be reused and must be discarded properly.
- Products designated for mannequin use can be saved and reused for future sessions.
- To keep product costs low and maximize resources, it is important to minimize the use of products. The less spent on products allows for more funds to be allocated toward other valuable teaching tools.
- Please consult with your Instructor on the correct methods for disposing of products.

LAB/DISPENSARY DUTIES

- Each week, one student will be assigned as the Lab/Dispensary worker. This responsibility should be taken seriously, and students will be graded based on the quality of their performance.
- If you are absent while assigned to the lab, you must contact the instructor to arrange for another student to cover your duties.
- While working in the lab, no mannequin work, bookwork, magazines, lounging, sleeping, or any other non-lab activities will be tolerated. If duties are performed correctly, there will be no time for distractions.

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- Lab assignments are given by the instructors, and a list of duties will be posted in the lab.

CLINIC FLOOR POLICY

The clinic floor must be treated with the utmost professionalism, as it is a reflection of a real salon environment.

- Your work area should be sanitized before and after each service.
- Shampoo bowls must be properly sanitized before leaving the shampoo area.
- Chairs should remain in their designated positions for services; do not push them under the stations.
- Adhere to all safety, sanitation, and health regulations at all times.

To ensure both client and student safety, and to protect the school from liability, clients are not permitted to bring personal products. If a client does bring their own products, they should not be used.

Client tickets must be signed by an instructor at the station once a service is completed.

STATION ASSIGNMENTS & DECORATIONS

You will be assigned a work station by your instructor, and you are responsible for maintaining the cleanliness of your designated area.

- Your station may only be decorated with your name; no other personal items are allowed.
- If you need to leave the clinic floor, you must inform an instructor beforehand.
- For customer service purposes, you may not leave your client unless there is an extreme emergency. In this case, your absence must be coordinated with your instructor.
- If you're receiving assistance with a service, you should stay with your client to ensure the experience remains a training opportunity.
- Students are not to team up on a client's service unless instructed to do so by the instructor. One student should service one client at all times, with assistance provided by the instructor.
- Instructors will not complete services for students. They are there to guide and instruct, helping you improve on areas where you need practice. Once you receive guidance, you should perform the service on your mannequin next.
- The clinic floor should remain quiet and relaxing for the clients. Students should not yell for sign-offs or for any other reason.
- The break room must be kept at a professional noise level (inside voices). Remember that clients are still being serviced, and tours with potential students may be in progress.

CLIENT ROTATION

All walk-in clients will be assigned to students on a rotation basis. Clients who do not request a specific student upon arrival will be assigned to the next available student in the rotation.

This system ensures each student has equal opportunity to gain experience with a variety of services while building a clientele base during their time in school.

- Clients may request any student on the clinic floor, except on Fridays.
- Students are not permitted to schedule appointments on their own.
- Requests must be made during the client's sign-in process. If a client fails to request a specific student at this time, they will be assigned to the next student in rotation and cannot switch students once called from the waiting area.
- When assigned to a client, students must perform the service and cannot refuse or ask for the client to be reassigned unless extenuating circumstances apply and are approved by an instructor.
- Students are not allowed to gather around other students while they are with clients. If you wish to observe another student's service, you must request permission from your instructor.
- Conversations should be kept at a low volume and must relate to the program or the services being performed.
- Profanity, vulgarity, and discussions on topics such as relationships, religion, politics, nightlife, or anything inappropriate are strictly prohibited on the clinic floor.

ACCIDENT POLICY

- The rules and regulations regarding sanitation and dress code are designed to minimize accidents and ensure a safe environment for everyone.
- As a dynamic and active business, safety is our top priority. Rivertown School of Beauty, Barber, Skin Care & Nails is not responsible for personal injuries. We do not carry insurance coverage for students.
- If you wish to have personal insurance coverage while attending school, please contact your insurance agent.
- The school assumes no responsibility or liability for any medical costs resulting from accidents that occur during your time at the school.

INCIDENT REPORT POLICY

- Every effort must be made to prevent incidents within the building. Students are encouraged to report any dangerous or hazardous situations immediately.
- Our goal is to maintain a safe environment for everyone who enters this facility.
- In the event of an incident involving students or clients, an instructor or staff member should be notified immediately. An incident report will be completed and filed accordingly.

DRUG POLICY

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, Rivertown School of Beauty, Barber, Skin Care & Nails enforces strict policies regarding the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This policy applies on school property and during any school-related activities. Violations of this policy may result in disciplinary actions, including expulsion or termination from the school or employment.

Students should be aware that various local, state, and federal laws may be applied to violators. Penalties can include suspension or revocation of a driver's license, 20-50 years imprisonment at hard labor without parole, property seizure, or mandatory community service. Students found guilty may also lose eligibility for financial aid and other federal benefits, including Social Security, retirement, health care, welfare, disability, and veterans' benefits. Public housing residents could face eviction, and a felony drug conviction may prevent entry into certain careers.

Drugs and alcohol can be highly addictive and harmful to both the body and the mind, impairing judgment, coordination, and responsibility. If you or someone you know needs assistance, numerous local drug and alcohol counseling, treatment, and rehabilitation facilities are available. You can find contact information in the local telephone directory under "Drug Abuse and Addiction - Information and Treatment."

For immediate assistance, you can contact the following national hotlines:

- Alcoholism and Drug Abuse Hotline: 1-800-252-6465 (24 hours)
- Cocaine Hotline: 1-800-444-9999 (24 hours)
- National Institute on Drug Abuse: 1-800-662-4357 (8 AM – 2 AM, Mon-Fri; 11 AM – 2 AM, weekends)

Disciplinary Sanctions

Rivertown School of Beauty, Barber, Skin Care & Nails will impose disciplinary sanctions for violations of drug use policies, including but not limited to:

- Random drug testing of students at the school's discretion.
- Immediate investigation of any suspicion of drug, alcohol, or substance abuse, or the distribution of controlled substances (including prescription drugs, methamphetamine, marijuana, etc.).

Possible actions following such investigations may include:

1. Expulsion or termination of enrollment/employment.
2. Requirement to complete an approved rehabilitation program.

WEAPONS POLICY

Rivertown School of Beauty, Barber, Skin Care & Nails ("RSOB") is committed to ensuring a safe and secure environment for our entire campus community. As part of this commitment, we strictly adhere to the Georgia Weapons in School Safety Zones laws, as outlined in O.C.G.A. 16-11-127.1.

Prohibited Items: Employees and students are prohibited from carrying handguns, firearms, or any dangerous weapon of any kind on the premises, regardless of whether the individual holds a license or permit to carry. Possession of any weapon on RSOB property will result in immediate termination or expulsion.

RSOB is designated as a school safety zone. To protect the property, safety, and well-being of our employees, students, and clients, we reserve the right to inspect any packages, bags, purses, briefcases, lunchboxes, vehicles, or personal belongings brought onto the premises, including the parking lot.

In addition, RSOB reserves the right to inspect any classroom, office, desk, drawer, locker, or other personal property located on school premises. All company property (including furniture, desks, and lockers) is provided for work-related use only, and may be searched at the discretion of the institution.

Prohibited Weapons: The following items are prohibited on campus unless expressly authorized by O.C.G.A. 16-11-127.1. This list includes, but is not limited to:

- Firearms (pistol, revolver, or any weapon designed to propel a projectile, including airsoft, paintball, BB or pellet guns, and homemade devices)
- Knives with a blade of 2 inches or more

- Straight-edge razors or razor blades (unless required by the State of Georgia Board of Cosmetology/Barber)
- Spring sticks, bats, clubs, or bludgeon-type weapons
- Nunchaku, shurikens, throwing stars, or oriental darts
- Stun guns, tasers, or mace

These examples represent only a partial list of prohibited weapons. For a complete list, please refer to O.C.G.A. 16-11-127.1.

Reporting Violations: If you become aware of any individual violating this law while on campus, please immediately notify the Columbus Police Department.

POLICE PROTECTION POLICY

Law enforcement on and around the campus is provided by the Columbus Police Department. In the event that police presence is needed on campus, school management should be notified first. Afterward, if necessary, the situation will be escalated by calling 911 for immediate assistance

PARKING

- Student parking is located on the right side of the building when facing the front entrance. If you are found in violation of designated parking areas, you will be required to move your vehicle.
- The school is not responsible for any incidents that occur in the parking lot. For your safety, ensure that valuables are not visible and that your car is locked at all times.
- Please avoid leaving valuables in your vehicle while others are watching. (Ladies, we recommend placing your purse in the trunk before arriving, to ensure privacy.)
- Motorcycles must be parked in the designated parking lot area and are not allowed on walkways.
- Loud music is prohibited in the parking lot. Please keep music at a volume that only you or those in your vehicle can hear.
- Adequate parking is available for all students and staff.

TUITION AND EXPENSES

COURSE	ENROLLMENT	KIT/BOOKS	TUITION	TOTAL	HOURS
Cosmetology	\$100.00	\$1,900.00	\$21,000.00	\$23,000.00	1500
Barber	\$100.00	\$1,900.00	\$21,000.00	\$23,000.00	1500
Nail Technician	\$100.00	\$1,700.00	\$8,400.00	\$10,200.00	600
Esthetics	\$100.00	\$1,700.00	\$14,000.00	\$15,800.00	1000
Master Cosmetology Instructor	\$100.00	\$ 500.00	\$10,500.00	\$11,100.00	750
Master Barber Instructor	\$100.00	\$ 500.00	\$10,500.00	\$11,100.00	750

TERMS OF PAYMENT

- In addition to Financial Aid Assistance available for students who qualify, individual financing is available.
- If collection agency is used, the student is responsible for all debts incurred from collecting said debt.
- Students receiving ONLY Loans or Chapter 35 (DEA) MUST pay a 10% down payment on the first day of school
- For students who self pay , the following schedule will be followed:

Cosmetology & Barber \$23,000.00	10% Down \$2,300.00	11 Installments \$1,882.00
Esthetics \$15,800.00	10% Down \$1,580.00	8 Installments \$1,778.00
Nail Technician \$10,200.00	10% Down \$1020.00	6 Installments \$1,530.00
Master Cosmetology & Barber Instructor \$11,100.00	10% Down \$1,110.00	6 Installments \$1,665.00

EXTRA INSTITUTIONAL CHARGES

Any student not completing the prescribed program, in the time allowed per contract, other than extenuating circumstances, will be charged an additional \$14.00 per hour until completed.

SCHOLARSHIPS

Scholarships are not awarded at this time for persons applying for entrance to Rivertown School of Beauty, Barber, Skin Care & Nails.

180-DAY RE-ENTRY

- Re-entry within 180 days applies to students who withdrew from the course and return to school within 180 days of their withdrawal date.
- Upon re-entry, the student will be considered to be in the same payment period as when they withdrew. The student will retain their original eligibility for that payment period and will be treated as though they did not cease attendance.
- The school reserves the right to deny re-entry within 180 days based on the circumstances surrounding the student's initial withdrawal.

DATE OF DETERMINATION (DOD) & LAST DAY OF ATTENDANCE (LDA)

- The actual Last Date of Attendance (LDA) is the final day the student was physically present, as determined by the time recorded when the student clocked in and out on that day.
- The Date of Determination for a student who has previously attended may be determined within 14 calendar days, but not exceeding, from the student's actual Last Date of Attendance.

CANCELLATION AND REFUND POLICY

1. Official Cancellation/Withdrawal

Any monies owed to the applicant or student will be refunded within forty-five (45) days of official cancellation or withdrawal. Official cancellation or withdrawal occurs on the earlier of the following dates:

- **Applicant Not Accepted:** If an applicant is not accepted by the school, all monies paid will be refunded.
- **Cancellation Within Three (3) Business Days:** If a student (or, in the case of a student under legal age, their parent or guardian) cancels the enrollment contract and requests a refund in writing within three (3) business days of signing the enrollment agreement, all monies collected by the school will be refunded. This applies regardless of whether or not the student has begun training.
- **Cancellation After Three (3) Business Days:** If a student cancels the contract after three (3) business days but before classes begin, the student will be refunded all monies paid to the school, minus a non-refundable enrollment fee of \$100.00.
- **Withdrawal Notification:** A student notifies the school of their withdrawal.
- **Leave of Absence:** If a student on an approved leave of absence informs the school that they will not be returning, the withdrawal date will be the earlier of the expiration date of the leave of absence or the date the student notifies the school of their intent to not return.
- **Expulsion:** A student is expelled by the school.

For official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification or the date the notification is delivered to the school administrator/owner in person. A \$100.00 withdrawal fee may apply.

2. Unofficial Cancellation/Withdrawal

Monies due to a student who unofficially withdraws from the institution will be refunded within forty-five (45) days of the school determining that the student has withdrawn without notifying the institution. Unofficial withdrawals are determined by the institution based on its attendance policy.

In cases of mitigating circumstances such as illness, disabling accidents, death in the immediate family, or other factors beyond the student's control, the school will make a reasonable and fair settlement for both parties.

3. Non-Refundable Items

All additional costs, such as books, equipment, or other materials not included in the tuition, are non-refundable.

A \$100.00 withdrawal fee will be charged when applicable.

COURSE CANCELLATION POLICY

- If a course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall at its option:
 - Provide a full refund of all monies paid; or
 - Provide completion of the course

SCHOOL CLOSURE POLICY

- If the school should close permanently and ceases to offer instruction after students have enrolled, or if a course is canceled after students have enrolled and instruction has begun, any applicable teach-out plan for students participating in Title IV financial assistance programs must comply with the following requirements:
- The teach-out plan shall offer the student a reasonable opportunity to promptly resume and complete the canceled course of study or a substantially similar course of study at an institution which offers similar educational programs, and which has no business connection with the original institution.
- The teach-out is to be performed, by previous agreement, by an institution in the same geographic area as the original school which provided the course of study.

- The teach-out school shall not charge the students an amount greater than that to which the original school would have been entitled for the period covered by the teach-out, and for which the student has not yet paid.
- The original school shall, in the event the teach-out becomes necessary, arrange for individual notice to affected students of the availability of the teach-out plan, and diligently advertise each availability. The agreements among institutions may provide that teach-out notices may be sent by the teach-out schools.
- The teach-out plan is approved by the US Secretary of Education.
- Students who are not recipients of Title IV Federal Financial Aid shall be entitled to a pro-rata refund of tuition.
- This school shall dispose of school records in accordance with state laws.

TITLE IV TUITION ADJUSTMENT GUIDELINES

For students who enroll in and begin classes using Title IV aid but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

Percentage of Program Completed	Percentage of Tuition Owed to the school
0.01% to 10%	10%
10.01% to 25%	50%
25.01% to 50%	75%
50.01% and Over	100%

REFUNDS DUE TO TITLE IV PROGRAMS

The school will determine the amount of a refund in accordance with its own refund policy. After the school has determined the amount of the refund, if any, that portion of the refund will be returned to Title IV Programs and will be calculated according to Federal guidelines. When the amounts have been determined which must be returned, the school will return all sums due in the following order:

- Direct Loan Program
- Pell Grant Programs
- State/Vocational Rehabilitation Programs
- Student

VETERANS BENEFIT/TUITION ASSISTANCE TUITION ADJUSTMENT GUIDELINES

For students who enroll in and begin classes using Tuition Assistance aid, but withdraw prior to course completion, the following schedule of tuition adjustment will be considered to meet minimum standards:

1500 Hours

Before Class Begins 100% return:

Scheduled Hours Completed	Percentage of Tuition Assistance Returned
1 – 157 Hours	90%
158 – 382 Hours	75%
383 – 757 Hours	50%
758 – 906Hours	10%
907 – 1500 Hours	0% (60% of course completed)

1000 Hours

Before Class Begins 100% return:

Scheduled Hours Completed	Percentage of Tuition Assistance Returned
1 – 104 Hours	90%
105 – 254 Hours	75%
255 – 504 Hours	50%
505 – 594 Hours	10%
596 – 1000 Hours	0% (60% of course completed)

600 Hours

Before Class Begins 100% return:

Scheduled Hours Completed	Percentage of Tuition Assistance Returned
1 – 151 Hours	90%
152 - 300 Hours	75%
301 – 356 Hours	50%
357 –600Hours	0% (60% of course completed)

FINANCIAL ASSISTANCE

CONSUMER INFORMATION: FINANCIAL AID APPLICANTS ELIGIBILITY

- In general, you are eligible for Federal Aid if you meet the following requirements:
- Must have a high school diploma or a General Education Development (GED) certificate
- Must be enrolled full time in this institution.
- Are a U.S. Citizen or an eligible non-citizen.
- Show that you have a financial need.
- Make satisfactory progress in your program of study.
- You do not owe a refund on a Pell Grant.
- Are not in default on a government student loan.
- Have not earned a baccalaureate or first professional degree.
- Must sign statement of educational purpose saying that you will use your Federal Student funds for only your expenses related to Rivertown School of Beauty, Barber, Skin Care & Nails.
- Have registered with the Selective Service, if you are required to do so.

APPLICATION PROCEDURE

Students apply for Title IV Financial Assistance electronically through the school or on their own through computer use. The website is www.studentaid.gov. To determine if you qualify, you will have to supply some basic information about yourself at the time of application. The school requires that you submit proof of education, age and income. If you are an eligible non-citizen, you must have an alien registration card. You must also have a Social Security number when you apply or your application will not be processed.

CRITERIA FOR SELECTION OF ELIGIBLE APPLICANTS

The academic year for Rivertown School of Beauty, Barber, Skin Care & Nails consists of 900 clock hours. How much the student will actually receive depends on the following factors:

1. Your student aid index number;
2. The cost of education at your school;
3. How long you will be enrolled in the academic year.

Students who are eligible for Title IV Financial Assistance are accepted for enrollment if they have met all of the admission requirements of the school.

ACADEMIC YEAR

Rivertown School of Beauty, Barber, Skin Care & Nails operates on the academic year beginning July 1 and ending on June 30 each year. Cosmetology and Barber programs consist of 1500 clock/credit total hours. Nail Technician program consist of 600 clock/credit total hours and Esthetician program consists of 1000 clock/credit total hours.

The programs are divided into pay periods for Financial Aid purposes. These pay periods are as follows:

<u>Cosmetology/Barber</u>	<u>Nail Technician</u>	<u>Esthetics</u>
0-450 Hours	0-300 Hours	0-450 Hours
451-900 Hours	301-600 Hours	451-900 Hours
901-1200 Hours		900-1000 Hours
1201-1500 Hours		

DETERMINING THE AMOUNT OF YOUR FINANCIAL AID

To determine if you are eligible, the Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information you report when you apply for a Pell Grant. Using a formula guarantees equal treatment for all applicants. The school will then process the information electronically to determine eligibility. Once eligibility is determined, the student's account is paid and the student receipted accordingly. The student will receive the award in two payments, one at the beginning of school and the second after one-half of the academic year.

VERIFICATION

If an applicant is selected for verification through central processing center, the Financial Aid Officer will counsel with the student and the student will provide the proper documentation for verification procedures. The verification documents will be maintained in the students financial aid file.

FINANCIAL NEED

Federal Student Aid is awarded on the basis of financial need. Need is the difference between your cost of education and an amount you and your family are expected to contribute toward your education. A standard formula used for all applicants determines this amount, which is called the Expected Family Contribution. The information you report on your aid application is used in calculating your contribution. The amount left over after subtracting the expected contribution from your cost of education is considered your financial need.

FINANCIAL AID PROGRAMS

The schools administer federal programs of student assistance. Included are the Pell Grant Program, and the William D. Ford Direct Student Loan Program. If you are enrolled or accepted for enrollment and are a citizen or permanent resident of the United States, you are eligible to apply for assistance under these programs.

PELL GRANTS

Unlike loans, grants do not have to be repaid but the student has to maintain satisfactory progress in order to maintain eligibility for the grant. The student must submit the completed Application for Federal Student Aid (FAFSA) to the school. The school will then process the information electronically to determine eligibility.

WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

- The William D. Ford Federal Direct Loan Program enables students to borrow money from the government at a low interest rate to meet educational expenses.
- A student may not borrow more than the cost of education at your school, less any other financial aid you may receive and your expected family contribution.
- To be eligible for a Direct loan, the student's financial need must be evaluated.
- To apply for the Direct Loan, the student must first be accepted by the school, then obtain an application and complete the student or borrower section.
- After completing the school's portion of the loan application, the school will electronically process the information given.
- Once eligibility has been established, the student will sign a promissory note electronically to be processed before funds are released for disbursement to the student.
- All Direct Loans will be disbursed in two (2) installments for any enrollment period that ends nine months after the start date.
- The first disbursement is made thirty (30) days after the start date and the second disbursement after one half of the academic year. No disbursement may exceed one half of the loan amount.
- Undergraduate students may borrow up to \$3,500.00 a year. There are no application deadlines for Direct Loan program.
- Repayment begins six (6) months after the student graduates or withdraws from attendance of school.
- When a student leaves school, they must contact their lender to establish a repayment schedule. The amount of payment depends on how much the student has borrowed. The greater the amount borrowed, the higher the payments. If a student does not repay his/her loan, they will go into default, and the Federal Government can sue to collect, and the student will be ineligible for any further financial aid.

SCHOOL VERIFICATION PAPERWORK POLICY

- Any student needing paperwork signed or a document stating they are in school, attending as scheduled, and/or in satisfactory progress must see the School Director.
- You must be in attendance as scheduled and in your uniform to receive your paperwork, or get it signed.
- Any documents not filled out and signed by the School Director are null and void.
- Your instructor, Admissions representative, etc. cannot provide nor sign-off on these documents for you for any reason.
- Documentation will not be provided if you are not in satisfactory progress. If your attendance, theory grades, or practical grades are unsatisfactory, it is reported unsatisfactory.
- Documents provided and/or signed for verification include, but are not limited to:
 - DFACS
 - Public Housing
 - Food Stamps
 - Unemployment
 - Car Insurance
 - Bus Passes

VETERAN ADMINISTRATION BENEFITS/ POST 911 PAYMENTS

It is Rivertown School of Beauty, Barber, Skin Care & Nails' policy that if the student withdraws, student understands that the Veterans Administration may bill said student for not completing the course. If this happens, it is not the school's responsibility; it is the student's responsibility to cure said debt. The only funds to be given to student are if student's Post 9/11 payment creates a student overpayment, said overpayment shall be refunded to the student within 14 Fourteen days of withdrawal. Rivertown School of Beauty, Barber, Skin Care & Nails' policy complies with the Veterans Administration's School Debt Fact Sheet which states whose responsibility a debt is, whether it is school or student.

DEPARTMENT OF VETERANS SERVICE – TITLE 38 U.S. CODE SECTION 3679(E) SCHOOL COMPLIANCE

PURPOSE: To ensure eligible veterans utilizing Chapter 31, Vocational Rehabilitation & Employment and Chapter 33, Post 9/11 GI Bill ® benefits are not being imposed a penalty due to the delayed disbursement of funds from the Department of Veterans Affairs (DVA).

- Covered Individual: any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post 9/11 GI Bill ® benefits
- Any covered individual may attend or participate in the course of education of their choice provided by Rivertown School of Beauty, Barber , Skin Care & Nails in which the individual provides to the school no later than the first day of their chosen course start date, the following:
- Certificate of Eligibility (can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs (VA) website
- Picture ID (State or Federal)
- High School Diploma or GED
- Rivertown School of Beauty, Barber, Skin Care and Nails will not impose any penalty, including the assessment of late fees, the denial of access to classes or the requirement that an eligible individual borrow additional funds because of the individual’s inability to meet his/her financial obligations to the Institution due to the delayed disbursement funding from VA under Chapters 31 or 33.
- If an eligible veteran cancels his/her enrollment prior to signing the enrollment agreement or starting School all monies (if applicable) collected by the School shall be refunded to the appropriate agency.
- If an eligible veteran cancels his/her enrollment after three (3) business days of signing the enrollment agreement but prior to entering classes, he/she will be entitled to a refund of all monies paid to the School less an enrollment fee of \$100.00.
- Payment of educational assistance or subsistence allowances to eligible veterans pursuing the program of education or training shall be paid only for the period of such veterans’ enrollment in, and pursuit of, such program.
- No amount shall be paid to any eligible veteran for any period when such veteran is not pursuing such veteran’s course in accordance with the regularly established policies and regulations of Rivertown School of Beauty, Barber, Skin Care & Nails to include:
 - 80% (AMA) attendance average
 - 80% GPA average
- NOTE* The GI Bill Trademark is a registered trademark of the U.S.Department of Veterans Affairs (VA)

CAREER PLANNING

How much does a Barber make in the United States? The average annual Barber salary in the United States is **\$34857.00** as of 2023, but the range typically falls between **\$21874** and **\$48461**. Salary ranges can vary widely depending on many important factors, including education, certifications, additional skills, the number of years you have spent in your profession. The median hourly wage for barbers is \$17.00 per hour.

How much does a Cosmetologist make in the United States? The average annual Cosmetologist salary in the United States is **\$48,750** as of 2025, but the range typically falls between **\$37,052** and **\$62,400**. Salary ranges can vary widely depending on many important factors, including education, certifications, additional skills, the number of years you have spent in your profession. The median hourly wage is \$23.44 per hour.

How much does a Esthetician make in the United States? The average annual Esthetician salary in the United States is **\$43,200** as of 2023, but the range typically falls between **\$33,310** and **\$58,730**. Salary ranges can vary widely depending on many important factors, including education, certifications, additional skills, the number of years you have spent in your profession. The median hourly wage is \$21.81 per hour.

How much does a Nail Technician make in the United States? The average annual Nail Technician salary in the United States is **\$34,250** as of 2023, but the range typically falls between **\$31,180** and **\$36,920**. Salary ranges can vary widely depending on many important factors, including education, certifications, additional skills, the number of years you have spent in your profession. The median hourly wage for manicurists and pedicurists was \$20.74 per hour.

CAREER OPPORTUNITIES

There are many opportunities for individuals entering the industry under the realm of Cosmetology, Barber, Nail Technician or Esthetics. Employment opportunities are available through privately owned salons/shops or department stores. By successfully achieving a Georgia Master License in these fields, a student has the opportunity to become the following: stylist, salon owner, platform artist, salon manager, retail sales technician, product representative, specialist in certain areas of the field, theatrical hairstylist or makeup artist. Teacher Trainees have the opportunity to teach in privately owned schools

or technical colleges related to the field of Cosmetology or Barber, Nail Technician or Esthetician.

JOB PLACEMENT

- Rivertown School of Beauty, Barber, Skin Care & Nails assists with job placement for all currently enrolled students, as well as graduates.
- Rivertown School of Beauty, Barber, Skin Care & Nails does not guarantee any student a job after completion of the course; however we will assist in any way possible to ensure our graduates are able to practice in their prospective field.
- Local salons/shops continuously contact the school to recruit new employees and/or inform us of openings. This information can be retained by speaking with the School Director.
- Prospective employers do call to check prospective employees' school status (i.e. attendance, theory grades, practical grades, professionalism, behavior, write-ups, etc.). This information is released provided the student authorizes the release of those records in writing. Failure to permit Rivertown School of Beauty, Barber, Skin Care & Nails to release information regarding your performance while in school may hinder you from obtaining a position within the company inquiring. Rivertown School of Beauty, Barber, Skin Care & Nails will not release any false information as to keep a good rapport with all businesses within this industry.

BASIC COSMETOLOGY PROGRAM EDUCATIONAL OBJECTIVE

The objective of the Cosmetology program is to train students in the basic skills required by the State Board of Cosmetology. After a Cosmetology student passes the examination given in Georgia he/she must apply to the state for a Master license and may become available for employment in Georgia in the beauty industry.

BASIC COSMETOLOGY CURRICULUM

The curriculum for students enrolled in a school of cosmetology for a complete course of fifteen hundred (1,500) credit hours for training shall be as follows:

(a) Level 1 instruction shall be provided by a licensed master cosmetology instructor. Each school or licensed instructor shall require each student to obtain two hundred fifty (250) total hours of Level 1 training before the student performs clinical services on a client/patron. Of these two hundred fifty (250) hours, two hundred twenty five (225) shall be theory and training on mannequins, and of the final twenty five (25) hours, fifteen (15) hours shall be on skin care and ten (10) hours shall be on nail care. For the purposes of this Rule, one (1) theory hour equals one (1) clock hour for the first 250 hours of training, which are intended to be theoretical in nature.

1. Theory = (40) - (40 theory hours/40 clock hours);
 - (i) chemistry;
 - (ii) cleansing and disinfection;
 - (iii) EPA; OSHA, infection control standards; blood spill procedures; and
 - (iv) AIDS; HIV; and communicable diseases.
2. Theory of Permanent Waving = (45) - (45 theory hours/45 clock hours);
 - (i) the chemistry of permanent wave solution and its reaction;
 - (ii) the chemistry of relaxers and their reactions; and
 - (iii) the principles of permanent wave rod placement.
3. Theory of Hair Coloring = (45) - (45 theory hours/45 clock hours);
 - (i) the chemistry of color;
 - (ii) principles of color application; and
 - (iii) the chemical reaction of hair color.
4. Theory of Hair and Scalp Treatments and Conditioning = (20) - (20 theory hours/20 clock hours);
 - (i) hair analysis;
 - (ii) scalp condition; and
 - (iii) treatments.
5. Theory of Hair Cutting = (25) - (25 theory hours/25 clock hours);
 - (i) proper handling and care of instruments.
6. Theory of Shampooing = (15) - (15 theory hours/15 clock hours);
 - (i) proper procedure of shampooing;
 - (ii) knowledge of shampooing formulas; and
 - (iii) water temperature.
7. Theory of Hairdressing/Hairstyling = (35) - (35 theory hours/35 clock hours);
 - (i) 20 hours training on mannequins; and
 - (ii) 15 hours training on live models (without compensation).
8. Theory of Nail Care and Skin Care = (25) - (25 theory hours/25 clock hours);

(i) concepts and principles of nail care procedures and correct handling of instruments - (10 theory hours/10 clock hours); and

(ii) concepts and principles of skin care procedures and techniques - (15 theory hours/15 clock hours).

(b) Level 2 theory and service application hours on patrons may begin when a student has completed two hundred fifty (250) theory hours in the above curriculum, with a minimum passing score of eighty percent (80%). The student may then progress to Level 2 theory, practical training, and service application hours on live subjects. The Level 2 curriculum shall be as follows:

1. Theory = (100) - (100 theory hours/100 clock hours);

(i) cleansing and disinfecting;

(ii) physiology;

(iii) electricity;

(iv) safety precautions;

(v) chemistry of beauty products, actions/reactions, and the composition of tints, dyes and bleaches;

(vi) salesmanship;

(vii) telephone etiquette; and

(viii) salon deportment; consisting of courtesy, neatness and professional attitude in meeting the public.

2. Social Skills, Reception or Desk Work, Art and Ethics, State Board of Cosmetology Laws and Rules = (50) - (50 theory hours/50 clock hours).

3. Laboratory = (50) - (50 service application hours/50 clock hours);

shall include practical training in preparing germicidal solutions, shampoos, tint and bleaches, practical training in washing and sanitizing all equipment in the beauty salon.

4. Hairdressing, Shampoo and Comb-out = (255) - (170 service application hours/170 applications);

shall include shampoos, comprising dry, soap-free, oil and reconditioning; wet curls, thermo-curling, blow drying, hair styles, comb outs and all types of pressing; hot combs.

5. Hair Cutting and Shaping = (124.5) - (124.5 service application hours/166 applications).

6. Permanent Waving = (150) - (150 service credit hours/50 applications).

7. Chemical Hair Relaxing = (139) - (139 service application hours);

(i) virgin application - (82 service application hours/42 applications); and

(ii) chemical retouch - (57 service application hours/38 applications).

8. Hair Coloring and Hair Lightening = (155) - (155 service application hours);

(i) temporary rinses and semi-permanent color - (9 service application hours/12 applications);

(ii) virgin color - (40 service application hours/20 applications);

(iii) color retouches - (20 service application hours/10 applications);

(iv) hair bleaching and lightening - (80 service applications hours/40 applications);

(I) virgin hair lightening (32 service application hours/16 applications);

(II) retouch hair lightening (20 service application hours/10 applications); and

(III) foiling techniques and placement - (28 service application hours/14 applications).

(v) predisposition tests - (3 service application hours); and

(vi) color removal - (3 service application hours).

9. Scalp and Hair Treatment = (49) - (49 service application hours/49 applications);

shall include brushing and manipulations, corrective treatments, and reconditioning treatments.

10. Facial Treatment, Make-up, and Hair Removal = (52.5) - (52.5 service application hours):

(i) facial treatments - (30 service application hours/30 applications);

(ii) make-up applications - (20 service application hours/20 applications); and

(iii) brow and lash tint - (2.5 service application hours/5 applications).

11. Hair Removal = (30) - (30 service application hours):

(i) lip, chin, and face (tweezing, waxing, threading) - (10 service application hours/20 applications);

(ii) brow tweezing - (10 service application hours/20 applications); and

(iii) brow waxing - (10 service application hours/20 applications).

12. Sanitizing and Disinfection of Tools, Implements, and Equipment = (5) - (5 service application hours/10 applications):

(i) implements (brushes, combs, shears, clippers, flat irons, curling irons, nail and skin care implements) - (1 service application hour/2 applications);

(ii) shampoo bowls and dryer hoods, styling stations, chairs, mats and work space - (1 service application hour/2 applications);

(iii) pedicure spa bowls, portable or fixed plumbing - (1 service application hour/2 applications);

(iv) hair removal and waxing stations - (1 service application hour/2 applications); and

(v) manicure stations - (1 service application hour/2 applications).

13. Manicures, Pedicures, and Nail Sculpting = (90) - (90 service application hours):

- (i) manicures with hand and forearm massage - (25 service credit hours/25 applications);
- (ii) pedicures with foot and leg massage - (20 service application hours/20 applications); and
- (iii) nail sculpting - (45 service application hours/15 applications).

Total Hours: 1,500 credit hours/1,500 clock hours.

BASIC COSMETOLOGY PROGRAM STUDENT BOOKS

Milady Standard Textbook of Cosmetology & Milady Standard Foundations textbook
Milady Workbooks for Cosmetology & Foundations

BASIC COSMETOLOGY PROGRAM STUDENT KIT:

Mannequins	Mannequin Stand	Pack of Duckbill Clips	Razor
All Purpose/Single Prong Clips	Acrylic Nail Set	Shampoo Capes	Manicure Bowl
Manicure implements	Pair of Shears	Manicure Kit	Curling Irons
Pair of Thinning Shears	Blow Dryer	Spray Bottle	Styling & Round Brushes
Rollers	Color Applicator Bottle	Butterfly Clips	Gloves
Permanent Wave Rods	Tint Bowl/Brushes	All Purpose & Rattail Combs	

Note: Curriculum content and equipment is subject to review and change at any time.

BARBER PROGRAM EDUCATIONAL OBJECTIVES

The objective of the Barber program is to train students in the basic skills needed to meet the competencies for the examination required by the State Board of Barbers. After a barber student passes the examination held in Macon, Georgia he/she must apply to the state for a Master license and may become available for employment in Georgia in the barber industry.

BARBER CURRICULUM

The curriculum for students in Rivertown School of Beauty, Barber Skin care & Nails for a complete course in barbering is fifteen hundred (1500) credit/clock hours for training shall be as follows:

Each school or licensed instructor shall require each student to obtain 280 total hours of theory training in the following curriculum before the student is allowed to render clinical services.

1. Classroom Theory - 50 hours: Shall include instruction by a licensed instructor in the following subjects related to barbering:
 - (i) chemistry (the basics of physical and chemical changes);
 - (ii) cleansing and disinfection;
 - (iii) hygiene and good grooming;
 - (iv) laws and rules.
2. Hair and Scalp Treatments, Shampooing, and Conditioning - 25 hours: Shall include instruction by a licensed instructor in the following subjects:
 - (i) hair analysis;
 - (ii) scalp condition;
 - (iii) treatments;
 - (iv) proper procedure of shampooing (towel application, draping);
 - (v) knowledge of shampoo formulas;
 - (vi) water temperatures.
3. Shaving - 25 hours:
 - (i) shaving (proper handling technique of straight razor learning the fourteen (14) stroke process).
4. Coloring of Hair -25 hours: Shall include instruction by a licensed instructor in the following subjects:
 - (i) bleaching;
 - (ii) high and low lighting;
 - (iii) permanent color;
 - (iv) semi permanent color; and
 - (v) temporary rinse.
5. Hair Cutting and Styling - 70 hours: Shall include instruction by a licensed instructor in the following:
 - (i) proper handling of implements (razor, shears, clippers, trimmers, edgers); and
 - (ii) 35 hours of training on mannequins.
6. Facial Hair Design & Waxing - 20 hours: Shall include instruction by a licensed instructor in the following:

- (i) theory of facial massage;
- (ii) equipment; and
- (iii) facial treatments.

7. Permanent Waving, Relaxing, and Chemical Application - 65 Hours: Shall include instruction by a licensed instructor in the following subjects:

- (i) the chemistry of permanent wave solution;
- (ii) technique of placing wave rods on client heads; and

When a student has completed 280 hours in the above curriculum, the licensed instructor shall complete a statement to be directed to the Georgia State Board of Cosmetology and Barbers, signed by the licensed instructor, and the student (and properly notarized) stating the student is now prepared to progress to the clinic floor to perform clinical services on live subjects. After completion of the first 280 hours of training, the curriculum shall be as follows:

1. Theory - 200 hours;
2. Hairstyling techniques and cutting - 500 hours = 500 applications: Shall include instruction by a licensed instructor in the following subjects:
 - (i) proper handling of instruments;
 - (ii) improper handling of instruments;
 - (iii) training on mannequins and live models.
3. Shaving - 25 hours = 50 applications: Shall include instructions by a licensed instructor in the following:
 - (i) proper handling of instruments;
 - (ii) proper disposal of razor blades in sharps container in accordance with the provisions of O.C.G.A. § 12-8-20, et seq., and the Rules for Solid Waste Management, Chapter 391-3-4-.15 (e) applicable to razor blade disposal in solid waste.
 - (iii) improper handling of instruments;
 - (iv) training on mannequins and live models.
4. Shampooing - 5 hours = 40 applications: Shall include instructions by a licensed instructor in the following:
 - (i) proper procedure of shampooing;
 - (ii) knowledge of shampoo formulas;
 - (iii) water temperature.
5. Facial Hair Design and Waxing - 10 hours = 30 applications
6. Scalp Treatment Techniques - 10 hours: Shall include instructions by a licensed instructor in the following subjects:
 - (i) hair analysis;
 - (ii) scalp conditions;
 - (iii) treatments.
7. Permanent Waving, Relaxing and Chemical application - 270 hours = 66 applications: Shall include instruction by a licensed instructor in the following subjects:
 - (i) the chemistry of cold wave solution relaxers and reaction;
 - (ii) techniques of placing cold wave rods on client's head;
 - (iii) chemistry of color, technique of color and chemical action of hair color.
8. Additional instructions at the discretion of the instructor - 200 hours.

Total Hours: 1,500 credit hours/1,500 clock hours.

BARBER PROGRAM STUDENT BOOKS:

Milady Standard Textbook of Barber Stylists
Milady Practical Workbook for Barber Stylists

BARBER PROGRAM STUDENT KIT:

Rattail Combs	Mannequins	All Purpose Combs
Mannequin Stand	Cloth Cape	Thinning Shears
Barber Shears	Neck duster	Clippers
Edgers	Razor with blades	Club Brush
¾" Curling Iron	Clipper Oil	Blade Wash
Shampoo Cape	Talcum Powder	Blow Dryer
Round Styling Brushes	Tint Bowl/Brush	Nick Relief

Note: Curriculum content and equipment is subject to review and change at any time.

ESTHETICIAN PROGRAM EDUCATIONAL OBJECTIVES

The objective of the Esthetic program is to train students in the basic skills needed to meet the competencies for the examination required by the State Board of Cosmetology. After a student passes the examination held in Macon, Georgia or Atlanta, Georgia, he/she must apply to the state for a Master license and may become available for employment in Georgia in the esthetic industry.

ESTHETICS CURRICULUM

The curriculum for students enrolled in a school of cosmetology for a complete course of one thousand (1,000) credit hours for training shall be as follows:

(a) Level I Instruction shall be provided by a licensed master cosmetology instructor or licensed esthetician instructor. Each school or licensed instructor shall require each student to obtain two hundred fifty (250) total theory hours of Level 1 training before the student performs clinical services on a client. Of these two hundred fifty hours, one hundred fifty (150) shall be Professional Practices, twenty (20) shall Professional Ethics, and eighty (80) shall be Business Practices. For the purposes of this Rule, one (1) theory hour equals one (1) clock hour for the first 250 hours of training, which are intended to be theoretical in nature.

1. PROFESSIONAL PRACTICES = (150) - (150 theory hours/150 clock hours); shall include instruction by a licensed esthetician instructor in the following subjects:

- (i) bacteriology, cleansing and disinfection;
- (ii) personal hygiene;
- (iii) public health and safety;
- (iv) EPA, OSHA, chemicals, infection control standards, and blood spill procedures;
- (v) AIDS, HIV, and communicable diseases;
- (vi) methods; and
- (vii) facility hygiene, clean-up applications and procedures.

2. PROFESSIONAL ETHICS = (20) - (20 theory hours/20 application/clock hours); shall include instruction by a licensed esthetician instructor in the following subjects:

- (i) professional attitude; and
- (ii) personal image.

3. BUSINESS PRACTICES = (80) - (80 theory hours/80 clock hours); shall include instruction by a licensed esthetician instructor in the following subjects:

- (i) State Board Rules and Laws;
- (ii) esthetician salon development;
- (iii) business insurance;
- (iv) client records;
- (v) confidential ethics;
- (vi) medical record keeping;
- (vii) write your resume; and
- (viii) the job interview.

(b) Level 2 service application hours on patrons may begin when a student has completed two hundred fifty (250) theory hours in the above curriculum, with a minimum passing score of eighty percent (80%). After completing two hundred fifty hours of Level 1 training, the student may progress to the clinic floor to perform 750 required Level 2 service application hours on a live subject. The Level 2 service application curriculum shall be as follows:

1. Sciences = (320) - (320 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:

- a) histology of the skin:
 - i) cell; and
 - ii) tissue.
- b) dermatology and physiology:
 - i) structure of the skin and glands;
 - ii) functions of the skin and glands;
 - iii) conditions and disorders of the skin;
 - iv) physiology of color; and
 - v) morphology.
- c) Theory:
 - i) medical terminology;
 - ii) medical charting;

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- iii) clinical cleansing and disinfection;
 - iv) patient psychology;
 - v) customer service;
 - vi) advanced skin analysis/diseases; and
 - vii) camouflage make-up.
2. Cleansing and Disinfection of Tools, Implements, and Equipment = (5) - (5 service application hours/10 applications):
- (i) implements (brushes, tools, and skin care implements) - (3 service application hours/6 applications);
 - (ii) facial stations, beds and equipment - (1 service application hours/2 applications); and
 - (iii) hair removal and waxing stations - (1 service application hour/2 applications).
3. Body Treatments = (70) - (70 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:
- (i) massage - (25 service application hours/25 applications);
 - (ii) wraps - (15 service application hours/15 applications);
 - (iii) cellulite - (10 service application hours/10 applications);
 - (iv) aromatherapy - (10 service application hours/10 applications); and
 - (v) reflexology - (10 service application hours/10 applications).
4. Facials = (115) - (115 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:
- (i) spa facials - (75 service application hours/75 applications);
 - (ii) machine facials - (30 service application hours/30 applications); shall include the following:
 - (I) client consultation and skin analysis;
 - (II) cleansing;
 - (III) manipulations;
 - (IV) toning;
 - (iii) pre-op therapy - 5 service application hours/10 applications); and
 - (iv) post-op therapy - 5 service application hours/10 applications).
5. Make-up = (90) = (90 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:
- (i) client consultation and skin analysis - (20 service application hours/40 applications);
 - (ii) application - (30 service application hours/30 applications);
 - (iii) contouring - (10 service application hours/20 applications);
 - (iv) color accent - (10 service application hours/20 applications);
 - (v) camouflage make-up - (10 service application hours/10 applications); and
 - (vi) eye lash tabbing and strips - (10 service application hours/20 applications).
6. Hair removal = (75) - (75 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:
- (i) lip, chin, face (tweezing, waxing, threading) - (10 service application hours/20 applications);
 - (ii) leg waxing - (20 service application hours/20 applications);
 - (iii) bikini waxing - (10 service application hours/20 applications);
 - (iv) torso, back, and arm waxing - (10 service application hours/20 applications); and
 - (v) brow arching and shaping - (25 service application hours):
 - (I) brow tweezing and threading - (10 service application hours/20 applications);
 - (II) brow waxing - (10 service application hours/20 applications); and
 - (III) brow lashing and tinting - (5 service application hours/10 applications).
7. Spa/salon management = (75) - (75 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:
- (i) front desk;
 - (ii) marketing: business, client, product;
 - (iii) managerial responsibilities;
 - (iv) client retention and tracking;
 - (v) business management;
 - (vi) business record management; and
 - (vii) profit and loss statement management.

Total hours — 1,000 credit hours.

ESTHETICIAN PROGRAM STUDENT BOOKS:

Milady Standard Textbook of Esthetics Fundamentals & Milady Standard Foundations textbook
Milady Workbooks for Esthetics

ESTHETICIAN PROGRAM STUDENT KIT:

10 Well Makeup palette	3" Slanted tweezer	Comedone Extractor	Cool Mist Astringent	Body Brush Set
Eye Applicators	Eyelash Curler	Pencil Sharpener	Spatulas	Facial Mixing Bowl
Lip Brushes	Mascara Wands	Gloves	Facial Kit	Disposable Round Sponges
Cosmetic Make up	Non Woven Wax Strips	Cotton Rounds/Swabs/Balls/Roll		

Note: Curriculum content and equipment is subject to review and change at any time.

NAIL TECHNICIAN PROGRAM EDUCATIONAL OBJECTIVES

The objective of the Nail Technician program is to train students in the basic skills needed to meet the competencies for the examination required by the State Board of Cosmetology. After a student passes the examination held in Macon, Georgia or Atlanta, Georgia, He/she must apply to the state for a Master license and may become available for employment in Georgia in the nail technician industry.

NAIL TECHNICIAN CURRICULUM

The curriculum for students enrolled in a school of cosmetology for a complete course of six hundred (600) credit hours for training in the nail technician course shall be as follows:

(a) Level 1 Instruction shall be provided by a licensed master cosmetology instructor or licensed nail technician instructor. Each school or licensed instructor shall require each student to successfully complete one hundred forty (140) hours of Level 1 training before the student performs clinical services on a client/patron. For the purposes of this Rule, one (1) theory hour equals one (1) clock hour for the first one hundred forty (140) hours of training, which are intended to be theoretical in nature.

(1) Theory = (140) - (140 theory hours/140 clock hours):

- (i) personal hygiene, professional ethics, and customer relations;
- (ii) cleansing and disinfection, public health and safety, infection control and bacteriology;
- (iii) AIDS, HIV, and other communicable diseases;
- (iv) EPA, OSHA, other government standards, blood spill procedure;
- (v) physiology and anatomy, including that of the hands, arms, feet, and legs;
- (vi) the art of massage and massage techniques, introduction to reflexology;
- (vii) nail composition and structure, nail disorders and nail diseases;
- (viii) chemistry, including product knowledge, composition, usage, safety, and hazardous materials;
- (ix) methods and procedures and implements, including their usage and safety;
- (x) salon business;
 - (I) salon development and business operations;
 - (II) client consultations;
 - (III) business development;
 - (IV) marketing, advertising, and retailing;
 - (V) career/business planning, including preparation for interviews, resume writing, and goal setting; and
 - (xi) Georgia State Board of Cosmetology laws and rules, a copy of which shall be provided to students.

(b) Level 2 service application hours on live subject may begin when a student has completed the one hundred forty (140) required theory hours in the Level 1 curriculum, with a minimum passing score of eighty percent (80%). The student may then progress to the clinic floor to perform 460 service application hours on live subjects (hours and applications apply to a full set only). The Level 2 service application curriculum shall be as follows:

(1) Sanitizing and Disinfection of Tools, Implements, and Equipment = (70) - (70 service application hours/140 applications):

- (i) implements (brushes, tools, and nail care implements) - (3 service application hours/6 applications); and
- (ii) manicure stations, pedicure spas, beds and equipment - (2 service application hours/4 applications).

(2) Manicure with hand and forearm massage (basic, hot oil, and various spa manicures) = (70) - 70 service application hours/70 applications);

(3) Pedicure with foot and leg massage (basic and various spa pedicures) = (60) - 60 service application hours/60 applications);

(4) Nail Sculpting = (60) - 60 service application hours/30 applications);

(5) Artificial tip application with overlay = (60) - 60 service application hours/30 applications);

(6) Nail wrapping (silk, linen, etc. on natural nails only) = (20) - 20 service application hours/20 applications);

(7) UV Gel Nails = (30 service application hours/30 applications);

(8) Fill-in application = (40) - (40 service application hours/40 applications);

(9) Artificial nail removal/nail repair = (10) - (10 service application hours/20 applications);

(10) Professional nail drill usage with professional drill designed for fingernails only = (5) - (5 service application hours/10 applications);

- (11) Nail art techniques = (5) - (5 service application hours/5 applications);
 (12) Airbrush nail art = (5) - (service application hours/5 applications);
 (13) Paraffin treatments on hands and feet = (5) - (5 service application hours/10 applications); and
 (14) Student competition: advanced techniques and related subjects = (20) - (20 service application hours/20 applications).

TOTAL HOURS -600 CREDIT/CLOCK HOURS.

NAIL TECHNICIAN PROGRAM STUDENT BOOKS:

Milady Standard Textbook of Nail Technology & Milady Standard Foundations textbook

Milady Workbooks for Nails

NAIL TECHNICIAN PROGRAM STUDENT KIT:

Finger Bowl	Towelette Squares	Natural Square Nail Tips	Foot File	Gloves
Cuticle remover/oil	Odorless Nail Liquid	Exfoliating Scrub	Nail Polishes	Drill Bits
Brush/Surface Cleaner	Fingernail Clipper	Nail Files	Gel Nail Kit	Spatulas,
Q-tips	Pedicure Slippers	Tweezers	Top & base coat polishes	

Note: Curriculum content and equipment is subject to review and change at any time.

MASTER BARBER INSTRUCTOR PROGRAM EDUCATIONAL OBJECTIVES

This comprehensive course provides a structured approach for aspiring Master Barber Instructors, equipping them with the essential skills, knowledge, and attitudes needed to succeed in both teaching and practical applications within the barbering industry. Students who successfully complete this 750 hour program will be prepared to pass the Master Barber Instructor Licensing Examination administered by the Georgia State Board of Cosmetology and Barbers.

MASTER BARBER INSTRUCTOR CURRICULUM

1. Persons receiving instructor training in a barber school must spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor.
2. Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise.
3. Persons receiving instructor training shall be furnished a teacher training manual
4. The curriculum in a school of cosmetology or barbering for an instructor training course must include at least one (1) year and a total of 750 hours of training as follows:
 - a. General Education = (250)-(250 credit/250 clock hours): All practice teaching must be supervised by a licensed instructor.
 1. Cosmetology & Barber Laws, rules and regulations – (25 credit/25 clock hours);
 2. Principles of teaching Barbering – (200 credit/200 clock hours);
 - b. Teaching techniques and audio visual aids – (250) – (250 credit/250 clock hours);
 1. Curriculum Development;
 2. Lesson Plans and presentations;
 3. Classroom management and discipline;
 4. Demonstrations and lectures;
 5. Various methods of evaluation.
 - c. Practice Teaching = (250) – (250 credit/250 clock hours).

TOTAL HOURS 750 Credit/Clock hours

MASTER BARBER INSTRUCTOR PROGRAM STUDENT BOOKS

Milady Standard Professional Educator Textbook

Binder for completion of objectives

Note: Curriculum content and equipment is subject to review and change at any time.

MASTER COSMETOLOGY INSTRUCTOR PROGRAM EDUCATIONAL OBJECTIVES

This comprehensive course provides a structured approach for aspiring Master Cosmetology Instructors, equipping them with the essential skills, knowledge, and attitudes needed to succeed in both teaching and practical applications within the cosmetology industry. Students who successfully complete this 750 hour program will be prepared to pass the Master

MASTER COSMETOLOGY INSTRUCTOR CURRICULUM

- Persons receiving instructor training in a barber school must spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor.
- Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise.
- Persons receiving instructor training shall be furnished a teacher training manual
 1. The curriculum in a school of cosmetology or barbering for an instructor training course shall be completed within one (1) year and a total of 750 hours of training as follows:
 - a. General Education = (250)-(250 credit/250 clock hours): All practice teaching must be supervised by a licensed instructor.
 1. Cosmetology, Esthetician, Hair Design, Nail Technician, and Barber Laws, rules and regulations – (25 credit/25 clock hours);
 2. Principles of teaching cosmetology – (150 credit/150 clock hours);
 3. Principles of teaching nail care – (35 credit/35 clock hours); and
 4. Principles of teaching esthetics – (40 credit/40 clock hours).
 - b. Teaching techniques and audio visual aids – (225) – (225 credit/225 clock hours);
 1. Curriculum Development;
 2. Lesson Plans and presentations;
 3. Classroom management and discipline;
 4. Demonstrations and lectures;
 5. Various methods of evaluation.
 - c. Practice Teaching = (275) – (275 credit/275 clock hours).

TOTAL HOURS 750 Credit/Clock hours

MASTER COSMETOLOGY INSTRUCTOR PROGRAM STUDENT BOOKS

Milady Standard Professional Educator Textbook
Binder for completion of objectives

Note: Curriculum content and equipment is subject to review and change at any time

STUDENT APPRECIATION

Thank you for choosing to further your education at this institution and for your cooperation in ensuring the smooth operation of our program. The information provided is meant to support the continuous flow of productivity and to maintain the health and safety of everyone in the building. A school's success is defined by the students it graduates, and our goal is to train professionals who will excel in this industry. We set high expectations, but with those expectations comes the potential for unlimited success. Please approach every guideline as an opportunity to improve and grow beyond where you started. Take full advantage of the knowledge shared by our licensed professionals, as your success is our ultimate goal.

PROGRAM & HANDBOOK CHANGES

This handbook is intended for informational purposes only, outlining how the program operates. It should not be regarded as an enrollment contract between the student and Rivertown School of Beauty, Barber, Skin Care & Nails. Rivertown reserves the right to modify any provisions in this handbook without prior individual notice to students. Any updates or changes will be communicated during school assemblies or meetings. While we will make every effort to inform students of any changes, it is ultimately the student's responsibility to stay informed and comply with all requirements, both written and verbal.

