



CHEEKS BEAUTY ACADEMY  
*Est. 1984*

LOVELAND CAMPUS SCHOOL CATALOG

# Cheeks Beauty Academy

## Campus Locations

### **Cheyenne Campus (Main Campus):**

207 W 18<sup>th</sup> Street  
Cheyenne, Wyoming 82001  
307.637.8700

### **Loveland Campus (Branch Campus):**

5010 Granite Street  
Loveland, Colorado  
970.667.4122

## Faculty

Cheeks Beauty Academies are owned and operated by the Sinha Corporation. The faculty has been carefully selected by the management for their experience, dedication, character and desire for successful student achievement. Quality education is always the number one priority. All faculty members are licensed or credentialed by the appropriate state agencies, and attend classes throughout the year to stay current with new technologies and educational trends.

Amy Stevenson	Chief Executive Officer	Corporate
Robert Stevenson	Financial Aid Administrator	Corporate
Tyler Stevenson	Finance and Accounting	Corporate
Sabrina Mendoza	Educator	Cheyenne Campus
Heather Etzel	Educator	Cheyenne Campus
Lisa Duffy	Campus Manager	Loveland Campus
Karen LeGros	Campus Director	Loveland Campus
Vanetta Billington	Educator	Loveland Campus
Pam Doder	Educator	Loveland Campus
Kristi MunLeeuw	Educator	Loveland Campus

This catalog is true in content and policy; however, it is subject to change to accommodate the changes in school policies, rules, regulations and economic conditions. Content in this catalog is for Loveland campus. Published 01/01/20.

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# Cosmetology Program

## Course Objective:

The cosmetology course provides comprehensive training in hair, skin and nails and is designed to train the student in the necessary skills, safety, proper work habits, business skills, and desirable attitudes needed to obtain licensure and entry level job positions in the field. Occupational possibilities include: stylist, platform artist, product educator, salon trainer, salon manager, distributor sales consultant, salon owner.

### Cosmetology Course Requirements:

Shampooing, rinsing and conditioning	50 Hours
Haircoloring	200 Hours
Haircutting	200 Hours
Hairstyling	175 Hours
Chemical texture services	100 Hours
Manicuring and pedicuring	175 Hours
Application of artificial nails	125 Hours
Facials and skin care	175 Hours
Facial make up	25 Hours
Hair removal	75 Hours
Law, rules and regulations	25 Hours
Management, ethics, interpersonal skills and salesmanship	25 Hours
Disinfection, sanitation and safe work practices	150 Hours
<b>TOTAL HOURS</b>	<b>1500 Hours</b>

### Program Costs:

Application Fee:	\$100
Tuition:	\$16,200
Student Kit & Books:	\$2,000
<b>TOTAL COST:</b>	<b>\$18,300</b>

## Cosmetology 1,500 Clock Hours Loveland Campus

The on-time graduation rate for students completing the program during 2017 is: 71%

**Note:** This rate reflects all students scheduled to complete the program within normal time, however, some of the students changed programs or graduated the program outside normal time. The job placement rate for students who completed the program during 2017 is: 79%

The median loan debt incurred by students who completed the program during 2017 is: \$10,900.

**Note:** The median loan debt also includes loans for incurred school expense as well as living expense funds to the student. A student can significantly reduce their loan exposure by reducing or eliminating living exposure.

**Note:** The cosmetology 1500-hour program is new for the 2018 school year. The above completion and median loan debt are a reflection of the 1800-hour cosmetology program.

### Standard Occupational Classification Codes- Cosmetology SOC code 39-5012.00

The U.S. Department of Labor's Standard Occupational Classification Code for a Cosmetologist is 39-5012.00. Perspective students and parents can visit the occupational profile on the Department of Labor's O\*NET website at

<http://www.onetonline.org/link/summary/39-5012.00>

# Hairstyling Program

## Course Objective:

The hairstyling course provides comprehensive training in hair and is designed to train the student in the necessary skills, safety, proper work habits, business skills and desirable attitudes needed to obtain licensure and entry level job positions in the field. Occupational possibilities for hairstylist include: stylist, platform artist, product educator, salon manager, salon trainer, distributor sales consultant, salon owner.

### Hairstyling Course Requirements:

Shampooing, rinsing and conditioning	60 Hours
Haircoloring	240 Hours
Haircutting	240 Hours
Hairstyling	210 Hours
Chemical texture services	120 Hours
Laws, rules and regulations	30 Hours
Management, ethics, interpersonal skills and salesmanship	30 Hours
Disinfection, sanitation and safe work practices	270 Hours
<b>TOTAL HOURS</b>	<b>1200 Hours</b>

### Program Costs:

Application Fee:	\$100
Tuition:	\$12,800
Student Kit & Books:	\$1,000
<b>TOTAL COST:</b>	<b>\$13,900</b>

## Hairstylist 1,200 Clock Hours Loveland Campus

The on-time graduation rate for students completing the program 2017 is: n/a

No students scheduled to graduate in 2017.

The job placement rate for students completing the program for 2017 is: n/a

The median loan debt incurred by students who completed the program during 2017 is: n/a

**Note:** The median loan debt also includes loans for incurred school expense as well as living expense funds to the student. A student can significantly reduce their loan exposure by reducing or eliminating living expense.

\*These programs had fewer than ten students in 2017. The disclosure information has been withheld to preserve the confidentiality of the graduates.

### Standard Occupational Classification Codes- Hairstyling SOC code 39-5012.00

The U.S. Department of Labor's Standard Occupational Classification Code for a Hairstylist is 39-5012.00.

Perspective students and parents can visit the occupational profile on the Department of Labor's O\*NET website at <http://www.onetonline.org/link/summary/39-5012.00>

# Esthetics Program

## Course Objective:

The esthetics course provides comprehensive training in skin and is designed to train the student in the necessary skills, proper work habits, business skills, and desirable attitudes needed to obtain licensure and entry level job positions in the field of esthetics. Occupational possibilities include: stylist, platform artist, sales consultant, salon trainer, salon manager, and salon owner.

### Esthetics Course Requirements:

Facial and skin care	210 Hours
Facial and make up	30 Hours
Hair removal	90 Hours
Laws, rules and regulations	30 Hours
Management, ethics, interpersonal skills, and salesmanship	30 Hours
Disinfection, sanitation and safe work practices	210 Hours
<b>TOTAL HOURS</b>	<b>600 Hours</b>

### Program Costs:

Application Fee:	\$100
Tuition:	\$7,300
Student Kit & Books:	\$800
<b>TOTAL COST:</b>	<b>\$8,200</b>

## Esthetics 600 Clock Hours Loveland Campus

The on-time graduation rate for students completing the program during 2017: 64%

**Note:** This rate reflects all students scheduled to complete the program within normal time, however, some of the students changed programs or graduated the program outside normal time.

The job placement rate for students completing the program for 2017 is: 91%

The median loan debt incurred by students who completed the program during 2017 is: \$4,309.

**Note:** The median loan debt also includes loans for incurred school expense as well as living expense funds to the student. A student can significantly reduce their loan exposure by reducing or eliminating living expense.

### Standard Occupational Classification Codes- Esthetics SOC code 39-5094.00

The U.S. Department of Labor's Standard Occupational Classification Code for Esthetics is 39-5094.00.

Perspective students and parents can visit the occupational profile on the Department of Labor's O\*NET website at <http://www.onetonline.org/link/summary/39-5094.00>

# Advanced Certification Classes

## Chemical Peels

### Course Objective:

This 24-hour course is designed for the licensed professional seeking certification in Chemical Peels. Students will gain knowledge in skin analysis, product usage, treating basic and specialty skin types as well as advanced topics and treatments.

This course will be taught utilizing lecture, group discussions, demonstration and student practical application using manikins, models and then clients on a daily or weekly basis. There will be a written and practical test given at the conclusion of this course.

### Chemical Peel requirements:

- Learn how to conduct a consultation and skin analysis.
- Learn how to determine skin type during the skin analysis.
- Identify and categorize skin care products.
- Gain knowledge and learn the purpose of chemical peel.
- Learn how to use chemical peels to treat basic and specialty skin types and conditions.
- Learn how to perform the procedure and treatment reactions.
- Gain knowledge of chemical peel products and treatment reactions.

**Course Cost: \$500.00**

## Microdermabrasion

### Course Objective:

This 14-hour course is designed for the licensed professional seeking certification in microdermabrasion. The student will receive knowledge in skin types and conditions, micro exfoliation, treatment procedures as well as cleaning, disinfection, sterilization and safety that must be performed for this service.

This course will be taught utilizing lecture, group discussion, demonstration and student practical applications using models. There will be a written and practical test given at the conclusion of this course.

### Microdermabrasion requirements:

- Learn how to conduct a consultation and skin analysis.
- Learn how to determine skin type during the skin analysis.
- Learn the basic techniques of the diamond tone microderm machine.
- Learn how to perform the procedures.
- Learn how to clean, disinfect and safety of the machine.
- Learn the laws, rules, and regulations.
- Learn salesmanship.

**Course Cost: \$450.00**

# Aromatherapy/Reflexology

## Course Objective:

This 21-hour course is designed for the licensed professional seeking a certificate in Aromatherapy/Reflexology. The student will gain knowledge in essential oils, massage as related to aromatherapy and reflexology and treating the body as a whole.

This course will be taught utilizing lectures, group discussion and student practical application using manikins, models and clients on a daily or weekly basis. There will be a written and practical test given at the conclusion of this course.

## Aromatherapy requirements:

- Learn how to conduct a client consultation.
- Learn how to identify any contraindications.
- Identify and categorize essential oils.
- Learn basic techniques for reflexology and aromatherapy.
- How to use reflexology and aromatherapy to help the client to relieve stress, tension, and improve blood supply to promote unblocking of nerve impulses.
- Explore alternative massage techniques.
- Learn and know to perform procedures/techniques in aromatherapy & reflexology.
- Learn and know the anatomy associated with reflexology and aromatherapy.
- Learn how to promote balance in the body.

**Course Cost: \$650.00**

# Electrolysis

## Course Objective:

This 25-hour course is designed for the licensed professional seeking a certificate in Electrolysis. The student will gain knowledge in hair removal, hair growth and equipment.

This course will be taught utilizing lecture, group discussion, demonstration and student practical application using models and then clients on a daily or weekly basis. There will be a practical test given at the conclusion of this course.

## Electrolysis requirements:

- Learn how to conduct a consultation, skin, & hair removal analysis.
- Learn how to determine which direction the filament is inserted into the hair follicle.
- Learn the basic techniques for electrolysis.
- Learn how to turn the machine on.
- Learn how to set the machine for galvanic and radio frequency electrolysis.
- Learn how to hold the filament, tweezers, cotton round & keeping the skin taut all at the same time.
- Learn how to perform procedure.
- Learn proper technique of insertion of the filament into the hair follicle.
- Learn contraindications associated with the electrolysis procedure.
- Sanitation, sterilization, disinfection and safety for electrolysis.

**Course Cost: \$750.00**

# Electric Files

## Course Objectives:

The 8-hour course is designed for the licensed professional seeking certification in electric files. The student will gain knowledge in the proper and safe use in using the electric file for artificial nail enhancements in the 8-hour certification course.

The 8-hour course is taught utilizing lecture, group discussion, demonstration and practical application on manikin hands and then on models. The student is required to pass a written and practical test with an 80% accuracy or better.

## Electric Files requirements:

- To Learn how to select the proper bit:
  - For removing product from the free edge.
  - Re-balancing the nail.
  - Shaping the nail.
  - Remove product from under the free edge.
- Learn how to properly use the fulcrum finger to safely use the electric file.
- Learn how to adjust speed of the machine.
- Learn how to properly disinfect the bits.
- Learn the importance of having the proper angle of the bit.
- Learn the risks of improper use.
- Learn safety precautions when performing an electric file service.

**Course Cost: \$250.00**

# Air Brush Make-Up and Tanning

## Course Objective:

This 10-hour course is designed for the licensed professional seeking a certificate in Air Brush Make Up and Tanning. The student will gain knowledge in skin analysis, product and equipment knowledge, color theory and face shapes. This course will cover highlighting, shadowing concealing imperfections and accentuating the best features.

This course will be taught utilizing lecture, group discussions, demonstration and student practical application using manikins, models and clients on a daily or weekly basis.

## Air Brush Make-Up and Tanning requirements:

- Learn how to conduct a consultation and skin analysis.
- Learn how to apply make-up to match up the client's skin tone.
- Learn how to apply tanning product evenly without streaks.
- Learn basic techniques for air brush make-up and tanning.
- Learn how to conceal skin imperfections.
- Learn how to accentuate the client's best features.
- Learn how to clean and disinfect the machine to keep it running properly.

**Course Cost: \$600.00**

# Permanent Make-up

## Course Objective:

This 132-hour Permanent Make Up Course is designed for the licensed professional seeking certification in Permanent Make Up. The student will be trained to become a skilled and knowledgeable Professional Permanent Make Up Technician for procedures such as eyebrows, eyeliner and lip coloring. The student will also receive an introduction in Microblading. This is another technique for the eyebrows using the Soft Tap machine. The course will be taught utilizing lecture, group discussions, demonstration and student practical application on manikins, models and clients.

## Permanent Make-up requirements:

- Introduction to permanent make-up.
- Understanding the history of permanent make-up.
- Overview of the different types of machines and devices available.
- Understanding the color wheel and how to match or correct color for a new or corrective permanent make-up procedure.
- Extensive instruction regarding skin undertones and how pigments work together to correct or create the perfect look for the client.
- Learn pigment preparation, selection, mixing and storage.
- Understanding the correct methods of make-up application.
- Understanding the differences between temporary pigment (make-up), and permanent make-up application.
- Introduction to Microblading and the technique for this procedure.
- What one should NOT do when applying permanent pigmentation.
- Full understanding of skin composition and layers.
- Understanding the care and healing process of the skin.
- Understanding skin diseases, disorders and conditions.
- Appropriate needle selection and applications.
- Maintenance, correct insertion, identifying needle damage, proper storage, disposal and preparation for sterilization.
- Understanding the importance of sanitation, sterilization, safety, client consultations, and consent forms.
- Client preparation, after care, photography (before & after pictures).
- Business/Marketing.
- Practice procedures.

**Course Cost: \$4,200.00**

## Our Mission

For over 30 years it has been the mission of Cheeks Beauty Academy to provide a quality education in cosmetology and related fields that will prepare the student for the state licensing examination and entry level job skills. The entire staff at Cheeks Beauty Academy will strive to develop the talents, technical skills, and professional attitude of a student to give them the strong foundation to enter the beauty profession.

### Facilities:

Cheeks Beauty Academy provides clean, comfortable and pleasant training facilities. The Loveland Campus is located just off Highway 287 on the north end of the city and is just 3 miles south of the city of Fort Collins. This spacious, newly remodeled campus consists of 6,600 square feet and is outfitted with new student salon equipment and state of the art educational materials.

### Admission Requirements:

To enroll in any of the program's applicants should make an appointment with an admission specialist to tour the facilities, interview with admissions and receive all necessary information regarding attending.

#### Applicants for Cosmetology, Hairstyling, and Esthetician must:

- 1) Have a high school diploma or GED from a state or federally approved program
- 2) Must be at least 16 yrs. of age
- 3) Complete application and enrollment agreement
- 4) Pay application fees

#### Applicants for all programs will be required to provide copies of the following:

- 1) High school diploma or GED
  - 2) Drivers' license
  - 3) Social Security card
- Cheeks Beauty Academy does not discriminate on employment or enrollment on the basis of race, color, ethnic origin, religion, sex, age, financial or social status.
  - Cheeks Beauty Academy does not accept students for enrollment under the Department of Education Ability to Benefit Policy.
  - Students who withdraw prior to course completion and wish to re-enroll will return in the same academic progress status as at the time of the withdrawal.
  - Students must re-enroll within five years of the last date of attendance to maintain all hours. Five years after the last date of attendance all hours expire and student must begin as a new student.

## Transfer Students:

- 1) Transfer students are welcome to complete their training at any of our campuses in accordance with the state requirements.
- 2) Credit for previous training will be considered based on written and practical evaluations by our faculty and via the state criteria.
- 3) All transfer students must receive a minimum of 300 hours of training at this Academy for all programs offered.
- 4) Cheeks Beauty Academy cannot guarantee the transfer of hours to another institution unless there is a written agreement with another school.
- 5) Cheeks Beauty Academy does not recruit students currently attending or admitted to another school offering similar programs of study.

**\*Tuition Cost for transfer students will be assessed according to the student's completion requirements for their particular program, plus any necessary kit items or books.**

## Enrollment:

Registration for enrollment in courses may take place anytime during the year. Space is limited; therefore, advanced registration is recommended.

**Full time** - 30 hours per week. Tuesday thru Friday 9:00a.m. to 5:00p.m.

**Part time** - 16 hours per week. Tuesday thru Friday 9:00a.m. to 1:00p.m.

**School hours:** Tuesday thru Friday 9:00a.m. to 5:00p.m.

## Class Start Dates for 2019-2020:

<b>Cosmetology Program:</b>	<b>Hairstyling (Full-Time ONLY):</b>	<b>Esthetics Program:</b>
September 10, 2019	September 10, 2019	September 22, 2020
October 15, 2019	January 7, 2020	
November 19, 2019	July 14, 2020	
January 7, 2020	October 27, 2020	
February 11, 2020		
March 17, 2020		
July 14, 2020		
August 8, 2020		
September 22, 2020		
October 27, 2020		
December 1, 2020		

**\*Orientation is Mandatory and will be held the Monday before the start date at 10:30a.m.**

## Holidays and School Closures:

The school is open 12 months a year with the exception of the following holidays:

- Summer Break: 6/27/2020-7/6/2020
- Thanksgiving Break: 11/26/2020-11/27/2020
- Christmas Break: 12/24/2020-1/4/2021

The school reserves the right to close with prior notice to our students for special events, additional holidays, and staff meetings. School closures or late starts with generally run in conjunction with the public-school sector, meaning if the public schools are closed or on a late start due to weather then we will be closed or on a late start as well.

## Financial Assistance:

- Financial assistance is available for those who qualify from the Department of Education Title IV program which includes The Federal Pell Grant and The William D. Ford Stafford Loan.
- Applications for the programs are available to students free of charge, or programs can also be done online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). our school code is **E00831**.
- Applications are processed electronically by our financial aid office, there is no charge for these services.
- Tuition financing and monthly payment plans are also available, payments may be made by cash, check, money order, credit card, or through non-federal agency or loan programs, for further information please contact the admissions specialists at appropriate campus or the financial aid administrator at (307)637-8700.
- Each student's payment method, amount and applicable student aid for each payment period will clearly be defined on their individual award letter.

## Veterans Benefits:

Students eligible for Veteran Education benefits may be eligible to use these funds to help finance their education. To Apply, you can apply online at [www.gibill.va.gov](http://www.gibill.va.gov). You can also visit your nearest VA Regional Office to apply in person, or call 1-888-GI BILL-1 (888-442-4551) to have the application mailed to you. The institute's VA Certifying official also has application forms and can help you apply. Please bring your certificate of eligibility to the financial aid office to begin enrollment certification with the VA.

In accordance with Title 38 US Code 3679 subsection (e), Cheeks Beauty Academy adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill (Ch. 33) or Vocational Rehabilitation and Employment (Ch.31) benefits, while payment to the Academy is pending from the VA. This Academy will not:

- Prevent the student's enrollment
- Assess a late penalty fee to
- Require student secure alternative or additional funding
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class
- Provide written request to be certified
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

## School Costs:

Program	Application	Tuition	Student Kit & Books	Total Cost
Cosmetology	\$100	\$16,200	\$2,000	\$18,300
Hairstyling	\$100	\$12,800	\$1,000	\$13,900
Esthetics	\$100	\$7,300	\$800	\$8,200

**\*For students enrolling in full length program.**

## **Licensing and Accreditation:**

The Cheyenne campus is licensed by the Wyoming State Board of Cosmetology located at 2515 Warren Ave, Suite 302 Cheyenne, WY 82002 (307)-777-3534.

The Colorado campus is approved and regulated by:  
Colorado Department of Higher Education Private Occupational School Board located at:  
1600 Broadway suite 2200, Denver, CO 80202 (303)-862-3001.

Governed by the Colorado Department of Regulatory Agencies Office of Barber and Cosmetology located at: 1560 Broadway, Suite 1350 Denver, CO 80202 (303) 894-7800.

The Wyoming and Colorado campus is accredited by the National Accrediting Commission of Career Arts and Sciences, located at 3015 Colvin Street, Alexandria, VA 22314 (703)600-7600.



## **Employment Trends:**

According to the U.S. Department of Labor SOC codes these are the national wages and employment trends for cosmetology and related fields. Cosmetologist/Hairstylist have a faster than average growth of 20% or higher for 2008-2018, and a projected 219,000 job openings for 2008-2018. Instructors have a much faster than average growth of 20% or higher for 2008-2018-time frame and a projected 20,3000 job openings for 2008-2018.

## **Physical Demands & Safety:**

Cosmetologists, hairstylists, manicurist, aestheticians, and instructors usually work in clean, pleasant surroundings with good lighting and ventilation. Good health and stamina are important as most of these professions require standing for most of their working day. Workers can also be exposed to a variety of potentially harmful chemicals as well as a risk of bio-hazards such as blood spills and bodily fluids. Safety and sanitation are a priority in these professions, it will be heavily stressed and required at both the educational and professional levels.

## **Satisfactory Academic Progress Policy (SAP):**

The following satisfactory progress policy is consistently applied to all students enrolled at this institution. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. Only students who maintain satisfactory progress are eligible to receive Title IV financial assistance. This policy complies with guidelines established by the National Accrediting Commission of Career Arts and Sciences and the federal regulations established by the United States Department of Education.

## Academic Requirements/Grading:

Students are assigned written exams and a minimum number of practical experiences. Academic learning is evaluated at the end of each unit of study. Practical assignments are evaluated as completed and counted toward course completion when rated satisfactory. Comprehensive practical skills evaluations are conducted throughout the course of study and are evaluated according to the school and state board criteria. Students must maintain a cumulative grade average of 80%. Students are responsible for making up missed exams and incomplete assignments. The following grading system is used for all courses:

100% to 93%	A – Excellent mastery of course content
92% to 87%	B – Good mastery of course content
86% to 80%	C – Satisfactory mastery of course content
79% to 0 %	D – Unsatisfactory mastery of course content

## Evaluation Periods:

Students will be evaluated for satisfactory progress as follows:

Program:	Evaluation Hours:
Cosmetology	450/900/1200
Hairstyling	450/900
Esthetics	300

\*Transfer students- mid-point of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory progress. Evaluations are based on actual hours completed by the student. Students will receive a copy of their SAP Determination at the time of each evaluation and a copy is retained in the student's file.

## SAP Attendance Requirements:

All students must maintain a minimum of 75% cumulative attendance of the total scheduled hours to be considered making satisfactory attendance progress. The attendance percentage is determined by dividing the hours attended by the total number of hours scheduled.

## Maximum time Frame:

The maximum allowable time with a 75% attendance rate for students to complete each course is 133% of the time it would take to complete the scheduled hours in the program.

### Maximum time Allowed in Calendar Days

Course:	Program Hours:	Full-Time (30 hours per week)	Part-Time (16 hours per week)
Cosmetology	1500	466	873
Hairstyling	1200	372	698
Instructor	600	186	354

The institution operates all programs according to a schedule of 900 hours per academic year of instruction.

## Determination of Progress Status:

Students will be evaluated for SAP as follows:

Program:	Evaluation Hours:
Cosmetology	450/900/1200
Hairstyling	450/900
Esthetics	300

Students meeting minimum requirements for academics and attendance are considered to be making SAP until the next scheduled evaluation. Students who do not achieve the minimum standards of SAP are no longer eligible to receive Title IV, funds unless the student has prevailed upon appeal of the determination and is placed on probation.

For students who fail to meet SAP requirements at the end of an evaluation period, all of the following conditions must be met:

- The student must appeal the determination that they are not making satisfactory progress.
- The institution must determine that the student should be able to meet satisfactory progress standards by the end of the subsequent evaluation period or the institution will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.
- A student must have a basis to file an appeal. Acceptable reasons might include death of a relative, injury or illness to student, or other personal extenuating circumstances. The student must explain what caused the failure to meet SAP standards. They must also explain what has changed in their situation that will allow them to achieve SAP by the end of the next evaluation period. The student must submit all information relating to the appeal in writing within 15 days of being notified of unsatisfactory determination. All appeal documents will be kept in the student's file.
- Students that prevail upon appeal, will be placed on probation until the end of the next evaluation period, students are eligible to receive Title IV financial aid during this time. If the student meets the SAP requirements at the end of the probationary period, they will be removed from probation and considered making SAP. If the student does not meet the requirements for SAP at the end of the probationary period, the student will no longer be eligible to receive Title IV funds and will be terminated from the program.

## Re-Establishment of Satisfactory Progress:

Students may re-establish satisfactory progress by meeting the minimum requirements for attendance and academics by the end of the probationary period. Students re-entering the program after termination/withdrawal must wait a minimum of three months before being considered for re-enrollment and write a re-enrollment appeal. Upon appeal approval, the student will re-enter the program under the status of the previous enrollment, either satisfactory or on probation.

## **Interruptions, Course Incomplete, Withdrawals:**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence, hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to course completion and wish to re-enroll will return in the same academic progress status as at the time of the withdrawal. Students must re-enroll within five years of the last date of attendance to maintain all hours. Five years after the last date of attendance all hours expire and students must begin as a new student.

## **Non-Credit and Remedial Courses:**

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

## **Transfer Hours/Credits:**

With regard to Satisfactory Academic Progress, a student's transfer hours that are accepted toward the student's educational program will be counted as both 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. However, the school and state evaluation of hours will determine the number of hours needed to complete the program.

## **Termination:**

Cheeks Beauty Academy reserves the right to terminate a student's enrollment for violations of school rules and policies, unsatisfactory progress, student being absent for 16 consecutive school days without prior notice, student failing to return from an approved leave of absence on the documented date of return, non-payment of tuition, and any criminal or unlawful act.

## **Graduation Requirements:**

Cheeks Beauty Academy has set forth minimum standards for completion of all programs to include:

- Satisfactory completion of required program hours
- Completion of all written exams with a cumulative 80% GPA
- Completion of all practical exams with a cumulative 80% GPA
- Completion of all practical assignments and lab requirements
- Full payment of tuition and fees or satisfactory payment arrangement
- A diploma will be awarded in the appropriate program to students completing graduation requirements.

## **Licensing Requirements:**

- All beauty professionals must be licensed by the state in which they practice their trade.
- Applicants for licensure must have completed all graduation requirements from a state approved school.
- Applicants must submit required documents/application and fees to licensing/testing agency within a stated time frame per the testing agency.
- Applicants must pass a written and practical exam per state requirement in order to receive a license and be employed in their respective field.
- **Fees for the licensing exams are NOT included in the program/course costs, and must be paid for separately by student to the examining agency.**

## Job Placement/Employment Assistance:

The school does not guarantee placement or employment upon completion of the course. The school does maintain a working relationship with area professionals and potential employers. Employment opportunities are available to all interested graduates.

## Completion, Licensure, and Placement For all programs:

Current Year 2016:	
Completion	68.06%
Licensure	100%
Placement	81.63%

\* Esthetics program is offered at Loveland campus only.

\*Instructor program is offered at Cheyenne campus only. Students can view other disclosure information by visiting the school web site [www.cheeksusa.com](http://www.cheeksusa.com)

## Transfer Students:

\$100.00 application fee for all programs, plus any kit or book items that are needed.

\$11.00 per clock hour for Cosmetology and Hairstyling with a minimum of 300 hours for transfer students.

\$12.25 per clock hour for Esthetics minimum of 300 hours for transfer students.

## Overtime Tuition:

Students are expected to complete the course within the terms of their enrollment agreement.

Failure to do so will result in additional overtime tuition at the rate of \$5.00 per contact hour or \$500.00 per month, whichever is less after the expiration date of the enrollment agreement.

## Tuition Payments:

For those students making payments, the financial aid office will set up individual payment plans, with a down payment due on or before first day of classes and monthly payments thereafter due on or before the 15<sup>th</sup> of each month until paid in full. There will be a \$15.00 late charge if the payment is more than 10 days late. Payments may be made by cash, check, money order, credit card, or through non-federal agency or loan programs.

## Attendance Policy:

### Tardies:

- Students must notify an instructor via message on the answering machine or calling directly, before 9:00 a.m.
- Students must state specific time they will arrive.
- Students not calling before 9:00 a.m. will be suspended for the day.
- Students not arriving by stated time will be suspended for the day.
- Students that call after 10:00 a.m. will be suspended for an additional day.
- Students are only permitted 1 tardy in any 1-week period, students arriving late a second time will be suspended.
- Tardy is any time after 9:00 a.m. or 1:15 p.m. without proper notification.

**Absences:**

- Students must notify an instructor via answering machine or calling directly before 9:00 a.m.
- Students that do not call before 9:00 a.m. will be suspended for the following day.
- Students calling after 10:00 a.m. will be suspended for 2 days
- Students must maintain 75% cumulative attendance to avoid probation and or termination.
- Senior students will poor attendance will result in suspension from clinic privileges.
- There are no excused or unexcused absences, just absences. Students are responsible for all work missed when absent, tardy or suspended.

**Dress Code:**

- Students are required to wear full length (ankle length), solid black pants.
  - Solid black leggings are acceptable, but must not be see-through
  - Solid black jeans are acceptable, but must not be faded.
- Shirts must be solid black or solid white.
- Shoes must be solid black, clean, in good condition, closed-toed and closed-heel are required. No heels higher than 1-inch.
- Hair and makeup must be done.
  - Buns and ponytails must be finished styles.
  - Makeup includes: Foundation, Blush, Eyeshadow, Eyeliner, Mascara, Lip color.
- Male students must have neatly groomed facial hair.
- Smocks must be clean and in good condition and worn at all times. Students will need to purchase a new smock if necessary.

**Students arriving to school not in compliance with the dress code will not be permitted to clock in until they do so:**

- Clock out and comply with dress code standard here at school
- Clock out and go home. Students wishing to comply with dress code standard may return.

**Prohibited clothing and footwear:**

- No clothing that is too tight or too baggy (oversized pants) exposing inappropriate areas.
- No sweat pants, jogging pants or workout tops.
- No pants that are too long or have ragged bottoms.
- No capri length pants.
- No shirts that expose midriff or cleavage or that are a see-through material exposing private areas of the body.
- No clothing with words, designs, patterns or advertisement of any kind.
- No pull over hoodies, zip up hoodies.
- No sleeveless shirts
- No skirts and or dresses.
- No hats or scarves
- No sandals, flip flops, slippers, clogs or tennis shoes any other color than black.

**School Rules/Conduct:**

- These rules apply to all students.
- Students are expected to conduct themselves under "acceptable rules of conduct".
- The school reserves the right to be the sole judge of such conduct that may be detrimental to the school or it's students.
- Repeated or gross breaches of this standard shall be grounds for dismissal. Student can only be readmitted at the discretion of the director.

**The following are considered unacceptable behavior:**

- Possession of or use of alcohol, drugs, weapons, or judgment impairing prescriptive medication.
- Disruptive or distracting activities during personal or classroom instruction.
- Loud, profane, abusive language, disrespectful attitude or derogatory comments with anyone.
- Arguments or physical violence.
- Leaving the academy without notifying an instructor.
- Arriving late or departing early.
- Reporting to school without proper uniform, necessary books and equipment.
- Failure to abide by enrollment agreement.
- The use of cell phones or personal electronic devices are not permitted during class hours. Cell phones may be used on assigned breaks and only in assigned areas. Students may not use cell phones for talking or texting during theory or lab classes.
- No food is permitted in the clinic area.
- Drinks in clinic area must have a lid.
- No food in the classroom areas during class times.
- Safety precautions and sanitation practices are required at all times. Students are responsible for cleaning up after themselves, keeping their area and tools clean, and sanitation duties to keep the environment clean.
- Students will also abide by classroom rules of individual instructors.

**Complaint Procedure:**

A student has the right to file a complaint. Complaints must be filed online to the Division of Private Occupational Schools located at: 1600 Broadway Suite 2200, Denver, CO 80202 (303) 862-3001.

Website: [www.highered.colorado.gov/dpos](http://www.highered.colorado.gov/dpos)

There is a two-year limitation from the last date of attendance, on division taking action on student complaints.

**The following are the steps that need to be taken when filing a complaint:**

- In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit.
- Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature and patterns of complaints for the institution.
- To register a complaint at any time the student must do the following:
  - 1) The complaint must be in writing, signed.
  - 2) The complaint should be mailed to:  
Robert Stevenson  
207 W. 18<sup>th</sup> St.  
Cheyenne, WY 82001
  - 3) The complaint must be filed within 30 days of the incident occurring.
- Within ten calendar days of receipt of the written complaint a school representative will meet with the complainant and attempt to resolve the problem. This meeting will be documented.
- Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
- In the event that a satisfactory resolution cannot be reached, the complaint will be turned over to corporate management committee who will respond to the complainant within 15 calendar days in writing as to steps taken to resolve the conflict.

- Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency.
- Should it be necessary, students may file written complaints with the following agencies:
  - 1) Private Occupational School Board  
1600 Broadway, Suite 2200 Denver, CO 80202
  - 2) Office of Barber and Cosmetology Licensure  
1560 Broadway, Suite 1350  
Denver, CO 80202
  - 3) National Accrediting Commission of Career Arts and Sciences  
3015 Colvin Street  
Alexandria, VA 22314

## **Student Records/Privacy Policy:**

- Parents or guardians of dependent minors or eligible students have the right to inspect and review all of the student's education records maintained by the school. The school is not required to provide copies of materials in education records unless for reasons such as great distance, where it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies.
- The school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows the school to disclose records without consent, to the following parties:
  - School employees who have need to know
  - Other schools to which a student is transferring
  - Parents or guardians of dependent minors.
  - Certain government officials in order to carry out lawful functions
  - Appropriate parties in connection with financial aid to the student
  - Organizations doing certain studies for the school
  - Accrediting organizations
  - Individuals who have obtained court orders or subpoenas
  - Persons who need to know in cases of health or safety emergencies
  - State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974
- The school may release without consent directory type information such as student's name, address, phone number, date and place of birth, honors and awards, date of attendance. This school does not provide directory information to outside sources.
- Parents or eligible students can review their records in the business office during regular school days.
- All requests for record review should be written and submitted through an instructor to the office. Copies are available for a fee per sheet, and all requests for copies must also be in writing accompanied with payment. Current records can be reproduced in two days for records over a year or older please allow at least 10 days.

## **Refund Policy:**

This refund policy applies to all terminations for any reason by either party, including student decision, course or program cancellation or school closure. The policy for granting of credit for previous training shall not impact the refund policy.

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
2. 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

the signing of the enrollment agreement or contract. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.

3. If a student cancels his/her enrollment after three business days of signing enrollment agreement or contract but prior to starting classes then he/she shall be entitled to a refund of all monies paid the school less an application fee of \$100.00.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of determination of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the school that the student will not be returning.
6. In the case of expulsion or termination it shall be the date on which the student violates published school policy, which provides for termination. (Unofficial withdrawals will be determined by the institution monitoring attendance daily)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school in person.
- For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized by Colorado Department of Higher Education, Private Occupational School Board:

<b>Enrollment Time</b>	<b>Refund Student is Entitled to Upon Withdrawal/Termination</b>
Within first 10% of program	90% Less Cancellation Charge
After 10% but within 25% of program	75% Less Cancellation Charge
After 25% but within 50% of program	50% Less Cancellation Charge
After 50% but within 75% of program	25% Less Cancellation Charge
After 75% of program (if paid in full cancellation charge not applicable)	NO REFUND

- Refunds are based on enrollment time which is defined as the time elapsed between the actual starting date and the date of the student's last physical attendance in school.
- Any monies due to the student who withdraws or is terminated shall be refunded within 30 days of a determination that a student has withdrawn or been terminated whether officially or unofficially.
- In case of illness or disabling accident or death in the student's immediate family, or other mitigating circumstances the school may consider a settlement which is reasonable and fair to both parties.
- Upon termination, the total balance becomes due and payable to the school immediately. In case of default, the total balance, court costs and reasonable attorney fees incurred by the Academy will be paid by the student in connection with such litigation.
- Refunds shall be made payable to the person and/or agency who actually paid the tuition. In the event, that the student has a student loan, refunds shall be made payable to the lending institution.
- If the school is permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged teach out agreement with another institution.
- If a course is canceled subsequent to a student's enrollment, the school at its option shall provide a full refund of all monies paid or provide for the completion of the course at a later time.

- If the course is cancelled after the student has enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school or provide completion of the course or participate in a teach-out agreement or provide a full refund of all monies paid.
- The cost of books, supplies and student kit is nonrefundable.
- Students who withdraw prior to course completion are charged a cancellation fee of \$100.00.
- Unofficial withdrawals will be determined based upon the daily monitoring of student attendance. Students who have not attended school for 16 consecutive school days or 30 calendar days will be considered withdrawn.
- The Return of Title IV Funds calculation will be performed for the payment period the withdrawing student is receiving Federal Student Aid. This calculation is done before the school's refund policy is applied to the student's account. Any funds the school may have to return due to the calculation could result in a situation where school charges that were previously paid by Federal Student Aid might become a debit that the student will be responsible for paying.
- In the event a student withdraws and no Title IV Aid was processed prior to the student's withdraw date, a post-withdrawal disbursement offer may be made to the student or parent if a Plus Loan. A post withdrawal disbursement, a type of late disbursement, is Title IV Aid that was not disbursed before a student withdrew, but the student has earned based on a Return of Title IV Funds Calculation. A student or parent will be notified in writing within 30 days of the date the school determined the student withdrew of any available post withdrawal funds.

### **Postponement Clause:**

Postponement of a starting date, whether at the request of the school or the student, requires written agreement signed by the student and the school. The agreement must set forth:

- a) Whether the postponement is for the convenience of the school or the student; and
- b) The deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund or prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws rules concerning the Private Occupational Education Act of 1981.

### **Return of Title IV Funds:**

- Return of the Title IV requirements apply to a Title IV grant and/or loan recipient who completely withdraws from or leaves school before completing the payment period of enrollment. The requirements also apply to a student whose parent borrowed a PLUS loan.
- A student is a "Title IV grant or loan recipient" for purposes of the return of funds requirements if before the student withdrew, the school received the student's Institutional Student Information Record (ISIR) or a Student Aid Report (SAR) and the ISIR/SAR has an official expected family contribution and the student received Title IV funds from any of the Title IV programs; Direct Loan Program, Federal Family Education Loan, Federal Pell Grant, Federal Perkins or the FSEOG.
- Return of the Title IV funds requirements do not apply to a student who:
  - We're not awarded any Title IV aid
  - Never attends any classes in the payment period or period of enrollment
  - If the student does not attend any classes all Title IV funds will be returned.

## **Determining the Amount of Title IV Funds to be returned:**

To determine the earned aid for the payment or enrollment period:

- 1) Divide the clock hours scheduled to have been completed as of the withdrawal date in the payment period by the total clock hours in the payment period.
- 2) If this percentage is greater than 60%, then the student has earned all the aid for that payment or enrollment period.
- 3) To determine the amount of aid the student has earned, multiply the amount of aid disbursed during the payment or enrollment period by the appropriate percentage from step one above.
- 4) All unearned Title IV funds must be returned to the appropriate source.

## **Return of Funds by the School:**

The school will return unearned aid for which the school is responsible for repaying within 45 days of the date the school determined the student withdrew to the following sources, in order, up to total net amount disbursed.

- 1) Unsub Direct Stafford Loan
- 2) Direct Stafford Loan
- 3) Perkins Loan
- 4) Direct PLUS
- 5) Pell Grant
- 6) FSEOG
- 7) Other Title IV programs.

## **Return of Funds by the Student:**

The student must return unearned aid for which the student is responsible by repaying funds to the following sources, up to the total net amount from each source, after subtracting what the school will return. Amounts to be returned to grants are reduced by 50%.

- 1) Unsub Direct Stafford Loan
- 2) Direct Stafford Loans
- 3) Perkins Loans
- 4) Direct PLUS
- 5) Pell Grant
- 6) FSEOG
- 7) Other Title IV programs.

In the event of unearned grant funds, the student must repay or make satisfactory repayment arrangements within 45 days or lose Title IV eligibility and may be referred to the Department of Education for collection.