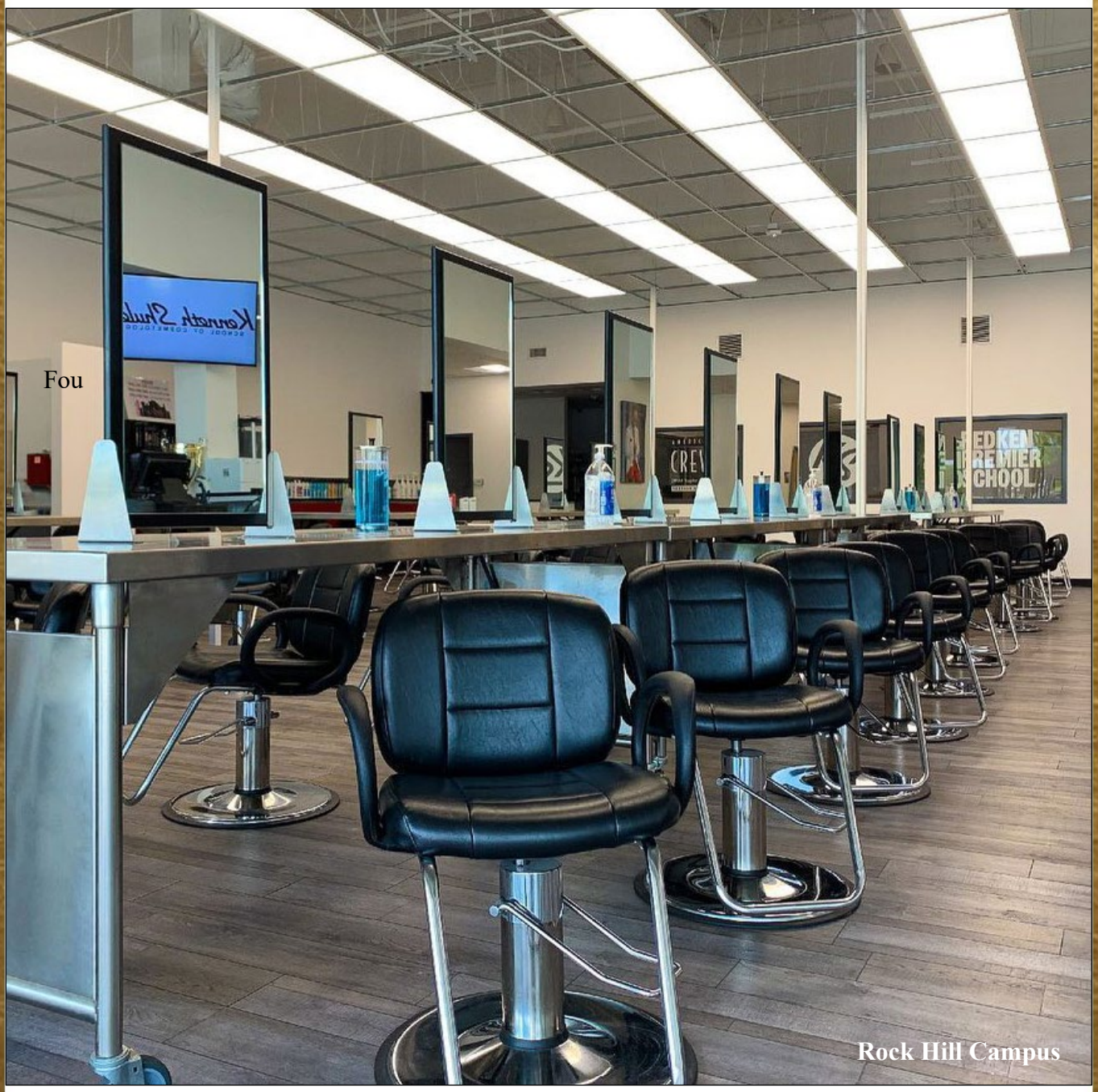
Kenneth Shuler

SCHOOL OF COSMETOLOGY



Student Handbook – Volume 19

Catalog/Handbook policies reviewed/revised November 24, 2026
This Catalog/Handbook is certified true and correct by
Garrett Shuler, Vice President/Owner.

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HEADQUARTERS ADMINISTRATION

Estate of Kenneth Shuler - President/Owner of all locations
Garrett Shuler – Vice President/Owner of all locations
Marilyn Montgomery – Accounting/Bursar
Cris Tucker – Payroll/HR
Steven Dawson – Director of Compliance
Christine Roy – Director of Financial Aid
Trista Staggs & Tamra Stewart – FA Officers
Tammie Stevens – Education Coordinator
Hanna Crawford – Education Coordinator
Daniel Stephens – Education Coordinator
Rachel Mosley – Training & Development Team
April Roach – Training & Development Team
Caitlan Hayes – Director of Public Relations
Kaylyn Montgomery – Accounts Payable
Camp Moring and Brendle – Certified Public Accountants



EDUCATIONAL GOALS AND OBJECTIVES

Kenneth Shuler School of Cosmetology maintains the goals of educating cosmetologists, estheticians, and instructors with all the skills and training necessary to enter the field of cosmetology and its related fields. Upon acceptance of our students, we take the responsibility to help them be the best they can be.

Our goal is for all our students to pass the State Board Examination, to become professional licensed cosmetologists, estheticians, and instructors to create a positive difference in our profession.

MISSION STATEMENT

To provide superior education for individuals to be successfully licensed and employed in the beauty and wellness industry.

INSTITUTIONAL INFORMATION & PERTINENT CHARACTERISTICS

All locations are incorporated and owned by Kenneth Shuler and Garrett Shuler.

Kenneth Shuler School of Cosmetology & Nails

172 McSwain Drive West Columbia, SC 29169 (803) 772-6098 Admissions Ref.#050012-00	The school consists of approx. 30,000 square feet of classrooms, offices, and student salon. The school uses Pivot Point's Textbooks and materials. The school maintains audio-visual training aids to educate the students as well as Wi-Fi access.	
Programs Offered:	Cosmetology – 1500 Hours	Instructor Training – 750 Hours
	Esthetics – 600 Hours	

Kenneth Shuler School of Cosmetology & Hair Design

1113 Knox Avenue North Augusta, SC 29841 (803) 278-1200 Admissions Ref.#050026-00	The school consists of approximately 8,100 square feet of classrooms, offices, lounge, and student salon. The school uses Pivot Point's Textbooks and materials. The school maintains audio-visual training aids to educate the students as well as Wi-Fi access.	
Programs Offered:	Cosmetology – 1500 Hours	Instructor Training – 750 Hours

Kenneth Shuler School of Cosmetology

2443 West Lucas Street Florence, SC 29501 (843) 679-3778 Admissions Ref.#050026-01	The school consists of 10,200 square feet of classrooms, office space, and student salon. The school uses Pivot Point's Textbooks and materials. This campus is an additional location of Kenneth Shuler School of Cosmetology & Hair Design located in North Augusta, SC. The school maintains audio-visual training aids to educate the students as well as Wi-Fi access.	
Programs Offered:	Cosmetology – 1500 Hours	Esthetics – 600 Hours
	Esthetics – 450 Hours	Instructor Training – 750 Hours

Kenneth Shuler School of Cosmetology

2375 Cherry Road Ste 102 Rock Hill, SC 29732 (803) 328-5166 Admissions Ref.#043012-00	The school consists of 12,347 square feet of classrooms, offices, and student salon. The school uses Pivot Point's and materials. The school maintains audio-visual training aids to educate the students as well as Wi-Fi access.	
Programs Offered:	Cosmetology – 1500 Hours	Esthetics – 600 Hours
	Esthetics – 450 Hours	Instructor Training – 750 Hours

Kenneth Shuler School of Cosmetology

3532 Highway 153 Greenville, SC 29611 (864) 269-6886 Admissions Ref.#B43012-01	The school consists of 10,200+ square feet of classrooms, office space, and student salon. The school uses Pivot Point's Textbooks and materials. This campus is an additional location of Kenneth Shuler School of Cosmetology located in Rock Hill, SC. The school maintains audio-visual training aids to educate the students as well as Wi-Fi access.	
Programs Offered:	Cosmetology – 1500 Hours	Esthetics – 600 Hours
	Esthetics – 450 Hours	Instructor Training – 750 Hours

Pertinent Characteristics

The schools Pivot Point textbooks to teach the cosmetology program and esthetics program as outlined in the institutional information above. The school also uses supplementary materials for portions of the theory instruction. All students have access to the internet to utilize current materials online. Students enrolled in the instructor training course will also be using the above mentioned materials as well as the Milady Professional Educator textbook. Prosper U is utilized by all students to enhance the business education received in their program. While in school, an Instructor Training student may teach a class under the direct supervision of a licensed Instructor. An Instructor Training student can also be a substitute if necessary.

SOC Codes

Cosmetology – SOC Code: 39-5012.00	Esthetics – SOC Code: 39-5094.00
Instructor Training – SOC Code: 25-1194.00	

Disclaimers

- Kenneth Shuler School of Cosmetology cannot guarantee that any hours obtained at our institution will be accepted by any other institution.
- Kenneth Shuler School of Cosmetology reserves the right to change schedules, curriculum, and educational mode of delivery at its discretion.
- Kenneth Shuler School of Cosmetology neither guarantees employment after graduation nor a certain level of salary for any employment obtained.
- Kenneth Shuler School of Cosmetology reserves the right to make changes to the rules and regulations at any time.

ACCREDITATION, STATE AUTHORIZATION & MEMBERSHIPS

State Authorization

Licensed by the S.C. Department of Labor, Licensing & Regulations
Board of Cosmetology
110 Centerview Drive
Columbia, S.C. 29211
(803) 896-4588

Accreditation

Our institutions are on a Monitoring Process for Standard VII, Criterion 1 (a)-(b) as of March 4, 2026. Accreditation with Reporting Requirements status by the National Accrediting Commission of Career Arts & Sciences, Inc.
3015 Colvin Street
Alexandria, VA. 22314
(703) 600 -7600

Membership

Member of the American Association of Cosmetology Schools [AACS]

AACS was founded in 1924 and has a rich history of educating and advancing millions of students into the beauty and wellness industry. We are a national nonprofit association open to all privately owned schools of cosmetology arts and sciences.

AACS provides timely updates to members on information and resources about new teaching methods, industry events, and federal regulatory updates. We do this through a series of seminars, conferences and conventions held throughout the year. The greatest value of an AACS membership is the networking and resources provided to our members in addressing problems facing beauty education.

Redken Premiere School

Started by Hollywood actress Paula Kent and her hairdresser, Redken was one of the very first companies to take a scientific approach to hair and discover the formula that remains the alpha and omega of haircare to this very day: PROTEIN + MOISTURE + ACIDIC pH = HEALTHY HAIR.

NASFAA

The National Association of Student Financial Aid Administrators (NASFAA) is the only national, nonprofit association with a primary focus on information dissemination, professional development, and legislative and regulatory analysis related to federal student aid programs authorized under Title IV of the Higher Education Act of 1965, as amended. Our membership consists of more than 29,000 financial aid professionals at nearly 3,000 colleges, universities, and career schools across the country. NASFAA member institutions serve nine out of every 10 undergraduates in the United States.

SCHEDULES, CLASS STARTS, & CLOSINGS

Schedules

The following schedules are utilized at our campuses. However, not all campuses offer both Full Time and Part Time programs.

Schedule	Days/Times	Programs
Full Time (30 hrs/wk):	Monday – Friday from 9:00am to 3:45pm	Cosmetology, Esthetics, and Instructor Training
Part Time (24 hrs/wk)	Monday – Thursday from 9:00am to 3:45pm	Cosmetology Only
Part Time (20 hrs/wk)	Monday – Friday from 5:30pm to 9:45pm	phasing out for all programs
Part Time (20 hrs/wk)	Monday – Thursday from 5:15pm to 10:15pm	Cosmetology & Esthetics

Approximate length of program for students enrolled in a Full Time schedule with 100% attendance: Cosmetology is 52 weeks, Esthetics is 22 weeks, Instructor Training is 27 weeks

Class Starts

Cosmetology and Esthetics classes start approximately every ten or fifteen weeks for days and nights respectively. Instructor Training classes will start twice a year depending on prospective student interest. Please see the Admissions Representative to receive the actual start dates per program. Class start dates are subject to change due to space and availability.

*Class size usually ranges from 10 to 20 students depending on space availability and time of year and all courses are taught in English.

Holidays/Closings

The schools are closed the following legal holidays:

- New Year's Day
- MLK Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day & Day After
- December 24th – 26th

The school may close up to 2 (two) days each quarter for staff training. You will be notified of any other closings. Holidays that fall on a weekend may be recognized the prior Friday and/or following Monday. The school may also be closed the week in which Christmas Day falls depending on whether the scheduled closed dates are in the middle of the week or fall on the weekend.

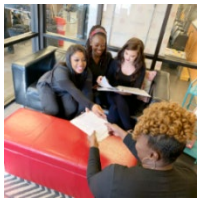
ADMISSIONS AND RELATED POLICIES

- Kenneth Shuler School of Cosmetology does not discriminate on the basis of age, sex, race, color, ethnic origin, or religion. All classes are taught in English.
- Official transcripts must be signed, embossed, and sealed for delivery to the school. A high school transcript that is faxed or emailed from the high school may be accepted as long as it contains a cover sheet with the school's letterhead, a school official's signature, and shows high school completion.
- In the case of a foreign high school diploma, the diploma must be translated into English and evaluated for equivalency to a U.S. High School Diploma. This must be done via Josef Silny and Associates, Inc. or International Education Research Foundation, Inc. Kenneth Shuler's School of Cosmetology, Inc. makes no claim or guarantee that hours earned at our institution will transfer to any other institution.
- Our institutions do not accept Ability-to-Benefit students for enrollment.

Admission Requirements for Cosmetology and Esthetics

To be accepted into the school all applicants must meet the following requirements:

1. Must be at least 17 years old by their projected graduation date.
2. Must provide proof of being a standard high school graduate, GED recipient, or proof of attainment of an Associate's Degree or higher.
3. Must provide a valid driver's license or photo ID and a social security card.
4. Must complete and submit:
   - a completed Kenneth Shuler School of Cosmetology application with a $100 non-refundable application fee.
5. Be approved for acceptance by the school by completing a successful admissions interview. The school does not recruit students already attending or admitted to another school offering the same course of study.
6. Complete all financial arrangements, applications, and paperwork. In the case you withdraw from the course, no hours or academics will be released until all financial obligations are met or arranged.



Admission Requirements for Instructor Training Program

1. Must be a licensed Cosmetologist, Nail Technician, or Esthetician.
2. Must provide proof of being a standard high school graduate, GED recipient, or proof of attainment of an Associate's Degree or higher.
3. Must provide a valid driver's license or photo ID and a social security card.
4. Must complete and submit:
   - a completed Kenneth Shuler School of Cosmetology application with a $100 non-refundable application fee.*
5. Be approved for acceptance by the school by completing a successful admissions interview. The school does not recruit students already attending or admitted to another school offering the same course of study.
6. Complete all financial arrangements, applications, and paperwork. In the case you withdraw from the course, no hours or academics will be released until all financial obligations are met.

*The application fee is waived for Kenneth Shuler School of Cosmetology graduates.

** This course is not required for licensure as an instructor if the prospective student has a cumulative total of twenty-four (24) months of experience as a licensed cosmetologist, nail technician, or esthetician.
***In the case of a foreign high school diploma, please see statement in previous section.

Policy For Credit of Previous Training at Another Institution

Credit will be given from approved schools for both cosmetology and esthetics. No previous credit will be given for Instructor Training. All hours must have been recorded with the school. Credit will depend on the student's theoretical knowledge. The school must receive a certified detailed transcript of previous hours and grades from all areas of study prior to the scheduled start date to receive any credit and to allow adequate time for testing. Based on the transcript provided, the school will generate a test using a minimum of 10 questions from each area of study from our own school tests. In order to receive full credit, the student must pass each section of the test with the minimum required grade level as stated in the Satisfactory Academic Progress Policy specific for their program of study. If the student does not meet the minimum grade level, the student may not be awarded any hours for that particular area of study. Maximum transfer hours accepted will be 750 hours for cosmetology program, 300 for 600 hour esthetics program, or 225 for the 450 hour esthetics program in order to receive a Kenneth Shuler School of Cosmetology Diploma. Applicants' approved transfer hours that are in excess of 750 hours for cosmetology and 300 hours for esthetics will result in a certificate of completion. Those who receive more than 750 hours or 300 hours respectively may be required to take a practical exam to assess their practical skills. The maximum number of hours that may be accepted for an applicant who obtained cosmetology training while in High School is 1000 hours.

Allowed variance from this policy is for students who are eligible for VA Education Benefits and those who have passed both portions of the licensing exam and only need to receive their remaining hours to become licensed. Because of federal guidelines relating to previous training for Veteran students, students may not receive education benefits for hours that have been previously certified. Students eligible for VA Education Benefits who have had previous training may receive more than the schools allowed transfer hours based on the results of the testing as stated above. Any student transferring from this school, who is requesting a transcript of their credit or academic hours will be charged a $35.00 fee for each transcript after their first initial free transcript. All documentation pertaining to previous training must be kept in the students' files.



Kenneth Shuler School of Cosmetology makes no claim or guarantee that hours earned will transfer to any other institution. No credit will be given towards experience in the armed forces or for paid/unpaid employment.

Conditions for Re-Entrance

Students who are withdrawn from school for either voluntary, academic or disciplinary reasons may be considered for re-enrollment and must reapply with admissions for consideration of reinstatement on a space available basis as well as GPA and Attendance History. All students who re-enroll will be put on a 30-day heightened monitoring of their attendance, academics, and following of school policies. All students, no matter when they re-enter their respective program, will maintain the same satisfactory progress determination as when they left.

<u>If wanting to re-enroll within 180 days of the last date of physical attendance:</u>
The costs, for those students who reapply to enter the school within 180 days of their last date of physical attendance, will reflect those of their original contract and/or addendum and any additional supplies that may be needed to complete the course.

<u>If wanting to re-enroll after 180 days of the last date of physical attendance:</u>
After 180 days from the last date of their physical attendance, a student that reapplies to enter the school will also be subject to pay a $100.00 non-refundable application fee as well as be subject to paying $300.00 toward their tuition and fee balance. costs may include any additional supplies that may be needed to complete the course. Such students will be charged an hourly rate of the current tuition fees for their remaining hours to complete the course. Students who wish to re-enroll after 180 days may have to follow the policy for credit of previous training.



Campus in Rock Hill, SC





FINANCIAL ARRANGEMENTS AND REFUND POLICIES

Payment Plan

All tuition required is due on the first day of enrollment unless prior arrangements have been made with the financial aid office. Any payment plans will be implemented and enforced according to the student's contract. Payments may be made by cash, check, money order, credit card, Vocational Rehabilitation, Veterans Benefits (for approved locations), Department of Social Services Foster Care, Workforce Investment Act, 529 Plan, other miscellaneous scholarships, or through non-federal loan programs.

Refund Policies

For those students who choose to withdraw from school the refund policies are as follows:

Return of Title IV Funds:

The school is required by Federal Regulations to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance. The calculation of the Title IV funds earned by the student has no relationship to the student's incurred institutional charges. Up through the 60% point in each payment period, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the payment period. The school is required to return any unearned Title IV funds, it is responsible for, within 45 days of the date the school determined the student withdrew, and offer any post-withdrawal disbursement within 30 days of the date the school determined the student withdrew.

The school must return Title IV funds to the programs from which the student received aid during the payment period as applicable, in the following order, up to the amount disbursed from each source:

1. Unsubsidized Direct Federal loans (other than PLUS loans)
2. Subsidized Direct Federal loans
3. Direct PLUS loans
4. Federal Pell Grants for which a return of funds is required.



State Refund:

Not applicable for Cosmetology, Esthetics, or Instructor Training.

Institutional Policy:

This refund policy is based on your elapsed time known as scheduled time. The scheduled time as of your withdrawal date is divided by the number of contracted hours for the course, this percentage is then compared to the table on your contract. The school takes the portion that is earned and deducts all monies paid to the account. If the difference incurs a negative balance then the overpayment will be returned to that student within forty-five (45) days from the schools determination of drop date. If this incurs a positive number then the student owes the school the balance.

Examples for those above items are available upon request.

Refund Policy Notes

In cases of formal termination by the school, unofficial withdrawal, or in the case of a leave of absence, any monies determined to be owed to the student shall be returned to the student within forty-five (45) days from the date the school has determined the withdrawal. If a student, who is on an approved leave of absence, does not want to return to school, then he/she must inform the school in writing. The date of official withdrawal will be the earlier of either the return date of the approved leave of absence or the date in which the school was informed of the withdrawal. Unofficial withdrawals will be determined based upon the monitoring of monthly attendance.



Refund Policies –
Title IV Recipients, Non Title IV Recipients, 2nd Time Enrollments

All refunds are based on your elapsed time known as scheduled time. Applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

A) An applicant not accepted by the school shall be entitled to a refund of all monies paid less an application fee of $100.00

B) If a student (or in case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back in writing within three business days of signing of the contract, all monies collected by the School shall be refunded less an application fee of $100.00. The cancellation date will be determined by the postmark on written notification or the date said information is delivered to the School Director in person. This policy applies regardless of whether or not the student has actually started school.

C) If a student cancels his/her contract after three business days, but prior to entering classes, he/she shall be entitled to a refund of all monies less an application fee of $100.00.

D) For students who enroll and begin classes, the following schedule of tuition adjustment will apply:

Percentage Length Completed (Scheduled) to Total Length of Course	Amount of Total Tuition Owed to the School *
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	35%
15% to 24.9%	45%
25% to 39.9%	60%
40% to 49.9%	70%
50% and over	100%
*In refund calculations, Kit, Books, and Lab Fees are included in "Tuition Cost."	

Enrollment time is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance in the School. Therefore, all refunds are

calculated based on the student's last date of physical attendance. Any tuition due the applicant shall be refunded within 45 days of formal cancellation by the student, or in case of a minor, his/her parent or guardian, or a formal termination by the School which shall occur no more than forty-five (45) calendar days from the date the school has determined the withdrawal or in the case of a leave of absence, the documented date of return. This contract may be terminated by written notice to the School. The termination date will be the date of the postmark of the notice or the date of receipt by hand-delivery to the School Director at the campus that the student attended. Unofficial withdrawals will be determined based upon the monitoring of monthly attendance. Students who have not attended school for 14 consecutive calendar days will be terminated, unless they have contact with a school official and received permission to be out no more than an additional 7 calendar days. If the student does not return as planned, they will then be administratively terminated from school. The termination date will be the last day of physical attendance.

E) When situations of mitigating circumstances are in evidence, (long-term illness, disabling accident, death in the immediate family, etc.) the school may make a settlement with the student that is fair and reasonable to both parties.
F) A $100.00 non-refundable application fee will be charged for students re-entering after 180 days of their last physical date of attendance.
G) If a course is cancelled subsequent to a student's enrollment, and before instruction in the course has begun, the school will provide a full refund of all monies paid within 45 days of notice of course and/or program cancellation.
H) If a course is cancelled or the school ceases to offer instruction after the student has enrolled and instruction has begun, the school, which is covered by a surety bond, the school at its option will: (1) provide a pro rata refund within 45 days of notice to the student; or (2) will resume teaching the course and/or program within 30 days of notice to the student; or (3) participate in a Teach Out Agreement; or (4) provide a full refund of all monies paid, less the non-refundable application fee. The student's rights hereunder may not be assigned, but the School may sell, assign or transfer its rights to payment hereunder, but such assignment will not relieve the School from its obligation hereunder. Both parties hereto are bound to the faithful and earnest performance of the enrollment contract. Students who are using Title IV funds to pay tuition that fail to complete the entire course will be refunded according to the Return of Title IV Funds Calculation.
I) If the School is permanently closed or is no longer offering instruction after the student has enrolled and instruction has begun, the school shall, at its option, either provide a pro rata refund or participate in a Teach-Out Agreement. A listing of students, as well as the amount of their refunds, will be sent to our accrediting agency. The school, at this time, provides no teach-out agreement. Therefore, the school will provide the student with a pro-rata refund of the tuition when applicable.
J) Students, who have withdrawn or were terminated, will be notified in writing if there is an outstanding balance on their account. The student must contact the school within 30 days to either pay the balance or make arrangements for paying the balance. If no contact is made by the student, then his/her account will be sent to collections.
K) Kits and books are non-refundable and cannot be returned for credit towards an account balance once received by the student.

If at any time a student's account balance becomes a negative amount, the student may allow the school to hold any excess funds to cover additional educational expenses. If no additional fees apply then a refund payable to the student will be made within fourteen (14) days from the date the negative balance occurred.

STUDENT RULES AND REGULATIONS

These rules serve as guidelines to establish the necessary knowledge, technical skills, personal habits and attitude for a successful career in the beauty profession. These regulations will allow you to exist with a minimum of problems and a maximum of enjoyment in your educational process. The third violation of any rule may result in a one-day suspension.

All tool kits are to be brought to school every day. If you do not bring your tools, you may not be able to clock in.

Dress Code

The proper physical appearance is a primary force in establishing and maintaining a clientele. Your physical appearance is the first thing a patron sees when meeting you. Therefore, your appearance must reflect a professional image. With this in mind, we have devised a list of basic rules as guidelines. Directors have the right to ask you to put on a long lab coat in the event that you are not meeting these guidelines. There may be variations to this Dress Code based on special events.

1. All students are required to be in proper uniform at the beginning of his/her scheduled hours and when clocking in.
2. Students may not be allowed to attend school if he/she is not in compliance of the dress code. They may be asked to clock out and return the next day.
3. Tops: Students are expected to wear their Kenneth Shuler School of Cosmetology t-shirt underneath your lab jacket and/or apron. Solid Black only (no graphics and no sleeveless) when not wearing the approved school t-shirt. When assigned to a station on the student salon, you may not wear a hoodie/coat.
4. Pants: Black pants at least 3 inches below the knee. Sweat pants, denim, and torn ripped/pants are not acceptable. If leggings are worn, they must not be see thru and your top must be no shorter than approximately 4 inches above the knee.
5. Skirts/Dresses/Shorts: Black skirts/dresses/shorts may be worn instead of pants, but they may not be more than 3 inches above the knee. If biker shorts are worn, they must not be see thru and your top must be no shorter than approximately 4 inches above the knee.
6. Shoes: Because of the profession in which you have chosen, the types of shoes you wear are critical to your health. You must wear rubber soled shoes with closed toes and heels. No heels over 1 inch.
7. Lab Jacket / Aprons: You are required to wear your issued lab jacket or approved apron every day.
8. Head Coverings: No head coverings, of any nature, are allowed unless worn for religious beliefs and pre-approved by the School Director.
9. All students are required to have a neat, clean, fashionable hairstyle while attending school.
10. All students are required to have neat, clean manicured fingernails. For Esthetics students, the nails cannot extend past the end of the fingertips.
11. All students are required to wear name badges. It is a STATE BOARD REQUIREMENT!!!!!
12. Decisions on appropriateness of student's dress is left to the discretion of the staff. Appropriateness includes not showing cleavage, belly, buttocks, backs or anything see through. Failure to meet these rules may result in one of the following: being allowed to wear a full-length lab jacket or be clocked out and sent home to change clothes.

13. Under no circumstances may a bandana be worn, in any fashion, on school premises.
14. Body and facial jewelry must be removed while on campus (except for earrings in the ear) if it is excessive, disruptive, or brings undue attention.
15. Any offensive or inappropriate tattoos must be covered at all times.
16. In order to ensure a pleasant environment for staff, students, and guests, the use of strong scents and disruptive odors is prohibited (i.e. Strong perfumes, body odor, marijuana odor). All students are expected to refrain from wearing or introducing such odors into the school. Failure to do so may lead to disciplinary action.



If you are not professionally attired, to include wearing undergarments, and looking your best every day with a positive attitude and smile on your face, you will not likely become a successful professional. When you are, you will gain the respect, the financial rewards and admiration of those around you.

General Rules for Conduct of Students

1. If a student elects to borrow or lend tools or other materials, it is the sole responsibility of the student owning the items to replace or repair all broken or lost items within a 2 week period. Keep tools in proper working order, sanitary and properly marked for identification. All tools are to be brought to school every day.
2. Each student is responsible for his/her own equipment and personal property. The school is not responsible for any items stolen or lost.
3. The classroom is to be used for theory, practice, and study only. It must be kept clean and orderly at all times.
4. Students must observe good habits of personal hygiene, sanitation and sterilization of tools and work area while in school.
5. Use of profane and unprofessional language is prohibited. If a situation occurs, the disciplinary action will be left to the Instructor.
6. Racial remarks or comments between students, or staff, will not be tolerated. All students and staff are encouraged to work together to accomplish racial harmony among the student body.
7. Students should eat in designated areas only. Students may bring water or carbonated drinks to school as long as they are maintained in bottles that close or have screw top lids. Beverages are not allowed in the student salon/spa or esthetics practical area.
8. Gum chewing is allowed unless it becomes disruptive. Disruptiveness is determined by the discretion of the staff. It is unprofessional to chew gum while practicing on clients.
9. Smoking/Vaping in the building is PROHIBITED for all students and staff. Smoking is only allowed in designated areas during break time.
10. It is the responsibility of the student to supply notebooks, pens, pencils, etc. and to bring all issued materials to perform all assignments (clinical, practical, and written). Students should bring their books and kits into the building before clocking in.
11. Students may not be called away from a client, demonstration, or class to answer the telephone. In case of an emergency, the student will be allowed to return the call as soon as possible. Cell phones cannot be used on the student salon floor while servicing a client. Bluetooth technology is also not allowed. Taking photos, video footage, and

recordings are prohibited unless permitted by the School Director. Any unauthorized audio/video recording of any kind is strictly prohibited and may lead to immediate termination. All parties should be, in advance, made aware of and consent to any audio/video recording. Students may not wear AI glasses at any time.

12. Students may not use any music playing device within the school unless permission is provided by the Instructor.
13. Excessive visitation and/or loitering by visitors are not allowed during scheduled school hours; this includes family members. Any messages are to be delivered to the front desk and will be given to the student at break time.
14. Student Services are a privilege. Once a student has reached Design Level, they will be able to receive student services. Each student will be given a voucher, to receive a student service, each month. Students will be charged student prices and the Student Salon Supervisor must initial before beginning the service. One additional voucher (golden ticket), per month, may be given to students who meet/exceed specific criteria as determined by the School Director. Esthetics students may not receive cosmetology student services due to the scope of practice limitations while on the clock. They may receive hair services, while not on the clock, at the student service prices. Cosmetology students may only receive a skin care service upon approval of the School Director, the Esthetics Instructor, and receiving a golden ticket. Violation of this rule may result in NO SERVICES.
15. If a student is giving or receiving student services and is called for a client, the student is responsible for taking the client. If the student refuses the client, the student will be written up and may be sent home.
16. Soliciting of any nature is not permitted on school property.
17. Any fees incurred by the Board of Cosmetology are the sole responsibility of the graduating student unless previous arrangements have been made.
18. Day students may take between a 35 and 45 minute lunch break off the clock. All other breaks must be taken off the clock.
19. Students are not to leave the building without permission, without clocking, or notifying your instructor. This may result in disciplinary action left to the discretion of the instructor. If a student leaves the premises without clocking out, the student will not receive their hours for the day and the disciplinary action is at the discretion of the instructor. Credit is only given for verifiable time.
20. It is the student's sole responsibility to clock in and out. Student attendance policies are applied uniformly and fairly. The school will record the student's attendance in clock hours. The school will not add or deduct hours as a penalty.

Example:

1) If you clock in @9:00 and did not clock out at the end of the day, your hours for the day would be zero unless verified by a staff member.

2) If you clocked in @9:00 and clocked out for lunch @12:00, but did not clock back in after lunch, but clocked out @3:45 at the end of the day, your hours would be three (3) hours unless verified by a staff member.

21. Attempting to falsify your time will result in disciplinary action.
22. Students must clock out immediately before stepping outside any external doorway of the school facility, regardless of duration, unless it is for educational purposes with an Instructor present. Stepping outside to take a phone call, visit a car, or smoke while remaining on the clock constitutes falsification of time records and is subject to immediate disciplinary action.
23. To accrue clock hours, a student must be physically present in their designated theory classroom, practical area, or assigned dispensary/prep station actively participating in

educational tasks under supervision. Time spent idle sitting/standing in hallways, lounges, or student break rooms must be taken off the clock.

24. Refusing to complete salon management duties may result in disciplinary action.

All rules herein and posted must be followed or suspension and/or termination may result. Kenneth Shuler School of Cosmetology reserves the right to make any changes in the rules and regulations at any time. Students will have access to the student handbook via the school's website.

Personal Business Activity is Not Permitted on Campus

- No Side Businesses or Peer-to-Peer Sales: Students—regardless of prior license or certification—are strictly prohibited from running a personal business on school grounds. You may not charge or accept money from other students or staff for services.
- School Pricing Only: All client services must be scheduled, ticketed, and paid for exclusively through the school's front desk at advertised school prices.
- No Side Fees: You may not pocket side payments, charge extra fees beyond what the school charges, or use school facilities as your private salon.
- Payment Apps Prohibited: Accepting direct service payments via cash, Venmo, Cash App, Zelle, or personal card readers on campus is forbidden.

Grounds for Termination

The decision to terminate a student is not taken lightly. It is the actions and the decisions made by the student which causes the termination. Therefore, in essence, the student terminates himself/herself from the program. All decisions are final. The following is a list of reasons, not all inclusive, that may lead to termination:

- A student who does not maintain satisfactory standard of attendance and conduct
- Cheating in any form
- Theft to include tampering with guest tickets and not charging the full amount for services
- Racial remarks or comments
- Fighting / any type of physical attack or participation in such will result in immediate termination
- Drug and Alcohol usage per policy
- Threatening language or actions to include bullying
- Disruption of the educational environment
- Disparaging remarks towards the school, staff, or other students
- Flagrant violation of any rules and/or policies within the school
- Receiving three or more disciplinary infractions

Drug-Free Policy Statement

Standards of Conduct:

The Drug-free Policy applies to all students and all employees. The unlawful possession, use, or distribution of illegal drugs and/or alcohol are strictly prohibited at and by this institution. Students or employees not complying with this standard will be subject to institutional sanctions. In the event that the school suspects usage all students and employees involved will be subject to drug testing at their expense. Failure to comply will result in termination. The prohibitions for use, possession, and distribution of illegal drugs and/or alcohol apply to all persons on school property or as part of any school activity.

Institution Sanctions:

If the student/employee is found to have violated the institution's Drug-free Policy, then immediate termination may take place. The school may make referral to local and state authorities for prosecution.

These measures will be imposed for use, distribution or possession of illegal drugs and alcohol.

The institution will notify the student or employee in writing if the institution becomes aware of any violation of this policy. The student and/or employee may request a formal hearing after receiving said notice. Two (2) members from the faculty and staff will comprise the hearing board. If the student or employee fails to request a hearing within three (3) business days, then immediate termination will take place.

If a student or employee requests a hearing, the board will notify the student/employee of the date the hearing will take place. The student/employee has the right to be represented by legal counsel for this purpose. The hearing board will take testimony from all individuals involved in the case.

The institution's administration will then be notified of the board's decision. In all cases, the hearing board's decision will be final. The institution's administration will then notify the student/employee of the board's decision.

****Sources of Rehabilitation are available to each student/employee on the disclosures page of the school's website. Information is also provided on the Kenneth Shuler School of Cosmetology Student App. Guest speakers are also invited by the school to speak with the students regarding support services.

CHARGES FOR ADDITIONAL INSTRUCTION

Any student that exceeds their contracted allowable absent hours prior to completing their required program hours, will be responsible for paying charges for additional instruction (Overtime Charges). Mitigating circumstances may be taken into consideration with regards to enforcement of this policy.

The student will be charged $25 per week for each week it takes to complete the required clock hours to graduate from their program. Once the student is notified of the OT charges, the $25/week charge will begin the following scheduled school week.

The student cannot return to school until the $25 is paid. If the student is absent 14 consecutive calendar days, then he/she will be terminated from the program. This charge is only prorated for school closures, holidays, or the final week the student completes their hours. This payment must be made to the Director (or in his/her absence to the Financial Aid Coordinator) prior to clocking in that day.

The student must attend school their contracted schedule, at minimum, and will be allowed to attend as many hours as possible to make up their time. The maximum allowed weeks to graduate, at the $25 per week rate, will be calculated by dividing the remaining hours needed to graduate by the students weekly scheduled hours. If the student does not graduate within this time frame, the same formula will be used to calculate the remaining weeks needed to graduate. At that time, the student will be required to pay $100 a week until graduation and he/she must follow the same guidelines

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PROGRAM	REQUIRED HOURS TO GRADUATE	ALLOWABLE SCHEDULED HOURS
Cosmetology	1500	1600
Esthetics – 600 Hour	600	640
Esthetics – 450 Hour	450	480
Instructor Training	750	790
Transfer Students	Per Contract	Per Contract

Example: A Day schedule Cosmetology student that reaches 1600 scheduled hours and has only clocked in 1300 hours would now owe charges for additional instruction. The number of hours still needed to graduate is 200. 200 divided by 30 = 7 weeks maximum to complete.
Example: A Night schedule Esthetics student that reaches 640 scheduled hours and has only clocked in 500 hours would now owe charges for additional instruction. The number of hours still needed to graduate is 100. 100 divided by 20 = 5 weeks maximum to complete.

ATTENDANCE & RELATED POLICIES

Attendance Policy

Students are expected to attend school every day, as per their contracted schedule. Attendance will be monitored monthly and students will have access to their total hours, absent hours, and attendance percentage on their student app at any time.

If you are absent, or need to be absent from school, it is mandatory that you contact either the School Director or the appointed night staff person prior to class start time. An attendance rate of 93% or higher is the standard for your success. Your contracted graduation date is extended a specific number of hours, based on your program, for unexpected closings and staff in-service days. You will be notified of such closings.

Students abusing their contracted schedule may be terminated from the program. Any appeal to this decision because of mitigating circumstances would require Director approval/disapproval before a final decision is made.

Any student terminated by the school must reapply and pay all fees for re-admittance. Re-admission into the school is not guaranteed and will be at the school's discretion.

VA Attendance Policy

By authority of Title 38, United States Code 3676 ©(14), the State Approving Agency may set any additional reasonable criteria for approval of programs for veterans and other persons eligible for VA education benefits (wherever the word "veteran" is used, it is intended to include all persons receiving VA education benefits). The following Attendance Policy has been established to set minimum standards of attendance for students enrolled in non-college degree (NCD) programs and receiving VA education benefits, and

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed 100 class contact hours for the cosmetology program and 40 class contact hours for the esthetics program. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b).

A veteran may be re-enrolled for benefits after 30 days from the date of termination/interruption of VA benefits only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed 6.67% of the remaining contact hours. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b). Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

VA students receiving educational benefits can have their absences excused for extenuating or mitigating circumstances. These excused absences will be documented in the student's file. Documentation of excused absences must be turned into the VA Certifying Official within three (3) scheduled school days of your return.

It is recommended that *both* excused and unexcused absent hour(s) be made up. Failure to make up time may result in a change in your graduation date and your VA benefits. Documentation of a telehealth appointment or telephone consultation with a physician's office will not be accepted as documentation for an excused absence. Students must provide documentation of an in-person medical appointment.

Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances. Mitigating circumstances are issues which directly hinder a veteran's pursuit of a course/program of study, and which are judged to be beyond the student's control. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran.
- Serious illness or death in the veteran's immediate family.
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
- Active duty military service, including active duty for training.

Institutions having a published "Leave of Absence Policy" should discontinue VA educational benefits (use VAF 22-1999b) while that student is on "official leave of absence". Students utilizing VA Benefits, and enrolled in a clock hour program, cannot receive credit for hours for attending events held offsite from the campus.

Tardy Policy

Any of the following circumstances will be considered a tardy:

- Students who arrive and clock in after their contracted scheduled arrival time.
- Returning late from a scheduled break/lunch.
- Leaving school before your scheduled daily ending time.

More than 3 tardies in a month is considered excessive. Disciplinary actions may be taken towards those students who have excessive tardies.

The school has the authority to take whatever action is necessary to control excessive absences and tardies. If you clock-in on time, but are not attending class, then you may be subject to being clocked out and sent home.

Any student who arrives more than 15 minutes past their scheduled start time must either have documentation to clock in (doctor's note, obituary, a note from kids' school, etc.) or leave for the day. Extenuating circumstances (wreck, road work, kids' school delays, etc.) may be accepted at the discretion of the School Director.

Make Up Hours

Students are allowed to make up absent hours during specified times. Once all absent hours have been made-up, the student is no longer eligible to make-up hours. Permission may be granted for make-up time, at the discretion of the school, within federal and state guidelines.

Leave of Absence Policy

The school does not grant a leave of absence except in cases where the student follows this LOA policy and can show just cause, with documentation (Medical reasons, military, financial hardship, bereavement, etc.). This information must be presented to the School Director and will be considered by a staff committee which shall determine the validity of the request. The staff committee must have a reasonable expectation that the student will return from a leave before a Leave of Absence may be granted.

Anyone requesting a Leave of Absence must do so in writing, in advance, and include the student's signature unless unforeseen circumstances would prevent him/her from doing so. An individual who does not provide the written request in advance, due to unforeseen circumstances, may still be granted a Leave of Absence. In this case, documentation will be made in the student's file and the proper form and documentation would be collected at a later date. Any Leave of Absence granted, for unforeseen circumstances, will have the beginning date as the first date that the student was unable to attend as determined by the School Director.

Students, who have been granted a Leave of Absence, will not be assessed any additional institutional charges as a result of the Leave of Absence. He/she will not be considered as withdrawn, therefore, no refund calculations will be made at that time.

More than one leave of absence may be granted per student if there are exceptional circumstances. Any request for an extension of a leave of absence must be re-submitted, with documentation, as was the initial request, and will be considered in the same process. The total amount of Leave of Absences must not exceed a total of 180 days in any 12-month rolling period. Individuals taking a leave of absence will have their contracted graduation date extended the same number of calendar days as the leave of absence and a contract addendum will be signed by all parties. Any student returning after a granted leave of absence will be required to meet the same financial requirements as any other re-entering student.

If a student takes an unapproved LOA, or does not return on the scheduled return date, the student will be terminated. His/her withdrawal date, for calculating a refund, will be his/her last day of physical attendance.

Students receiving VA Education Benefits will have their benefits discontinued while on an official leave of absence.

A Leave of Absence may affect a student's Financial Aid and will affect his/her contracted date of completion.



Rock Hill Campus

Excessive Absence Policy

The following will be considered excessive absences and may lead to termination from the program. Although students may make up time, those hours will not decrease the total number of accrued absent hours for this policy.

Cosmetology

Day Schedule	Night Schedule
Accrue 30 or more absent hours in first 10 weeks.	Accrue 20 or more absent hours in first 10 weeks.
Accrue 100 absent hours and the student will be placed on monitoring. While on monitoring, the student cannot accrue any more than 150 absent hours total.	Accrue 100 absent hours and the student will be placed on monitoring. While on monitoring, the student cannot accrue any more than 150 absent hours total.

Esthetics

Day Schedule	Night Schedule
Accrue 20 or more absent hours in first 10 weeks.	Accrue 20 or more absent hours in first 10 weeks.
Accrue 40 absent hours and the student will be placed on monitoring. While on monitoring, the student cannot accrue any more than 60 absent hours total.	Accrue 40 absent hours and the student will be placed on monitoring. While on monitoring, the student cannot accrue any more than 60 absent hours total.

Example: Suzy is a Cosmetology Day student who just started week 7 and has missed a total of 20 hours. This will mean that Suzy can only accrue 10 more absent hours over the remaining 3 weeks. If she accrues more than those 10 hours, then Suzy will be terminated for excessive absences. Suzy is trying to make up those missed hours, however, no matter how many hours she makes up, she has already accrued 20 absent hours.

Appeal Process

A student may appeal their absent hours. In the appeal process, the student must provide a written explanation as well as documentation as to why a portion of their absent hours could be accepted as mitigating circumstances with regards to this policy only. The determination of the appeal is final.

JOB OPPORTUNITIES AND PLACEMENT SERVICES

Job Opportunities

The US Department of labor says that job openings for cosmetologists/ estheticians are expected to be plentiful. As licensed cosmetologists/estheticians, you have many options. After completing school, cosmetologists/estheticians could work in salons, on cruise ships, in hotels, or in local health spas. These careers are used many times as stepping-stones to other professions. Many cosmetologists/estheticians continue their education to become instructors for cosmetology schools, platform artists, product knowledge specialists, or even instructors for continuing education classes. Ultimately, these licensed professionals may go on to become members of their State Board of Cosmetology or owners of various chains of salons/spas. Career opportunities, with cosmetology/esthetics experience, exist as far as the mind expands.

There are also many job options for licensed instructors. Instructors not only will be able to teach in schools, they will also be able to teach continuing education courses. Many instructors become manufacturing representatives for salon products, while others become platform artists who travel to hair shows worldwide.

All programs lead to licensure. Go to http://www.onetcodeconnector.org/ for more information!

Standard Occupation Code	Occupations Sample on O*NET Code Connector
Cosmetology – SOC Code: 39-5012.00	Cosmetologist, Hairstylist, Hairdresser, Barber Stylist, Manager Stylist, Nail Technician, Esthetician
Esthetics – SOC Code: 39-5094.00	Esthetician, Aesthetician, Skin Care Specialist, Skin Care Therapist, Spa Technician, Facialist, Medical Esthetician, Nurse Esthetician, Skin Care Technician
Instructor Training – SOC Code: 25-1194.00	Instructor, Business Instructor, Cosmetology Instructor, Teacher

Placement Services

Kenneth Shuler School of Cosmetology neither guarantees employment after graduation nor a certain level of salary for any employment obtained. All graduates are encouraged to request our staff to assist them in securing a position in cosmetology or its related fields. The student bulletin board is kept current with salons/spas in the area requesting stylists, estheticians, or nail technicians. Each student has access to the student app which also lists salons that have job openings. Job openings are posted to the Facebook pages. Our school also invites salons/spas to our Career Days. These Career Days provide a means in which the current students can ask the salon/spa managers questions regarding employment opportunities. Many salons/spas set up times with our School Directors in order to interview our students who are about to graduate. This is an excellent opportunity for our students to provide the salon/spa manager with a resume that they had completed as part of their salon business requirements.

CONFIDENTIALITY & ACCESS OF THE STUDENT'S RECORDS

In accordance with the Family Education Rights and Privacy Act of Students (FERPA), the student or parents of dependent minor students have the right to access and review the student's cumulative records. This may be done by written request at a time convenient for both parties. In the case of a student who lives outside of a reasonable driving distance, copies will be sent at $0.50 per page plus postage costs. If the review is done at the institution, the institution reserves the right to have a staff person present during the review. The FERPA also ensures that records cannot be released without the written consent of the student, or parents or guardians in the event the student is still a dependent minor, except in the following situations:

- To school officials who have legitimate educational interest in the records.
- To certain officials of the US Department of Education, of the Comptroller General, and of state or local educational authorities in connection with said supported education programs.
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse.
- To accrediting commission to conduct their functions- judicial order or subpoena – parents of dependent minor students – or appropriate parties in case of a health or safety emergency.

If there is inaccurate information, the student or parents of the dependent minor have the right to request to change the inaccurate information. The school has the right to deny this request. At this time the student, or parents of the dependent minor, may request an internal hearing to challenge the contents. Decisions made at the hearing are final. The school will submit information pursuant to a court ordered subpeona. However, reasonable efforts will be made to notify the student or parent of the dependent student prior to the release of information. This is true except in cases of ex parte which is a subpoena that would require the school to not inform the student or parents of the dependent minor. In case of a health or safety emergency, personally identifiable information may be released to appropriate parties to protect the safety of the student or other individuals.
***All records of the school will be maintained for a minimum period of 6 years.
The school does not publish a student directory.

SCHEDULE TRANSFERS, REPORT CARDS & WAIVERS

Schedule Transfer Procedure for all Programs

When a student requests a transfer from night to day, or day to night, from part-time to full-time, or full-time to part-time, or any change in schedule, there will be no charge for the first change or switching to fast track. Any 2nd change will incur a $25.00 charge. Each additional change will be a $50.00 charge. Money will be due on effective date of change. To request a transfer, you must use the following steps:

1. Speak to your current instructor about transferring.
2. Speak to the instructor that you would be switching to about the transfer.
3. Speak to the director of the school about the transfer.
4. Speak to the financial aid officer about the transfer.
5. After receiving approvals from all of the above, you may be allowed to transfer depending on the space available.



Report Cards

Cosmetology students will receive a minimum of two report cards while they are enrolled in school. A minimum of one report card will be given prior to the student reaching the midpoint of the academic year. All students enrolled in other programs should receive a report card on a monthly basis. Students also have access to their student app which provides both academic and attendance progress information.

Tuition / Fee Waiver Policy

Kenneth Shuler School of Cosmetology accepts Kenneth Shuler School of Cosmetology discount coupons, Kenneth Shuler School of Cosmetology Scholarships, other scholarships, the ACE Grant, and an additional Non-Compete Instructor Training Agreement. Alumni will have their application fee waived when enrolling into other programs.

TUITION AND FEES

Cosmetology	Payment Period #1	Payment Period #2	Payment Period #3	Payment Period #4		GRAND TOTALS
Application Fee	$100.00	$-.--	$-.--	$-.--		$100.00
Registration Fee	$-.--	$-.--	$-.--	$-.--		$-.--
Tuition	$5,381.10	$5,381.10	$3,587.40	$3,587.40		$17,937.00
Kit(s) + Tax	$2,338.00	$-.--	$-.--	$-.--		$2,338.00
Books	$600.00	$-.--	$-.--	$-.--		$600.00
Lab Fees	$210.00	$210.00	$140.00	$140.00		$700.00
Amount Due	$8,629.10	$5,591.10	$3,727.40	$3,727.40		$21,675.00

***Note: Kits and Books are issued to students during Payment Period #1 and will be charged in Payment Period #1.

Esthetics –600 hrs.	Payment Period #1	Payment Period #2		GRAND TOTALS
Application Fee	$100.00	$-.--		$100.00
Registration Fee	$-.--	$-.--		$-.--
Tuition	$3,983.50	$3,983.50		$7,967.00
Kit(s) + Tax	$854.09	$1,103.91		$1,958.00
Books	$600.00	$-.--		$600.00
Lab Fees	$300.00	$300.00		$600.00
Amount Due	$5,837.59	$5,387.41		$11,225.00

***Note: Kit A and Books are issued to students during Payment Period #1 and will be charged in Payment Period #1. Kit B is issued to students during Payment Period #2 and will be charged in Payment Period #2.

EFFECTIVE 1/1/2027 Esthetics –600 hrs.	Payment Period #1	Payment Period #2		GRAND TOTALS
Application Fee	$100.00	$-.--		$100.00
Registration Fee	$-.--	$-.--		$-.--
Tuition	$4,093.00	$4,093.00		$8,186.00
Kit(s) + Tax	$854.09	$1,103.91		$1,958.00
Books	$600.00	$-.--		$600.00
Lab Fees	$300.00	$300.00		$600.00
Amount Due	$5,947.09	$5,496.91		$11,444.00

***Note: Kit A and Books are issued to students during Payment Period #1 and will be charged in Payment Period #1. Kit B is issued to students during Payment Period #2 and will be charged in Payment Period #2.

Instructor Training	Payment Period #1	Payment Period #2		GRAND TOTALS
Application Fee	$100.00	$-.--		$100.00
Registration Fee	$-.--	$-.--		$-.--
Tuition	$3,873.75	$3,873.75		$7,747.50
Kit(s) + Tax	$-.--	$-.--		$-.--
Books	$165.00	$-.--		$165.00
Lab Fees	$67.75	$67.75		$135.50
Amount Due	$4,206.50	$3,941.50		$8,148.00

***Note: Kits and Books are issued to students during Payment Period #1 and will be charged in Payment Period #1.

Not currently Offering Esthetics –450 hrs.	Payment Period #1	Payment Period #2		GRAND TOTALS
Application Fee	$100.00	$-.--		$100.00
Registration Fee	$-.--	$-.--		$-.--
Tuition	$3,983.50	$3,983.50		$7,967.00
Kit(s) + Tax	$854.09	$1,103.91		$1,958.00
Books	$600.00	$-.--		$600.00
Lab Fees	$300.00	$300.00		$600.00
Amount Due	$5,837.59	$5,387.41		$11,225.00

***Note: Kit A and Books are issued to students during Payment Period #1 and will be charged in Payment Period #1. Kit B is issued to students during Payment Period #2 and will be charged in Payment Period #2.

All charges are calculated based upon payment period. These fees do not include uniforms, name tags, materials needed for mock boards and licensing exams, or the fees required for the Licensing Exam. Kenneth Shuler School of Cosmetology will pay for your application fee to take the SC licensing exam the first time as long as it is within six months of eligibility.

Each student will be required to sign an enrollment agreement before beginning school. Students who are 18 and over may accept financial responsibility. Students who are under 18 are required to have their parent or guardian's signed permission. All fees due to the school must be paid in full, or financial arrangements made, before the school will release any final transcripts or final papers for licensing purposes.

Students requesting a transcript of clock hours and academic grades will be given the first one (1) free of charge. Each additional transcript is $35.00.

*The application fee is waived for Kenneth Shuler School of Cosmetology graduates for the Instructor Training Program.

** The Instructor Training Program is not required for licensure as an instructor if the prospective student has a cumulative total of twenty-four (24) months of experience as a licensed cosmetologist, nail tech, or esthetician.

Licensure Endorsement Program

Kenneth Shuler's School of Cosmetology, Inc. will assist individuals in getting their license endorsed in Georgia or North Carolina if they so choose.

In order for the individual to qualify, the following stipulations must be met:

1. Must have received a current South Carolina Cosmetology or Esthetics license.
2. Must speak with the School Director about whether the state accepts endorsements/reciprocity from South Carolina.
3. Must apply for endorsement within 6 months of graduation.

Kenneth Shuler's School of Cosmetology, Inc. will help you submit your application for endorsement/reciprocity as well as pay for the first application fee up to $150.00 in value. This program is not redeemable for cash and is currently available for North Carolina and Georgia applications only. This program may be cancelled at any time without notice.

COSMETOLOGY PROGRAM COURSE OUTLINE

Cosmetology Course Objective – 1500 Hours

The primary objective of the Cosmetology curriculum is to prepare students for the state licensing examination necessary to become a licensed cosmetologist in S.C. The 1500 hour course includes cutting and styling, hair coloring, make-up and facials, manicuring and pedicures, permanent waving, scalp and hair treatments, and other related subjects.

Cosmetology Description

The cosmetology course is a 1500 clock hour course that covers the sciences of beautifying and improving the complexion, skin, hair, and nails. This includes practical hands-on training as well as theory. The program also incorporates business training education. The skills learned through this program should prepare an individual for entry-level positions within the field of cosmetology.

Instructional Methods

The education you receive is measured in clock hours. Your first few months will consist mainly of classroom instruction and basic mannequin practice. After successfully completing these requirements, the remaining months will consist of hands-on practice on student salon customers. The theory and practical classes are taught using many combinations of instructional methods to meet the needs of different learning styles. Types of methods include demonstrations, mannequin practice, lectures, guest speakers, projects, activities, and utilization of audio/visual aids and textbooks.

Grading Procedures

Written work, projects and exams are graded on a grading scale listed below. Students must make satisfactory progress on their lab sheets before they are allowed to take the practical exams. If you are not with a client then you are to be practicing on your mannequin or you should be in theory class. You will not receive clock hours for idle time. Exams will be rounded to the nearest whole number.

WRITTEN & PRACTICAL

Excellent - 93 to 100	Satisfactory - 75 to 84
Very Good - 85 to 92	Unsatisfactory – 74 and below

Practical study and artistry are graded according to the Practical Exams and Mock Boards.

Make Up Tests – If a student misses a test due to an absence, then he/she may make up that test. All make up tests should be completed within 14 days of the original testing date. Failure to make up the test will result in a Zero unless there are mitigating circumstances. At this time, the student must retake the test the following scheduled make up day. All mitigating circumstances are taken under consideration by the School Director.

Retaking of tests – Students who make under a 75% on any chapter test including the state law test, are allowed to retake the test one time. All retaking of examinations are scheduled by the Instructor/Director for the following scheduled make up day. The higher of the two grades will be accepted. All re-takes must be completed within 14 days of the original testing

date. Otherwise, the original test score will remain. Students in Academic Probation may go through an academic appeal process for a re-testing plan.

Practical Exams, Midterms, Mock Boards, and Finals – Students must take these until they pass with a 75% or higher. At this point, the highest grade is inputted into the Student Management System. If a student has missed two practical/midterm/mocks/final make up days, then they must be coached and blocked from student services and guest services until the practical has been completed. During the coaching, it should be explained to the student the seriousness of the fact that they cannot graduate without taking the exams and that they have the ability to take either the day or night practicals/mocks.

Completion Requirements for Cosmetology

A. Each student must clock 1500 hours of training for the cosmetology curriculum and complete practical and theory credit as prescribed by Kenneth Shuler School of Cosmetology.
B. Achieve a cumulative grade of 75% or higher and perform all services with a degree of perfection. (NOTE: Theory will be evaluated using written exams; practical and clinic work and will be evaluated by direct observation and through on-the-spot critique by an instructor.) All cosmetology theory work should be completed and turned in at 1400 hours. The last 100 hours will be spent on the student salon to practice your skills for employment.
C. Pass a final examination administered by his/her designated instructor with a minimum of 75% as well as pass all required practical exams with a minimum of 75%.
D. Pay all school tuition and overtime charges (if applicable) on completion of 1450 hours. You will not be allowed to complete your remaining hours until debt is settled or a payment plan has been secured.
E. Upon completion of all the above, a diploma will be awarded for graduation.

Additional Information

The state licensing exams are held in South Carolina. Information regarding the process can be found at www.psiexams.com . Your graduation packets will contain information regarding what needs to be completed in order to take the examination. Please see your School Director for more information.

All Aspects of Your Training are Very Important

We believe your practical clinic experience better prepares you for the salon. The following are the recommended minimum number of services on the student salon to prepare you for employment.

Cosmetology Student Salon Recommendations

150 - Shampoos
50 - Hair Cuts
50 - Hair Sets
50 - Comb Outs
30 - Blow Dry/Curl Iron
20 - Permanent Waves
20 - Hair Relaxing
2 - Perm-a-curls
150 - Conditioners
2 - Hair Pressing
10 - Hair Color
5 - Bleaches
10 - Hair Scalp Treatments
10 - Manicures
2 - Artificial Nail applications
5 - Pedicures
4 - Tweeze/Wax
4 - Facials/Makeup
75 - Consultations
8 - Color Rinses

Cosmetology Practical/Theory Requirements

Shampoo	Blow Drying	Updo	Phase 1 Test Out
Fingerwaving	Thermal Curl	Facials	Practical #1 and #2
Waxing	Scalp Treatments	Pedicure	Mock Board #1
Braiding	Pin Curling	Hair Color	Mock Board #2
Roller Sets	Chemical Relaxing	Manicuring	Final Exam
Comb Outs	Haircutting	Permanent Wave	

Cosmetology Curriculum

SUBJECTS	HOURS
Sanitation and Sterilization	45
Personal Hygiene & Good Grooming	30
Professionalism – Professional Ethics	35
Public Relations, Salesmanship & Psychology	50
Anatomy	45
Dermatology	25
Trichology	25
Nail Structure	15
Chemistry	100
Safety Precautions (Public Safety)	30
Shampoos and Rinses (Safety)	45
Scalp and Hair Care Treatments (Safety)	30
Hair Shaping (Safety)	150
Hair Styling (Safety): Thermal Pressing, Thermal Curling, Wiggery, Roller Placement, Molding, Pin Curling	325
Nail Technology (Safety)	25
Chemical (Cold) Waving and Chemical Relaxing or Straightening (Safety)	225
Hair Tinting (Coloring) and Lightening (Bleaching) (Safety)	225
Facials, Skin Care and Make-up (Safety)	30
State Law: Rules, Regulations and Codes	15
Threading	10
Unassigned: Specific Needs	20
TOTAL	1500 Hours

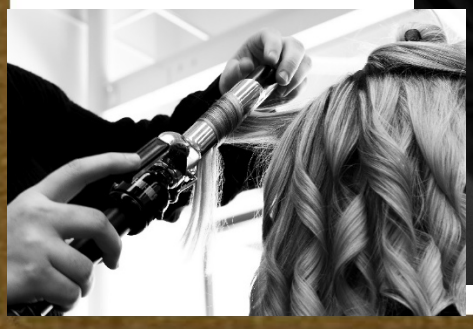


Note: Kit items are subject to change and may not exactly match what is shown.

Cosmetology Course Content

(Some content below may be covered more in-depth than other content)

Book #	Subject Area	Primary Focus	General Notes
101	Life Skills	Personal and professional foundation skills for career success.	Health/Body and Mind, Ergonomics, Communication, Human Relations, Resilience
102	Science	Core science concepts used in cosmetology services.	Infection Control, First Aid, Anatomy, Electricity, Hair Care Product Knowledge, Hair Theory, Hair Care, Shampoo and Conditioning, Textured Hair Cleanse/Hydrate, Scalp Massage
103	Business	Salon and spa business essentials.	Goal Setting, Professionalism, Resume/Cover Letter/Portfolio, Job Search, Interview Skills, Retail, and Ownership and Operations Concepts
104	Client-Centered Design	Consultation and service design focused on the client experience.	Emphasizes service planning and client consultation / satisfaction
105	Sculpture/Cut	Foundational haircutting concepts and structure.	Core cutting methods and design foundations
106	Men's Sculpture	Men's haircutting and sculpting techniques.	Male haircutting and related service work.
107	Hair Design	Styling and finished design concepts.	Focuses on creative styling outcomes through the use of tools/implements and other methods
108	Long Hair	Long-hair styling and finishing.	Braiding, finishing, and long-hair design work to include the use of tools
109	Wigs & Hair Additions	Wigs, extensions, and added-hair services.	Hair enhancement services and application
110	Color	Hair color theory and application.	Color formulation, application, and service procedures
111	Perm & Relax	Texture-changing services.	Perming and relaxing techniques and safety
112	Skin	Skin care fundamentals.	Esthetics-related skin topics and services to include facials, waxing, and makeup
113	Nails	Nail care and nail services.	Manicuring/pedicuring and nail technology basics.





ESTHETICS PROGRAM COURSE OUTLINE

Esthetics Course Objective – 600 Hours

The primary objective of the Esthetics curriculum is to prepare students for the state licensing examination necessary to become a licensed Esthetician in S.C. The 600 hour course includes business practices, facial massage, electrical facial treatments, hair removal, make-up, and other related subjects.

Esthetics Description

The esthetics course is a 600 clock hour course that covers the sciences of beautifying and improving the complexion as well as enhancing the health of the skin. The program includes practical hands-on training as well as theory. The program also incorporates business training education. The skills learned through this program should prepare an individual for entry-level positions within the field of esthetics.

Instructional Methods

The education you receive is measured in clock hours. Your first few months will consist mainly of classroom instruction, basic mannequin practice, and practicing on fellow students. After successfully completing these requirements, the remaining months will consist of hands-on practice on student spa customers. The theory and practical classes are taught using many combinations of instructional methods to meet the needs of different learning styles. Types of methods include demonstrations, mannequin practice, lectures, guest speakers, projects, activities, and utilization of audio/visual aids and textbooks.

Grading Procedures

Written work, projects and exams are graded on a grading scale, listed below. Students must make satisfactory progress on their lab sheets before they are allowed to take the practical exams. If you are not with a client then you are to be practicing on your mannequin or you should be in theory class. You will not receive clock hours for idle time. Exams will be rounded to the nearest whole number.

WRITTEN & PRACTICAL

Excellent - 93 to 100	Satisfactory - 75 to 84
Very Good - 85 to 92	Unsatisfactory – 74 and below

Practical study and artistry are graded according to the Practical Exams and Mock Boards.

Make Up Tests – If a student misses a test due to an absence, then he/she may make up that test. All make up tests should be completed within 14 days of the original testing date. Failure to make up the test will result in a Zero unless there are mitigating circumstances. At this time, the student must retake the test the following scheduled make up day. All mitigating circumstances are taken under consideration by the School Director.

Retaking of tests – Students who make under a 75% on any chapter test including the state law test, are allowed to retake the test one time. All retaking of examinations are scheduled by the Instructor/Director for the following scheduled make up day. The higher of the two grades will be accepted. All re-takes must be completed within 14 days of the original testing date. Otherwise, the original test score will remain. Students in Academic Probation may go through an academic appeal process for a re-testing plan.

Practical Exams, Midterms, Mock Boards, and Finals – Students must take these until they pass with a 75% or higher. At this point, the highest grade is inputted into the Student Management System. If a student has missed two practical/midterm/mocks/final make up days, then they must be coached and blocked from student services and guest services until the practical has been completed. During the coaching, it should be explained to the student the seriousness of the fact that they cannot graduate without taking the exams and that they have the ability to take either the day or night practicals/mocks.

Completion Requirements for Esthetics

A. Each student must clock 600 hours of training for the esthetics curriculum and complete practical and theory credit as prescribed by the Kenneth Shuler School of Cosmetology.
B. Achieve a cumulative grade of 75% or higher and perform all services with a degree of perfection. (NOTE: Theory will be evaluated using written exams; practical and clinic work and will be evaluated by direct observation and through on-the-spot critique by an instructor.) All esthetic theory work should be completed and turned in at 550 hours. The last 50 hours will be spent on the student salon to practice your skills for employment.
C. Pass the practical exams as well as the final examinations administered by his/her designated instructor with a minimum of 75%.
D. Pay all school tuition and overtime charges (if applicable) on completion of 550 hours. You will not be allowed to complete your remaining hours until debt is settled or a payment plan has been secured.
E. Upon completion of all the above, a diploma will be awarded for graduation.

Additional Information

The state licensing exams are held in South Carolina. Information regarding the process can be found at www.psiexams.com . Your graduation packets will contain information regarding what needs to be completed in order to take the examination. Please see your School Director for more information.

All Aspects of Your Training are Very Important

We believe your practical clinic experience better prepares you for the salon. The following are the recommended minimum number of services on the student salon to prepare you for employment.

Esthetics Clinic Recommendations

50 – Cleansings	20 – Eyebrow Waxings	5 – Paraffin Wax Treatment
50 – Towel Steaming	10 – Lip Waxings	5 – Body Scrub
50 – Facial Massage	10 – Leg Waxings	50 – Skin Analysis
30 – Masque Application	10 – Eyebrow Tweezing	30 – Makeup Application
40 – Full Facials	30 – Facial Exfoliations	

Esthetics Practical/Theory Requirements

Cleansings	Lip Waxing	Facial Exfoliations	Body Wraps
Eyebrow Waxing	Towel Steaming	Body Scrubs	Massage
Makeup Application	Leg Waxing	Skin Analysis	Full Facials
Masque Application	Eyebrow Tweezing	Mock Board #1	Final

Rationale for Program Length

The State of South Carolina requires 450 hours of education, and passing the required testing, to become a licensed Esthetician. Our school requires that you obtain 600 hours of education to complete our program. The Esthetician curriculum below compares the amount of hours required by South Carolina, in each category, compared to our school's requirements for completion.

The rationale for providing a longer program is based on the following:

- Many states require a minimum of 600 hours to become licensed. This allows for our graduates to receive reciprocity in those states without having to obtain more hours.
- We provide a business curriculum to our students as part of the Esthetics program. The program teaches the students to be more salon/spa ready upon graduation. This program is a 12-20 week course. Our curriculum for Esthetics was increased by 150 hours to add this program alone.

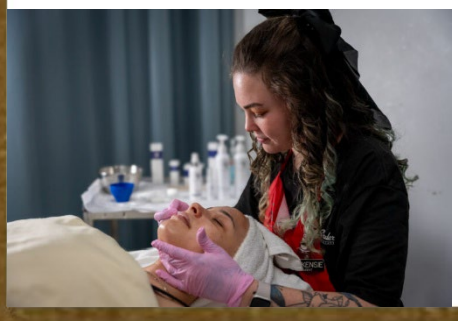
Esthetics Curriculum

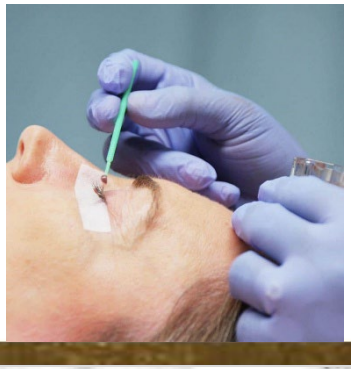
SUBJECTS	K.S. REQUIRED
Professional Practices: Bacteriology and Sanitation: Personal Hygiene, Public Health, Methods, Procedures Business Practices: Management Practices, Salon Development, Insurance, Client Records, Salesmanship	50
Sciences: Histology of Skin: Cell, Tissue Dermatology: Structure and Function of the Skin & Glands, Conditions and Disorders of the Skin, Characteristics of the Skin (Elasticity, Color, Skin Types), Nutrition (Nourishment of Skin, Healthful Diet) Structure and Function of Human Systems: Skeletal, Muscular, Nervous, Circulatory, Cosmetic Chemistry	130
Facial Treatments: Facial Massage: Benefits, Analysis, Preparation, Types of Massage, Manipulations, Safety Measures Electrical Current: Types of Current, Purpose & Effects, Procedures, Safety Measures, Equipment Other kinds of Facial Treatments: Purpose & Effects, Types & Treatments, Preparation, Procedures, Safety Measures	175
Hair Removal: Depilatories, Tweezing, Waxing, Threading Unassigned: Specific Needs	60
Makeup: Purpose & Effects, Supplies & Implements, Preparation Procedures, Eyelash Extensions, Eyelash Perming, Eyebrow Lamination, Safety Measures	100
Body Wraps: Purpose & Effects, Types or Treatments, Supplies & Instruments, Preparation, Procedure, Safety Measures	40
State Law, Rules, Regulations & Codes:	15
Unassigned: Specific Needs	30
TOTAL	600 Hours

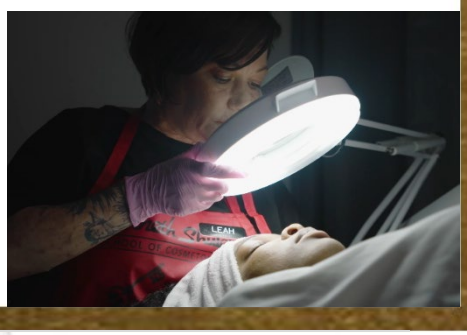
Esthetics Course Content

(Some content below may be covered more in-depth than other content)

Book #	Subject Area	Primary Focus	General Notes
101E	Life Skills	Personal and professional foundation skills for career success.	Health/Body and Mind, Ergonomics, Communication, Human Relations, Resilience
102E	Science	Science concepts related to skin care and esthetics.	Infection Control, First Aid, Electricity, Matter, pH, Cosmetic Products, Cosmetic Product Ingredients
103E	Salon/Spa Business	Business essentials for esthetics settings.	Goal Setting, Professionalism, Resume/Cover Letter/Portfolio, Job Search, Interview Skills, Retail, Salon/Spa Ownership / Operations Concepts, Medical Environment
104E	Client-Centered Experience	Consultation and service delivery focused on the client experience.	Emphasizes service planning and client consultation / satisfaction
105E	Anatomy and Physiology	Human body structure and systems.	Integumentary/Muscular/Skeletal/ Cardiovascular/Lymphatic/Nervous Systems and Hair Theory
106E	Skin	Skin analysis and skin care fundamentals.	Skin Theory, Health, Diseases/Disorders, Analysis/Assessment/Recommendations, and Wellness Therapies
107E	Facial Treatments	Facial treatment services and techniques.	Different Types of Facial Treatments, Draping, Table Preparation, Massage Techniques, Chemical Exfoliation, and Masks
108E	Facial Treatments With Devices	Facial treatments using equipment and devices.	Theory, Products, Tools, Supplies and Equipment regarding services to include Galvanic, High Frequency, Brush Skills, Microcurrent, Vacuum Spray, LED Devices, Microdermabrasion, and Medical Terminology/Charting/Treatments
109E	Hair Removal	Hair removal services and techniques.	Includes temporary hair removal methods and related safety.
110E	Body Treatments	Body treatment services and techniques.	Covers body-focused esthetics procedures to include Scrubs, Body-Wrapping, and Product Application
111E	Makeup	Makeup theory and application.	Includes makeup artistry and related practical workshops







We are not offering the 450 hour Esthetics Program at this time!

ESTHETICS PROGRAM COURSE OUTLINE – 450 HOURS

Esthetics Course Objective – 450 Hours

The primary objective of the Esthetics curriculum is to prepare students for the state licensing examination necessary to become a licensed Esthetician in S.C. The 450 hour course includes business practices, facial massage, electrical facial treatments, hair removal, make-up, and other related subjects.

Esthetics Description

The esthetics course is a 450 clock hour course that covers the sciences of beautifying and improving the complexion as well as enhancing the health of the skin. The program includes practical hands-on training as well as theory. The program also incorporates business training education. The skills learned through this program should prepare an individual for entry-level positions within the field of esthetics.

Instructional Methods

The education you receive is measured in clock hours. Your first few months will consist mainly of classroom instruction, basic mannequin practice, and practicing on fellow students. After successfully completing these requirements, the remaining months will consist of hands-on practice on student spa customers. The theory and practical classes are taught using many combinations of instructional methods to meet the needs of different learning styles. Types of methods include demonstrations, mannequin practice, lectures, guest speakers, projects, activities, and utilization of audio/visual aids and textbooks.

Grading Procedures

Written work, projects and exams are graded on a grading scale, listed below. Students must make satisfactory progress on their lab sheets before they are allowed to take the practical exams. If you are not with a client then you are to be practicing on your mannequin or you should be in theory class. You will not receive clock hours for idle time. Exams will be rounded to the nearest whole number.

WRITTEN & PRACTICAL

Excellent - 93 to 100	Satisfactory - 75 to 84
Very Good - 85 to 92	Unsatisfactory – 74 and below

Practical study and artistry are graded according to the Practical Exams and Mock Boards.

Make Up Tests – If a student misses a test due to an absence, then he/she may make up that test. All make up tests should be completed within 14 days of the original testing date. Failure to make up the test will result in a Zero unless there are mitigating circumstances. At this time, the student must retake the test the following scheduled make up day. All mitigating circumstances are taken under consideration by the School Director.

Retaking of tests – Students who make under a 75% on any chapter test including the state law test, are allowed to retake the test one time. All retaking of examinations are scheduled by the Instructor/Director for the following scheduled make up day. The higher of the two grades will be accepted. All re-takes must be completed within 14 days of the original testing date. Otherwise, the original test score will remain. Students in Academic Probation may go through an academic appeal process for a re-testing plan.

Practical Exams, Midterms, Mock Boards, and Finals – Students must take these until they pass with a 75% or higher. At this point, the highest grade is inputted into the Student Management System. If a student has missed two practical/midterm/mocks/final make up days, then they must be coached and blocked from student services and guest services until the practical has been completed. During the coaching, it should be explained to the student the seriousness of the fact that they cannot graduate without taking the exams and that they have the ability to take either the day or night practicals/mocks.

Completion Requirements for Esthetics

A. Each student must clock 450 hours of training for the esthetics curriculum and complete practical and theory credit as prescribed by the Kenneth Shuler School of Cosmetology.
B. Achieve a cumulative grade of 75% or higher and perform all services with a degree of perfection. (NOTE: Theory will be evaluated using written exams; practical and clinic work and will be evaluated by direct observation and through on-the-spot critique by an instructor.) All esthetic theory work should be completed and turned in at 400 hours. The last 50 hours will be spent on the student salon to practice your skills for employment.
C. Pass the practical exams as well as the final examinations administered by his/her designated instructor with a minimum of 75%.
D. Pay all school tuition and overtime charges (if applicable) on completion of 400 hours. You will not be allowed to complete your remaining hours until debt is settled or a payment plan has been secured.
E. Upon completion of all the above, a diploma will be awarded for graduation.

Additional Information

The state licensing exams are held in South Carolina. Information regarding the process can be found at www.psiexams.com . Your graduation packets will contain information regarding what needs to be completed in order to take the examination. Please see your School Director for more information.

All Aspects of Your Training are Very Important

We believe your practical clinic experience better prepares you for the salon. The following are the recommended minimum number of services on the student salon to prepare you for employment.

Esthetics Clinic Recommendations

40 – Cleansings
40 – Towel Steaming
40 – Facial Massage
20 – Masque Application
30 – Full Facials
10 – Eyebrow Waxings
10 – Lip Waxings
10 – Leg Waxings
10 – Eyebrow Tweezing
25 – Facial Exfoliations
3 – Paraffin Wax Treatment
2 – Body Scrub
50 – Skin Analysis
20 – Makeup Application

Esthetics Practical/Theory Requirements

Cleansings	Lip Waxing	Facial Exfoliations	Body Wraps
Eyebrow Waxing	Towel Steaming	Body Scrubs	Massage
Makeup Application	Leg Waxing	Skin Analysis	Full Facials
Masque Application	Eyebrow Tweezing	Mock Board #1	Final

Esthetics Curriculum

SUBJECTS	S.C. REQUIRED
Professional Practices: Bacteriology and Sanitation: Personal Hygiene, Public Health, Methods, Procedures Business Practices: Management Practices, Salon Development, Insurance, Client Records, Salesmanship	50
Sciences: Histology of Skin: Cell, Tissue Dermatology: Structure and Function of the Skin & Glands, Conditions and Disorders of the Skin, Characteristics of the Skin (Elasticity, Color, Skin Types), Nutrition (Nourishment of Skin, Healthful Diet) Structure and Function of Human Systems: Skeletal, Muscular, Nervous, Circulatory, Cosmetic Chemistry	120
Facial Treatments: Facial Massage: Benefits, Analysis, Preparation, Types of Massage, Manipulations, Safety Measures Electrical Current: Types of Current, Purpose & Effects, Procedures, Safety Measures, Equipment Other kinds of Facial Treatments: Purpose & Effects, Types & Treatments, Preparation, Procedures, Safety Measures	125
Hair Removal: Depilatories, Tweezing, Waxing, Threading Unassigned: Specific Needs	50
Makeup: Purpose & Effects, Supplies & Implements, Preparation Procedures, Safety Measures	50
Body Wraps: Purpose & Effects, Types or Treatments, Supplies & Instruments, Preparation, Procedure, Safety Measures	40
State Law, Rules, Regulations & Codes:	15
S.C. REQUIRED TOTAL	450 Hours


Rock Hill Campus

Esthetics Course Content

(Some content below may be covered more in-depth than other content)

Book #	Subject Area	Primary Focus	General Notes
101E	Life Skills	Personal and professional foundation skills for career success.	Health/Body and Mind, Ergonomics, Communication, Human Relations, Resilience
102E	Science	Science concepts related to skin care and esthetics.	Infection Control, First Aid, Electricity, Matter, pH, Cosmetic Products, Cosmetic Product Ingredients
103E	Salon/Spa Business	Business essentials for esthetics settings.	Goal Setting, Professionalism, Resume/Cover Letter/Portfolio, Job Search, Interview Skills, Retail, Salon/Spa Ownership / Operations Concepts, Medical Environment
104E	Client-Centered Experience	Consultation and service delivery focused on the client experience.	Emphasizes service planning and client consultation / satisfaction
105E	Anatomy and Physiology	Human body structure and systems.	Integumentary/Muscular/Skeletal/ Cardiovascular/Lymphatic/Nervous Systems and Hair Theory
106E	Skin	Skin analysis and skin care fundamentals.	Skin Theory, Health, Diseases/Disorders, Analysis/Assessment/Recommendations, and Wellness Therapies
107E	Facial Treatments	Facial treatment services and techniques.	Different Types of Facial Treatments, Draping, Table Preparation, Massage Techniques, Chemical Exfoliation, and Masks
108E	Facial Treatments With Devices	Facial treatments using equipment and devices.	Theory, Products, Tools, Supplies and Equipment regarding services to include Galvanic, High Frequency, Brush Skills, Microcurrent, Vacuum Spray, LED Devices, Microdermabrasion, and Medical Terminology/Charting/Treatments
109E	Hair Removal	Hair removal services and techniques.	Includes temporary hair removal methods and related safety.
110E	Body Treatments	Body treatment services and techniques.	Covers body-focused esthetics procedures to include Scrubs, Body-Wrapping, and Product Application
111E	Makeup	Makeup theory and application.	Includes makeup artistry and related practical workshops

INSTRUCTOR TRAINING PROGRAM COURSE OUTLINE

Instructor Training Course Objectives – 750 Hours

The primary objective of the Instructor Training curriculum is to prepare students for the state licensing examination necessary to become a licensed instructor in S.C. The 750 hour course includes instruction in basic teaching methods, coaching techniques, development of lesson plans, evaluation techniques, classroom observation, record keeping, sterilization and sanitation, supervision of clinical activity, and inventory control and purchasing. Also included are federal and state enrollment procedures and requirements and South Carolina cosmetology laws and regulations. This course will prepare licensed individuals to become qualified educational professionals.

Instructor Training Description

The instructor training course is a 750 clock hour course that covers the basics of teaching cosmetology, nail technology, or esthetics. It includes practical hands-on training as well as theory. This course is not required for licensure as an instructor if the prospective student has a cumulative total of twenty-four (24) months of experience as a licensed cosmetologist, nail technician, or esthetician.

Instructional Methods

The education you receive is measured in clock hours. The program is designed for the student to view the entire process of education from enrollment to graduation. There will be classroom instruction, classroom observation, student salon observation, mannequin practice, and practical teaching. The theory and practical classes are taught using combinations of instructional methods. Types of methods include observations, demonstrations, mannequin practice, lectures, guest speakers, projects, activities, and utilization of audio/visual aids and textbooks.

Grading Procedures

Written work, projects and exams are graded on a grading scale, listed below. Students must make satisfactory progress on their lab sheets before they are allowed to take the practical exams. If you are not with a client then you are to be practicing on your mannequin or you should be in theory class. You will not receive clock hours for idle time. Exams will be rounded to the nearest whole number.

WRITTEN & PRACTICAL

Excellent - 93 to 100	Satisfactory - 75 to 84
Very Good - 85 to 92	Unsatisfactory – 74 and below

Practical study and artistry are graded according to the Practical Exams and Mock Boards.

Make Up Tests – If a student misses a test due to an absence, then he/she may make up that test. All make up tests should be completed within 14 days of the original testing date. Failure to make up the test will result in a Zero unless there are

mitigating circumstances. At this time, the student must retake the test the following scheduled make up day. All mitigating circumstances are taken under consideration by the School Director.

Retaking of tests – Students who make under a 75% on any chapter test including the state law test, are allowed to retake the test one time. All retaking of examinations are scheduled by the Instructor/Director for the following scheduled make up day. The higher of the two grades will be accepted. All re-takes must be completed within 14 days of the original testing date. Otherwise, the original test score will remain. Students in Academic Probation may go through an academic appeal process for a re-testing plan.

Practical Exams, Midterms, Mock Boards, and Finals – Students must take these until they pass with a 75% or higher. At this point, the highest grade is inputted into the Student Management System. If a student has missed two practical/midterm/mocks/final make up days, then they must be coached and blocked from student services and guest services until the practical has been completed. During the coaching, it should be explained to the student the seriousness of the fact that they cannot graduate without taking the exams and that they have the ability to take either the day or night practicals/mocks.

Completion Requirements for Instructor Training

A. Each student must clock 750 hours of training for the instructor training curriculum and complete practical and theory credit as prescribed by Kenneth Shuler School of Cosmetology.
B. Achieve a cumulative grade of 75% or higher and perform all tasks with a degree of perfection. (NOTE: Theory will be evaluated using written exams; practical and clinic work and will be evaluated by direct observation and through on-the-spot critique by an instructor.) All theory work should be completed and turned in by 700 hours.
C. Pass the practical exams and theory examinations administered by his/her designated instructor with a minimum of 75%.
D. Pay all school tuition and overtime charges (if applicable) on completion of 700 hours. You will not be allowed to complete your remaining hours until debt is settled or a payment plan has been secured.
E. Upon completion of all the above, a diploma will be awarded for graduation.

Additional Information

The state licensing exams are held in South Carolina. Information regarding the process can be found at www.psiexams.com . Your graduation packets will contain information regarding what needs to be completed in order to take the examination. Please see your School Director for more information.

All Aspects of Your Training are Very Important

We believe your practical clinic experience better prepares you for the teaching profession. The following are the requirements for both practical and theory. These requirements will

prepare you for employment and to receive a Kenneth Shuler School of Cosmetology diploma.

Instructor Training Practical/Theory Requirements

Leveling Exams	Minimum 3 lectures/demos.	Inventory Control
Retail Sales	Record Keeping	Final Exam
Final leveling	Filing	Register Operation
Lesson Plans	Student Salon/Spa Observation	

Instructor Training Curriculum

SUBJECTS	HOURS
Teaching Methods Advising Techniques Developing Lesson Plans S.C. Cosmetology Laws and Regulations	125
Theory Audio-Visual Equipment Evaluation Techniques and Instruments Classroom Observation Practice Teaching Record Keeping	240
Sterilization & Sanitation Supervision of Clinical Activity Effective Demonstration Procedures Presentation of Styling Techniques Student/Patron Relationship	240
Federal & State Enrollment Procedures and Requirements Financial Aid Requirements Inventory Control and Purchasing Student Scheduling Graduate Records Licensure Application Forms	120
Unassigned	25
TOTAL	750 Hours



Instructor Training Content

(Some content below may be covered more in-depth than other content)

Part One: Basic Teaching skills for Career Education Instructors

I. The Career Education Instructor – Qualities and Characteristics of a Master Educator
II. The Teaching Plan and Learning Environment – The Teaching Plan, Managing the Atmosphere, Learning Facilities Checklist, Teaching Materials, Textbook Evaluation Checklist, Administrative Responsibilities, Welcoming New Students
III. Teaching Study and Testing Skills – Learning is Lifelong, Developing Reading and Study Skills, Study Groups, Fitness is a Must, Teaching Testing Skills
IV. Basic Learning Styles and Principles – Why Learning Styles are Important, The Role of the Educator, Learning Styles Defined, Learning Styles Profiles, Four Steps in Learning, Multiple Intelligences, The Benefits and Importance of Identifying Learning Styles
V. Basic Methods of Teaching and Learning – About Teaching and Learning, Teaching and Learning Methods and Techniques
VI. Communicating Confidently – Effective Communication Skills, Barriers to Communication, Getting the Message Across, Effective Listening, Communication Styles, Tips to Communicating Confidently, In-School Communication
VII. Effective Presentations – Communication Skills, C.R.E.A.T.E, What Makes a Powerful Presentation
VIII. Effective Classroom Management and Supervision – Promoting a Positive Environment, Academic Advisement, Managing Difficult Learner Behavior, Conflict Management
IX. Achieving Learner Results – Special Learning Needs, Learning Disabilities, Chronic Behaviors, Barriers to Learning
X. Program Review, Development, and Lesson Planning – Planning Concepts and Preliminary Analysis, Curriculum Development, Lesson Plan Development
XI. Educational Aids and Technology in the Classroom – The Master Educator's Role, Why Use Educational Aids and Technology, What to Consider, Classifications of Educational Materials
XII. Assessing Progress and Advising Students – What's in a Grade, Grading Styles, Grading Methods, Descript Performance Evaluations, Academic Advisement Counseling

Part Two: Basic Teaching Skills for Career Education in the Beauty and Wellness Disciplines

XIII. Making the Student Salon an Adventure – Practical Skills Training, The Student Salon Philosophy, The Essence of Teamwork, The Profitable Student Salon, What Does the Public See, The Warm Reception, High-Tech / High-Touch Safety, Record Keeping Requirements, The Efficient Dispensary, Cultivating Satisfied Clients, Building a Successful Clientele, The Professional Portfolio, Making the Student Salon an Adventure, Student Salon Teaching, Supervising Multiple Students, Tools of the Educator
XIV. Career and Employment Preparation – Preparing for Employment, Targeting the School, Success on the Job, Fundamentals of Business Management, Types of School Ownership, Special Skills Needed, The Importance of Record Keeping, Operating a Successful School, The Front Desk, Selling in the School, Promoting the Clinic in the Community
XV. The Art of Retaining Students – The Importance of a Sound Retention Plan, Establishing the Vision and Mission, Sound and Ethical Administrative Policies, Defining the School Culture, Admissions and the New Student Orientation, Instilling Student Ownership, The Creative Curriculum, Energized Educators, Delivering Outstanding Customer Service, Investing in Your Educators, The P.R.A.I.S.E Policy

Part Three: Professional Development for Career Education Instructors

XVI. Educator Relationships – Relationships of a Master Educator, Human Relations, Communication Basics
XVII. Learning is a Laughing Matter – The Best Conditions for Learning, Learning and Laughter Defined, Laughter Enhances Creativity, Integrating Humor in the Workplace, Integrating Humor into the Classroom

XVIII. Teaching Success Strategies for a Winning Career – Success is a Choice, Value Yourself, Motivate Yourself, Expect to Win, Effective Goal Management, Develop a Strong Work Ethic, Value the Client

XIX. Teams at Work – The Concept of Teamwork, The Team-Building Process, Think Like Geese

XX. Evaluating Professional Performance – Performance Assessment, General Standards of Evaluation, Educator Position Description, Sources of Performance Appraisal, Professional Development

Practical/Student Salon

The student instructor may be required to assist in lecture and demonstrations, to design lesson plans and to present lectures and demonstrations for evaluation in their area of practice.

In addition, the student instructor will assist in evaluation of students, assist with classroom record keeping, and assist in presenting S.C. Cosmetology Laws, Rules, and Regulations.

The student instructor will be evaluated on their skills as observed in the clinical environments. These skills are as follows:

- Sanitation & Sterilization Laws and Practice
- Supervision of Clinical Activity
- Proper Demonstration Procedures
- Observation of Student/Patron Relationships
- Supervision of Record Keeping for Clinical Purposes
- Observation of Styling Techniques
- Recognition of Student Difficulty in Properly Completing a Task
- Ability to Correct Performance of a Student in a Positive Manner
- Assist and Eventually Perform Mock State Board Exams

OFFICE

I. Learn State Rules and Regulations Governing a School of Cosmetology
II. Knowledge of Required Enrollment Papers
III. Observe Pre-enrollment Interview
IV. Inventory Control and Purchasing
V. Financial Aid and Records
VI. Observe Booking and Record Keeping Procedures and Student Scheduling
VII. Assist in Maintaining School Records
    A. Student File
    B. Enrollment Requirements
    C. Recording Student Hours
    D. Graduate Records
    E. Preparation of Student Application for Board Examination

UNASSIGNED

These hours are to be designated as needed on an individual basis.

TEXT

The following text is to be used in the completion of the Instructor Training Program:

- Master Educator Series by Milady
- Milady's Standard Cosmetology
- Milady's Standard Esthetics Fundamentals

SATISFACTORY ACADEMIC PROGRESS POLICY

The satisfactory academic progress policy sets forth a minimum standard for course completion for all programs. The policy also sets forth the evaluation and determination of status procedures. Each student is to be provided access to this policy prior to enrollment. The satisfactory progress policy is the same for all students within the course and within the same attendance schedule including those receiving and those not receiving Title IV funds. Students will be notified of any evaluation that impacts the student's eligibility for financial aid, if applicable.

Evaluation Periods For Each Program

All programs are based on a 900 hour academic year to be completed in 30 academic weeks. Students may request a copy of their Satisfactory Progress Evaluations at any time by speaking to the Financial Aid Coordinator or School Director. Students will be evaluated for Satisfactory Progress once they have clocked the following actual hours and weeks:

Cosmetology	450 hours and 15 weeks 900 hours and 30 weeks 1200 hours and 40 weeks
Esthetics – 600 hours	300 hours and 10 weeks
Esthetics – 450 hours	225 hours and 7.5 weeks
Instructor Training	375 hours and 12.5 weeks

Attendance and Academic Requirements for Satisfactory Progress

Students are expected to be in class every day. To meet satisfactory academic progress for attendance, at the evaluation point, the student must have achieved an attendance percentage of 67% or higher. The attendance percentage is determined by dividing the total, clocked actual hours by the scheduled hours.

At the time of evaluation, the student must have a cumulative grade point average of seventy-five percent (75%) to meet the acceptable level of achievement. Factors evaluated for academic progress are all assigned practical work, academic learning, and student salon experience. Students are informed of their current grade point average and attendance on their report cards. Refer to previously listed Grading Procedures.

Maximum Timeframe for Completion

The maximum time frame for course completion is one and one-half times the length of the course (150%). A student, who did not complete by maximum time frame, may remain in school on a cash-pay basis with the right to appeal the determination of not meeting the maximum timeframe.

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology 1500 hours (Full Time – 30 hrs/wk)	75 weeks	2250
Cosmetology 1500 hours (Part Time – 20 hrs/wk)	112.5 weeks	2250
Cosmetology 1500 hours (Part Time – 24 hrs/wk)	93.75 weeks	2250
Esthetics 600 hours (Full Time – 30 hrs/wk)	30 weeks	900
Esthetics 600 hours (Full Time – 20 hrs/wk)	45 weeks	900
Esthetics 450 hours (Full Time – 30 hrs/wk)	22.5 weeks	675
Esthetics 450 hours (Full Time – 20 hrs/wk)	33.75 weeks	675

Instructor Training 750 hours (Full Time – 30 hrs/wk)	37.5 weeks	1125
Instructor Training 750 hours (Full Time – 20 hrs/wk)	56.25 weeks	1125

Clock hours accepted from another institution will be considered as attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Determination of Progress

Students meeting the cumulative grade point average and the minimum attendance requirement will be considered making satisfactory progress until the next scheduled evaluation. Title IV funding may be interrupted if a student does not make satisfactory progress. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has obtained a successful appeal which would result in a probation status. Only one financial aid warning may be given per student.

Academic Warning

The first time a student does not meet the required attendance or cumulative grade point average, he/she will be placed on an academic warning until the next evaluation period. A student is considered making satisfactory progress while on an academic warning. If satisfactory progress is re-established by the next evaluation, then the student is removed from the academic warning. The Financial Aid Officer will notify the School Director of reinstatement of satisfactory progress.

If he/she does not increase his/her attendance or grade point average to the requirements listed above by the end of the academic warning period, then all financial aid will be terminated. At that time, the student has a right to appeal the decision of not making satisfactory progress. Once financial aid has been terminated, the balance of the tuition owed is the responsibility of the student.

Students receiving VA Education Benefits who are put on an academic warning for unsatisfactory grade point average will lose their benefits for that warning period. Benefits will continue upon making satisfactory academic progress. If satisfactory academic progress is not regained and the student is terminated from the course, the student's VA benefits will be discontinued.

Appeal and Probation

A student may appeal a determination of unsatisfactory progress by submitting a written appeal to the School Director within 30 days. The decision of the School Director shall be final. The appeal must include the following: why the student failed to make satisfactory progress and what has changed in the student's situation that will allow him/her to demonstrate satisfactory progress at the end of the next evaluation period. The appeal must provide a reason such as death of a relative, an injury or illness to a student, or other mitigating circumstances. In addition, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation.

After a successful appeal, the student will be placed on financial aid probation for one evaluation period and is eligible for Title IV funding. The school will develop an academic plan that will help the student achieve satisfactory progress. The student must be in Satisfactory Academic Progress at the end of the financial aid probation period or all financial aid will be terminated. Once financial aid has been terminated, the balance of the tuition owed is the responsibility of the student.

If the appeal is denied, then the student is ineligible for Title IV funding. At this time, the student will be informed that he/she is no longer eligible for Title IV funding. Payment arrangements must be secured before the student will be allowed to continue the program.

All appeals are documented and are kept in the student's file.

Re-Establishment of Satisfactory Academic Progress

Student may re-establish satisfactory academic progress and financial aid, as applicable, by meeting the minimum attendance and the minimum cumulative grade point average by the end of the warning or probationary period.

Interruptions, Course Incompletes, Withdrawals, and Leave of Absences

Individuals taking a leave of absence will have their contracted graduation date extended the same number of days as the leave of absence. Those who take a leave of absence will also have their maximum time frame for completion extended by the same amount of time as the leave of absence. A student who returns from a leave of absence will be considered as making the same satisfactory progress as they were prior to the leave of absence.

Students who withdraw or are interrupted from school may be re-admitted into the school upon consideration of the administrative staff. Students must re-apply to the director, in writing, to show just cause why he/she should be considered for re-enrollment. Students who wish to re-enroll must follow the "Conditions for Re-entrance" policy. A student who re-enters the school will be considered making the same satisfactory progress as when he/she withdrew or was interrupted from the school. A student's maximum timeframe for completion is normally not affected by the student's withdrawal. However, a student's status at the time of withdrawal could affect his/her Title IV eligibility. Incompletes have no effect upon the institution's satisfactory academic progress standards.

Non-Credit and Remedial Courses

Non-credit and remedial courses do not apply to our school. Therefore, these items have no affect on Satisfactory Academic Progress.

Grading Procedures for All Programs

Written work, projects and exams are graded on a grading scale, listed below. Students must make satisfactory progress on their lab sheets before they are allowed to take the practical exams. If you are not with a client then you are to be practicing on your mannequin or you should be in theory class. You will not receive clock hours for idle time. Exams will be rounded to the nearest whole number.

WRITTEN & PRACTICAL

Excellent - 93 to 100	Satisfactory - 75 to 84
Very Good - 85 to 92	Unsatisfactory – 74 and below

Practical study and artistry are graded according to the Practical Exams and Mock Boards. Services on customers are graded on being complete or incomplete only.

Make Up Tests – If a student misses a test due to an absence, then he/she may make up that test. All make up tests should be completed within 14 days of the original testing date. Failure to make up the test will result in a Zero unless there are mitigating circumstances. At this time, the student must retake the test the following scheduled make up day. All mitigating circumstances are taken under consideration by the School Director.

Retaking of tests – Students who make under a 75% on any chapter test including the state law test, are allowed to retake the test one time. All retaking of examinations are scheduled by the Instructor/Director for the following scheduled make up day. The higher of the two grades will be accepted. All re-takes must be completed within 14 days of the original testing date. Otherwise, the original test score will remain. Students in Academic Probation may go through an academic appeal process for a re-testing plan.

Practical Exams, Midterms, Mock Boards, and Finals – Students must take these until they pass with a 75% or higher. At this point, the highest grade is inputted into the Student Management System. If a student has missed two practical/midterm/mocks/final make up days, then they must be coached and blocked from student services and guest services until the practical has been completed. During the coaching, it should be explained to the student the seriousness of the fact that they cannot graduate without taking the exams and that they have the ability to take either the day or night practicals/mocks.

VA Students – Standards of Academic Progress

Academic progress will be measured at the end of each evaluation period. The evaluation periods are: 450 hours, 900 hours, and 1200 hours.

Failure by a student to maintain a cumulative grade of at least 75% for any evaluation period will result in that student being placed on academic probation for the following evaluation period.

Failure by the student to attain a cumulative grade of at least 75% during the probationary period will result in academic suspension (interruption of veteran's benefits). The interruption will be reported to the Veterans Administration **within 30 calendar days** of the change in status using VA Form 22-1999b.

Veterans who are reinstated for benefits after academic suspension who fail to attain a cumulative grade of at least 75% during that evaluation period will be dismissed from the program. Reinstatement after dismissal will be granted only if mitigating circumstances exist.

Mitigating Circumstances: Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student's control. The following are some general categories of mitigating circumstances. This list is not all- inclusive.

- Serious illness of the veteran
- Serious illness or death in the veteran's immediate family
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the course
- Unanticipated changes in child-care responsibilities
- Active duty military service, including active duty for training

RIGHT TO KNOW / CAMPUS SECURITY

Kenneth Shuler School of Cosmetology has designated the School Director as the contact person for any issues relating to Campus Security.

1. Kenneth Shuler School of Cosmetology requests that students and employees report any criminal activity or action on campus to the individual designated. The designated individual will assist the student/employee in reporting the incident to the local police and authorities.
2. Access to facilities is limited to the school director and assistants for day classes and the designated instructor in charge of the night classes. These people, as well as all employees, are responsible for the security of the facilities and grounds.
3. Kenneth Shuler School of Cosmetology may place cameras in secure locations and are configured to prevent unauthorized access, duplication or modification. These cameras may be located throughout the facilities, but they will not be located in restrooms or esthetics practical areas. The school utilizes camera footage for safety, student well-being, and other matters of school operations.
4. Kenneth Shuler School of Cosmetology refers all campus law enforcement issues to local police authorities since the institution does not have any campus based security personnel. Kenneth Shuler School of Cosmetology encourages prompt reporting of criminal activity/actions as being in the best interest of all students and employees.
5. All areas are well lit for safety and access during non-operating hours.
6. Kenneth Shuler School of Cosmetology has no off-campus housing facilities nor any formal student organizations which conduct activities off campus. Therefore, the institution has no authority to request notification of criminal activity engaged in by students at off-campus locations.
7. The institution reinforces its stand on drug and alcohol abuse with information on illegal drugs and alcohol effects on the body and how to prevent becoming involved with drugs and alcohol. Brochures are available to all students and the consequences of use, possession or sales of illegal drugs and alcohol on campus. This information is available via our student app and the disclosures page on our website.
8. Kenneth Shuler School of Cosmetology will report any instances to the campus community of crime considered to be a threat to its students and employees.

LICENSING REQUIREMENTS / CONTINUING EDUCATION

Licensing Requirements

The S.C. Department of Labor, Licensing & Regulations requires the following:

1. A license as a cosmetologist shall be issued by the board to any person who:
    a. is at least sixteen years of age and possesses a high school diploma, or at least tenth grade education, or the equivalent as established by tests used in public schools, or equivalent as established by psychological examinations determined by a certified psychologist, or successfully passes a standardized test given by a vocational rehabilitation counselor;
    b. has completed 1500 hours in classes in cosmetology;
    c. passes the examination prescribed by the board and pays the required fee.
2. A license as an esthetician shall be issued by the board to any person who:
    a. is at least sixteen years of age and possesses a high school diploma, or at least tenth grade education, or the equivalent as established by tests used in public schools, or equivalent as established by psychological examinations determined by a certified psychologist, or successfully passes a standardized test given by a vocational rehabilitation counselor;
    b. has completed 450 hours in classes in esthetics;
    c. passes the examination prescribed by the board and pays the required fee.
3. A license as an instructor shall be issued by the board to any person who:
    a. submits an application for an Instructor's License on a form prescribed by the Board; and
    b. holds a high school diploma or a General Education Development (G.E.D.) certificate; and
    c. is a licensed Cosmetologist, Nail Tech, or Esthetician and has practiced for at least two (2) years or, after receiving his respective Cosmetologist, Nail Tech, or Esthetician license, has completed a prescribed seven hundred fifty (750) hour instructor training program approved by the Board; and
    d. has received forty-five (45) hours training in a teaching methods course approved by the Board; and-
    e. pays the prescribed fee and passes the Instructor's Examination prescribed by the Board; or
    f. alternately, for specialized theory hours, a person who has a minimum of five (5) years experience or a bachelors degree in a related profession, occupation or cognitive area, may instruct the required theory classes with prior approval of the Board.

Continuing Education

Information regarding continuing education requirements is available on the SC Department of Labor, Licensing, and Regulation's Board of Cosmetology's website. Other continuing education opportunities are supplied through the corporate office which has a list of the locations of the continuing education classes offered by the Association for Cosmetology Excellence for each current year. Students also gain knowledge of continuing education opportunities through hair shows.

DISABILITY ACCOMMODATIONS & GRIEVANCE POLICY

Statement of Non-Discrimination and Accommodation

Kenneth Shuler School of Cosmetology (the "School") does not discriminate on the basis of disability. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the School's educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, or his/her trained designee who has been designated to coordinate the efforts of the School to comply with Section 504 and ADA.

ADA Compliance Coordinator:
Steven Dawson, 172 McSwain Drive – West Columbia, SC 29169
803-798-8515 – ksoffice@kennethshuler.com

Requests for Accommodation

Individuals with disabilities wishing to request an accommodation must contact the ADA Compliance Coordinator. A disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for an accommodation. However, if a student discloses a disability to such an individual, he or she is required to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator (or his/her trained designee) will provide a student or applicant with a **Request for Accommodations form**, which is also available on the School's website in the Consumer Disclosures. To help ensure timely consideration and implementation, individuals making a request for an accommodation are asked to contact the ADA Compliance Coordinator and/or submit a Request for Accommodations form at least two weeks prior to when the accommodation is needed.

Individuals requesting reasonable accommodation may be asked to provide medical documentation substantiating his/her physical and/or mental impairment(s) and/or the need for the requested accommodation(s), including but not limited to when the limitation or impairment is not readily apparent and/or a requested accommodation does not clearly relate to the impairment(s). Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified professional in the area of the student's disability, as enumerated below:

Disability	Qualified Professional
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO

Hearing impairment	MD, Audiologist (Au.D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	PhD Psychologist, college learning disability specialist, other appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD who practices or specializes within the field of the disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. The School may request additional documentation or testing as needed.

After the ADA Compliance Coordinator receives the Request Form and the required documentation, he/she (or his/her trained designee) will engage the student or applicant in an interactive process to determine what accommodations may be appropriate.
If the student or applicant is denied any requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity. The School will make appropriate arrangements to ensure that a person with a disability is provided other accommodations, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements.

Grievance Policy Relating to Complaints of Disability Discrimination

The School has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA. Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance with

Garrett Shuler, Vice President/Owner
172 McSwain Drive – West Columbia, SC 29169
803-798-8515
info@kennethshuler.com.

Grievances must be in writing, contain the name and address of the person filing it, state the problem or action alleged to be discriminatory, and the remedy or relief sought.

The School will investigate each complaint filed and will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the student will be advised and provided an update as to the status of the investigation. The student may also inquire as to the status of the investigation at reasonable intervals. Based

on the results of the investigation, the School will take all appropriate actions to prevent any recurrence of discrimination and/or to correct any discriminatory effects.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.

GRIEVANCE POLICY

In alignment with the institution's mission, the school strives to resolve any legitimate student grievances promptly and fairly. Grievance procedures are outlined during orientation to ensure students understand the steps for filing a complaint. Kenneth Shuler's School of Cosmetology, Inc. aims to address all concerns internally by utilizing available staff and adhering to the chain of command. Students may request a Grievance Form from the School Director, which must be completed and submitted within 7 calendar days of the alleged incident to allow the school to take appropriate action. Submissions made after this timeframe may not be considered valid.

All grievances are directed to the School Director, who is responsible for conducting an investigation unless it is more appropriate for the Director of Operations to handle the matter. The investigation process outlined below will be followed in either case.

To facilitate a thorough investigation, the grievance must include specific details such as the incident description, dates, times, individuals involved, and any witnesses. While the institution strives to maintain confidentiality whenever possible, it cannot be guaranteed during the investigative process. Depending on the nature of the allegations, the investigation and resolution process may take up to 21 days from the submission of the Grievance Form.

Process

1. Filing a Grievance

   The individual must obtain the Grievance Form from the School Director, complete it, and submit it to the School Director within seven (7) calendar days of the alleged incident. If the grievance is against the School Director, then submit the form via email to info@kennethshuler.com.

2. Initial Review of Grievance

   The School Director or Director of Operations will review the submitted grievance to determine whether it is "legitimate" or deemed "frivolous or without merit".

3. Preliminary Investigation

   If the grievance is deemed legitimate, the School Director or Director of Operations will conduct a preliminary investigation, which includes reviewing all provided evidence. Based on this review, one of the following actions will be taken:

   a. Without Merit

      If the grievance is found to lack merit, the School Director or Director of Operations will explain the decision to the grieving party, providing evidence or information to support the determination.

   b. Amicable Solution

      The School Director or Director of Operations will engage with the grieving party to explore the possibility of an amicable resolution.

      - If an agreement is reached, the agreed-upon solution will be implemented and considered the final resolution.
      - Final resolutions reached through amicable solutions cannot be reopened or investigated further unless new and valid information is presented.
      - If the grieving party does not agree to the proposed solution and there is insufficient evidence for a full investigation, the School Director or Director of Operations may decline to proceed with further investigation.

c. Full Investigation

If deemed necessary, a full investigation will be conducted by the School Director or Director of Operations. This will include:

- A detailed review of all evidence.
- Interviews with and/or questioning of witnesses and relevant parties.

The outcome of the investigation will be documented, including any actions taken to address the allegations.

- The grieving party, witnesses, and/or accused parties will be informed of the general outcome of the investigation. However, specific actions taken may not be disclosed due to privacy laws and institutional policies.
- The documented outcome will be considered the final resolution.

4. Final Resolutions

- Final resolutions are not appealable, except in cases where new and valid information necessitates reopening the grievance or further investigation.
- All final resolutions will be retained by the school to track the frequency, nature, and patterns of grievances.

All attempts should be made to resolve the matter through the school. If not satisfied with the result, the student is open to pursue the matter with the South Carolina State Board of Cosmetology. After that procedure, a student may contact NACCAS, the National Accrediting Commission of Career Arts and Sciences. We respectfully request that everyone utilize this sequence.

The following information is provided:

Kenneth Shuler Corporate Office:
info@kennethshuler.com

S.C. Department of Labor, Licensing, and Regulation
Board of Cosmetology – State Authorizing Agency
Post Office Box 11329
Columbia, S.C. 29211-1329
http://www.llr.sc.gov/POL/Cosmetology/index.asp?file=complaint.htm

NACCAS – National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street
Alexandria, V.A. 22314
https://naccas.org/

TITLE IX GRIEVANCE POLICY

Title IX regulations prohibit discrimination on the basis of sex, which includes sexual harassment and sexual violence, in its programs and activities. To obtain access to the full procedure for filing a Title IX Grievance with the Title IX Coordinator, please visit our Consumer Disclosures page on our website (https://kennethshuler.com/consumer-disclosures/) and click on the Title IX Grievance Policy.

Below is our list of Contacts:
All complaints involving a student will be referred to the Title IX Coordinator as listed under Reporters. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and investigations.

The Title IX Coordinators can be reached at the following addresses and telephone numbers:
Steven Dawson, Director of Compliance (For Staff Issues Only)
172 McSwain Drive
West Columbia, SC 29169
803-798-8515
sdawson@kennethshuler.com

The campus Title IX Coordinators can be reached at their respective campuses:

School Director 172 McSwain Drive West Columbia, SC 29169 803-772-6042 wecodirector@kennethshuler.com	School Director 2443 West Lucas Street Florence, SC 29501 843-679-3778 flodirector@kennethshuler.com
School Director 1113 Knox Avenue North Augusta, SC 29841 803-278-1200 nadirector@kennethshuler.com	School Director 2375 Cherry Road Suite 102 Rock Hill, SC 29732 803-328-5166 rhdirector@kennethshuler.com
School Director 3532 Highway 153 Greenville, SC 29611 864-269-6886 gvdirector@kennethshuler.com	

Appendix A – Institutional staff

Kenneth Shuler School of Cosmetology & Nails 172 McSwain Drive West Columbia, SC 29169 (803) 772-6098 Admissions Ref.#:050012-00	Shawn Moore– School Director Tina Sightler – Admissions Representative Hannah Sebok – Front Desk Coordinator Wanda Sally-Kearse – Front Desk Coordinator Michelle Flynn – Financial Aid Coordinator Lauren Thompson – Student Success Coach/Instructor Christina Stokes – Custodian Sheena Anderson – Instructor Marquita "KiKi" Briggs – Instructor Demecia Daye-Corbin - Instructor Ashlee Dyar – Instructor Kayla Greer – Instructor Tanisha Hall – Instructor Idamae Jackson – Instructor Tonya Peay – Instructor/SSM Sarah Putnam – Instructor Tierra Washington – Instructor Krystal Westbrook - Instructor

Kenneth Shuler School of Cosmetology & Hair Design 1113 Knox Avenue North Augusta, SC 29841 (803) 278-1200 Admissions Ref.#050026-00	Lanita Battle – School Director Tanika Hammond – Front Desk Coordinator Alicia Parker – Front Desk Coordinator Gail Fortunato – Admissions Representative Joe Stinson – Financial Aid Coordinator / EL Rebecca Bearden – Instructor Grovett Bussey – Instructor Lisa Johnson – Instructor Rhonda Johnson - Instructor Nichelle Jobes - Instructor

Kenneth Shuler School of Cosmetology 2443 West Lucas Street Florence, SC 29501 (843) 679-3778 Admissions Ref.#050026-01	Haley Gandy – School Director Cynthia Killinger – Front Desk Coordinator April Llewellyn – Admissions Representative Misty Brune – Financial Aid Coordinator Tanisha Flowers – Instructor/EL Brenisha Flowers – Instructor Latrina Hopkins - Instructor Tamar McLeod – Instructor Tessa Mims – Instructor Shirley Sanders – Instructor Tonya Smith – Instructor Constance Taylor White – Instructor

Kenneth Shuler School of Cosmetology 2375 Cherry Road Suite 102 Rock Hill, SC 29732 (803) 328-5166 Admissions Ref.#043012-00	Jean Schlaiss – School Director Lily Maree – Front Desk Coordinator Ashley Terry – Front Desk Coordinator – Admissions Representative Meranda Harris – Appointment Setter Maegan Calkins – Financial Aid Coordinator Tammy Williams – Instructor/SSM Alannah Abu – Instructor Jamal Blake – Instructor Jordan Carter – Instructor Amy Cash - Instructor Shannon Cousineau - Instructor Tabitha Donahue - Instructor Hannah Ebron – Instructor Monique Gayle – Instructor Brittany Hunter – Instructor Marie Kale – Instructor Nikki McDaniel – Instructor Robert Morton – Instructor Tay Myrie - Instructor Allissa Sill – Instructor

Kenneth Shuler School of Cosmetology 3532 Highway 153 Greenville, SC 29611 (864) 269-6886 Admissions Ref.#B43012-01	Sarah Bobo – School Director Tiffany Andrews – Front Desk Coordinator Erica Parks – Admissions Representative Amber Monroe – Appointment Setter Courtnay Williams – Financial Aid Coordinator Teleisha Hamer – Instructor/EL Tess Arnold - Instructor Jessica Aultz – Instructor April Best Barrios – Instructor Candace Barron – Instructor Tyler Foster – Instructor Brittany Hamilton – Instructor Vernerka Haynes – Instructor Jamaiya Jenkins - Instructor Valery Oglesby - Instructor Trenton Paxton – Instructor Pamela Reynolds – Instructor Jessica Washington - Instructor Aimee Wolf – Instructor Tammy Wright – Instructor