





2015-2016

INSTITUTIONAL CATALOG &
STUDENT HANDBOOK

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Cobb Beauty College

Vision

We are the Premiere Cosmetology School of the Southeast.

Program Objectives

To educate, train, and inspire confident leaders in the Cosmetology Profession.

To provide a quality, affordable, and relaxed salon experience to our clinic floor clients.

Institutional Mission Statement

Cobb Beauty College is dedicated to producing highly skilled and motivated professionals to meet the local community's ever increasing demand for premium cosmetology services. Cobb Beauty College will provide every student the opportunity to receive a sound education in the latest applications, principles and practices of the profession of cosmetology. The student will be taught the proper way render services in an ethical, efficient, and professional manner.

Objectives

- Instruct students in all phases of study within the curriculum of his/her chosen course
- Instruct students in the proper applications, principles, and practices involved in the cosmetology profession
- Instruct students to render services in an ethical, efficient, and professional manner in preparation for employment
- To inspire confidence in every student
- Uphold the rules and regulations as set forth by the Georgia State Board of Cosmetology, and the educational guidelines set by accepted standard educational concepts and programs
- Prepare students to successfully pass the State Board Licensing Examination and to prepare students for above entry level jobs in their chosen profession

Institutional Facilities & History

Cobb Beauty College, Inc. (CBC) was founded and incorporated in 1980, with its principal offices and operations occupying approximately 1900 square feet of floor space located at 2726 Summers Street in Kennesaw, Georgia. In 1983, just three years after its incorporation, Cobb Beauty College enlarged its facilities located on Summers Street to more than twice its original floor space to better accommodate the needs of this fast growing area.

In June of 1987, Cobb Beauty College moved to its present location at 3096 Cherokee Street in Kennesaw, Georgia. The new facilities are clean and modern and provide approximately 5000 square feet of clinic floor, offices, class rooms, and a dispensary.

Faculty & Administration

Angela Little	President & Chief Administrative Officer
Glenn Little	Vice President
Nick Berryman	Chief Financial Officer
Michelle Slater	Financial Aid Director & Licensed Instructor
Arlene Kirkpatrick	Business Manager
Jamie McKinnon	Director of Student Services
Beckie Cargle	Lead Licensed Instructor
Christian Thomason	Licensed Instructor
Michelle Roby	Licensed Instructor

Code of Ethics

1. Cobb Beauty College has, as its principle objective, the training of qualified cosmetologists to render the best possible service to its students and clients.
2. Cobb Beauty College continuously strives to improve its operation by keeping abreast of the ever-changing new developments and techniques in the cosmetology field.
3. Cobb Beauty College observes all the rules and regulations issued by the Georgia State Board of Cosmetology and the Department of Health.
4. Cobb Beauty College requires its instructors to keep current in the latest teaching methods in Cosmetology by reading educational books, attending teacher refresher or advanced courses, workshops, and trade schools.
5. Cobb Beauty College will use all acceptable teaching techniques and training aids, such as textbooks, workshops, films, filmstrips, and other audiovisual aids in order to advance and provide the best possible training for the students.
6. Cobb Beauty College takes part in educational conferences and regional meetings in order to advance the cosmetology profession.
7. Cobb Beauty College purchases only high grade equipment, cosmetics, and supplies to be used in the instruction and training of its students.
8. Cobb Beauty College maintains honest and fair relationships with its staff, students, clients, the Georgia State Board, and other professional schools and salons.
9. Cobb Beauty College advertises truthfully and makes honest representations to its students and clients.
10. Cobb Beauty College refrains from any advertisement or criticism which might reflect unfavorably on other schools in the Cosmetology profession.
11. Cobb Beauty College consistently maintains close contact with the most successful salons to ensure a greater opportunity for successful placement of its graduates.

Approvals

- Licensed by the Georgia State Board of Cosmetology, 237 Coliseum Drive, Macon, Georgia 31217-3858, Phone (478) 207-1430;
- Business license by the City of Kennesaw, Kennesaw, Georgia, 30144;
- Meets the requirements of the Non-Public Post-Secondary Commission, Tucker, Georgia;
- Meets the requirements of the United States Department of Education;
- On March 23, 1993, was accredited by The Southern Association of Colleges and Schools, Commission on Occupational Education Institutions; and continues accreditation under the Accrediting Commission of the Council on Occupational Education, 7840 Roswell Road, Bldg. 300 Suite 325, Atlanta, Georgia 30350, Phone (770) 396-3898;
- Reaffirmed Accrediting Status in 1999 by the Accrediting Commission of the Council on Occupational Education;
- Reaffirmed Accrediting Status in 2005 by the Accrediting Commission of the Council on Occupational Education;
- Reaffirmed Accrediting Status in 2011 by the Accrediting Commission of the Council on Occupational Education;
- Accepts qualified veterans approved to receive Veterans' training benefits; and
- Is an accredited member of the Commission on International and Trans-Regional Accreditation (CITA)

The documents listed above are available for inspection in the administrative office during regular school business hours.

Admission Requirements & Procedures

Cosmetology

An applicant must be at least 16 years of age and have completed the 10th grade or its substantial equivalent, GED, to begin school. Financial aid is not available to students attending high school. Once a student graduates from high school or has a GED, the student can apply for financial aid thru the school's website: www.cobbbeautycollege.edu.

All Students must be a minimum of 17 years of age and have a high school diploma or a GED in order to take the Georgia State Cosmetology Examination. There are no exceptions to this rule.

GED: Students may start and attend Cobb Beauty College while working to receive his/her GED. Financial aid is not available until the student has received his/her GED.

All applicants to be tested in any area of the cosmetology profession must have a High School Diploma or GED in order to qualify to take the Georgia State Board of Cosmetology Licensing Examination, based on the State's laws and rules.

There are no residency requirements.

Statement of Non-Discrimination

Cobb Beauty College practices no discrimination on the basis of age, race, sex, color, creed, disability, religion, financial status, nationality, ethnic origin or area of residence in any of its practices and policies on Admissions, Instruction, or Graduation. Cobb Beauty College abides by the Title VII of the Civil Rights Act of 1964. The data requested on applications regarding gender, race, religion and marital status, is voluntary and is only used for statistical purposes.

Beginning Freshman

Listed below are the requirements in order to qualify for attendance at Cobb Beauty College:

1. Completed School Enrollment Application
2. \$100 Registration fee
3. Official high school transcript, diploma, or GED
4. Copy of current driver's license or photo I.D.
5. Copy of Social Security Card
6. Completed FAFSA*
7. Any verification paperwork as determined by Federal Student Aid*
8. Copy of the signed Master Promissory Note (MPN) from the FAFSA website*
9. Copy of the signed Entrance Counseling from the FAFSA website*

*if applying for financial aid

Instructor Training

Listed below are the requirements in order to qualify for attendance at Cobb Beauty College:

1. A high school transcript, diploma, or GED
2. A current Master Cosmetology License issued by the Georgia State Board of Cosmetology
3. A Transcript of 1500 credit and clock hours from an approved Cosmetology school
4. Proof of a minimum of one year work experience in a salon

Transfer Students

Tuition shall be calculated based on the credit hours needed (as defined by the Georgia State Board of Cosmetology) to complete the course selected. One clock hour will be allowed to complete one credit hour. A transfer student will be charged \$25.00 per clock hour for number of clock hours needed to complete his/her selected course. The supply fee will be prorated based on needed clock hours, and the transfer student may be required to purchase books or equipment he/she needs to complete his/her selected course. The Registration Fee shall be \$100.00 dollars or 15% of the calculated tuition, whichever is less. The Placement Assessment Fee for testing during the first week of school will be \$175. Transfer students are not eligible for a diploma from Cobb Beauty College.

Listed below are the requirements in order to qualify to transfer from another school to attend Cobb Beauty College:

1. Official Transcript of hours from Georgia State Board of Cosmetology or board-approved school of cosmetology
2. Proof of satisfactory progress while at the school from which the student is transferring
3. Meet all other requirements for admission at Cobb Beauty College as listed under Beginning Freshman

Student Transfer Policy

- A. A student who transfers from another Cosmetology school must provide Cobb Beauty College with the following documents:
 1. Certification of hours from the Georgia State Board of Cosmetology or an approved school of cosmetology
 2. Proof of satisfactory progress from the school from which the student is transferring
 3. Meet all other requirements for admission at Cobb Beauty College as listed under Beginning Freshman
 4. Assume financial responsibility of calculated course charges
- B. Transfer students must purchase, or have an acceptable and approved kit and books, to comply with Cobb Beauty College standards. Tuition will be charged at the rate that is in effect at the time of the transfer.
- C. A student who transfers from Cobb Beauty College to another school must do the following:
 1. Submit a written request to transfer to another school;
 2. Meet all financial obligations to Cobb Beauty College;
 3. Have been counseled by the Compliance Office;
 4. Have a formal exit interview with the school's Compliance Office. The Student must make an appointment within 10 days of the last day of attendance at the school with the compliance office for an exit interview and to complete any necessary paperwork. The student will not be assisted on a drop-in basis.

Transfer Between Programs

The rules and regulations governing financial aid programs, a student cannot directly transfer to a different program after starting a school program. In order for the student to change his/her course of study, the student must withdraw from his/her current program. Any tuition refunds due will be computed and processed as described in the student catalog. The student must then enroll in the new course of study as any new student. Students are encouraged to thoroughly review his/her options before making any type of transfer. Most hours earned in one program do not transfer to another program, for example, if a nail technician student earns 200 hours in the Nail Care Program, only 90 hours can be transferred to the Cosmetology Program.

Tuition Rates

Master Cosmetology

Tuition	Kits, Books, & Supplies	Registration Fee	Total
\$17,070.00	\$2,259.00	\$100.00	\$19,429.00

Instructor Training

Tuition	Kits, Books, & Supplies	Registration Fee	Total
\$6,041.00	\$2,259.00	\$100.00	\$8,400.00

Nail Technician

Tuition	Kits, Books, & Supplies	Registration Fee	Total
\$3,525.00	\$755.00	\$100.00	\$4,400.00

- All students are issued new materials and are responsible for replacing lost or broken items.
- Cobb Beauty College furnishes 90% of all necessary items.
- Cobb Beauty College will not request from or charge any student a fee for processing or handling any application, form, or data required to determine a student's eligibility for an amount of Title IV program assistance.

Transcript Fee

A fee of \$35.00 will be charged for transcripts if not currently enrolled as a student at Cobb Beauty College.

Georgia State Board Licensing Examination Fee

Upon successfully completing the school requirements for graduation at Cobb Beauty College, an application will be made to the proper testing facility to schedule a graduate student for the exam. The student is responsible for any and all fees associated with tests and applications; they are not included in the cost of tuition. Fees are set by the State of Georgia, Cobb Beauty College, and the testing facility.

Financial Assistance

Option 1: Pay in full at enrollment.

Option 2: Pay in full by graduation with zero percent (0%) interest - Program cost is divided into ten equal monthly payments with the first payment due at the start date. The final payment must be made by graduation/end of attendance period for the program of study. Transcripts will not be released for state licensing until the tuition is paid in full.

Option 3: Financial Aid is available, for prospective students who qualify, in the form of a Pell Grant and/or Direct Loan from the U.S. Department of Education. Federal financial aid is available online for those who qualify at www.fafsa.ed.gov

Enter our Federal School Code -- 030906

Financial aid packages will be sent to the Admissions office to be discussed with you upon appointment.

Orientation

Students must complete a mandatory orientation before their start date in which they will sign a contract, entrance counseling online, master promissory note online, and all other required documentation for financial aid. During this orientation they are provided a locker and are given a username and password to clock in and out.

Academic School Calendar & Daily Schedule

Cobb Beauty College operates on a continuous basis throughout the year. Unless otherwise advertised, or due to scheduled holidays, classes begin the first Tuesday of every month, with the exception of the months July and December.

Student School Schedule

Full-Time Schedule

- Tuesday: 9:00 am to 5:00 pm
- Thursday 9:00 am to 5:00 pm
- Friday 9:00 am to 5:00 pm
- Saturday 9:00 am to 4:30 pm

30 Hours/Week for 12 Months

Part-Time Schedule

- Tuesday 5:00 pm to 9:00 pm
- Wednesday 5:00 pm to 9:00 pm
- Thursday 5:00 pm to 9:00 pm
- Saturday 9:00 am to 4:00 pm

18.5 Hours/Week for 18 Months

Instructor Training Schedule

Schedule set on an individual basis. Most teachers are working in a salon and can come on a three day a week schedule.

Ask about a flexible schedule for extenuating circumstances and/or Veteran's Benefits.

Standard Full-Time Hours are 8:45 a.m. to 5:00 p.m. Tuesday through Friday, and 8:45 a.m. to 4:00 p.m. on Saturdays. Cobb Beauty College will work with students to schedule school hours within the above schedule. Students must keep their set schedule unless approved by Administration. Hours can be made up to keep a student on track.

Please check with the admissions office or administrative office for a personal student schedule.

Class Starting Dates & Sizes

Classes begin the first Tuesday of every month. An application, enrollment papers, and registration fee must be received a minimum of one week prior to class start date. Class size is restricted to twenty students or less per instructor for all classes.

Student Attendance Status

Following are examples of the full or part-time attendance policy for a 1500 clock hour programs:

Full-Time

- 30 clock hours scheduled per week = 350 calendar days, plus 30 grace days, or approximately 13 months before incurring additional tuition charges.

Part-Time

- 20 clock hours scheduled per week = 525 calendar days, plus 30 grace days, or approximately 18 months before incurring additional tuition charges.

Holidays

New Year's Day

Independence Day*

Labor Day

Thanksgiving Day*

Christmas Eve*

Christmas Day*

*Cobb Beauty College is closed the week of July 4th every year for student and staff vacation.

*Cobb Beauty College is closed the following days after the Thanksgiving holiday: Friday, Saturday, Sunday, and Monday.

*Cobb Beauty College is closed Christmas Eve and Christmas Day for the holidays, other days as announced, based on the day of the week the holidays fall on for Christmas Eve and Christmas Day.

Cobb Beauty College may be closed for other days, as designated by the Administration.

Emergency Closings

Emergency closings will be announced on the website at www.CobbBeautyCollege.edu. A student or staff member may call (770) 424-6915 for updated information available on Cobb Beauty College's phone line.

Transportation & Parking

Cobb Beauty College does not provide daily transportation to and from school for students. All Cobb Beauty College students and staff are required to park in designated areas.

Student Handicap Services

Cobb Beauty College's building is wheelchair accessible and handicap parking is noted in the parking lot. At this time, there is no special training equipment provided for a handicapped student.

Cosmetology Course

Mission Statement

Cobb Beauty College is dedicated to producing highly skilled and motivated professionals to meet the local community's ever increasing demand for premium cosmetology services. Cobb Beauty College will provide every student the opportunity to receive a sound education in the latest applications, principles and practices of the profession of Cosmetology. The student will be taught the proper way render services in an ethical, efficient, and professional manner.

Cosmetology Curriculum

Classroom	250 hours
Theory	100 hours
Hair Cutting & Shaping	125 hours
Shampoo & Style	280 hours
Hair Coloring	140 hours
Hair & Scalp Treatments	50 hours
Permanent Waves	180 hours
Facials, Make-up & Arching	55 hours
Personal Improvement (Social Skills)	50 hours
Nail Procedures	90 hours
Chemical Relaxing	100 hours
Laboratory	50 hours
Salon Management	30 hours
Minimum Total Credit Hours	1500 hours

Cosmetology students must complete 1500 credit hours and 1500 clock hours at Cobb Beauty College before graduation. Cosmetology students must attend school a minimum of 10 months, meeting the required attendance as regulated by the Georgia State Board of Cosmetology. The Cosmetology course at Cobb Beauty College enables a student to take the Georgia State Board of Cosmetology Licensing Examination, and to pursue an excellent career in the various fields of Cosmetology.

Instructor Training Course

Mission Statement

Cobb Beauty College is dedicated to producing highly skilled and motivated professionals to meet the local community's ever increasing demand for premium cosmetology services. Cobb Beauty College will provide every student the opportunity to receive a sound education in the latest applications, principles and practices of the profession of Cosmetology. The student will be taught the proper way render services in an ethical, efficient, and professional manner.

Instructor Training Curriculum

General Education	300 hours
Teaching Techniques	300 hours
Apprentice Teaching	300 hours
Minimum Total Clock Hours	900 hours

Course Description

The 900-hour Instructor Training Program is designed to provide a trainee with the basic functions to become an effective instructor. Teaching requires a conscious effort by the instructor and a close working relationship between the instructor and the student. This course teaches trainees how to communicate ideas effectively, to be aware of each student as an individual with different ideas and special skills. The Instructor trainee will develop the necessary skills to establish a teaching climate to assist students to learn.

Goals & Objectives

The course is divided into three levels.

1. General Education - Designed to introduce and prepare the trainee to function as a cosmetology instructor.
2. Teaching Techniques - Designed to give trainees teaching methods knowledge, teaching aids, classroom management, discipline, testing and evaluations.
3. Practice Teaching - Designed for a trainee to learn how adults may differ, instructor/student relations, and the art of teaching.

After completing the course, an instructor will be able to help students develop good work habits, a wholesome attitude toward the public, the ability to follow orderly procedures, and an appreciation of good workmanship.

Contents of Instructional Units

General Education (300 Hours)

- A. Vocabulary Development
- B. Theory
- C. State Cosmetology Board Requirements and Record Keeping
- D. Salon Management
- E. Principles of Teaching Cosmetology

Teaching Techniques (300 Hours)

- A. Lesson Plans and Presentations

- B. Classroom Management and Discipline
- C. Demonstrations and Lecturing
- D. Testing and Examinations

Practice Teaching (300 Hours)

- A. Teaching Adults
- B. Teacher/Student Relations
- C. Practice

Instructional Techniques & Methods Used by an Instructor

Reading and Vocabulary Assignment

- Lectures and presentations by instructor or other professionals
- Demonstrations by instructors and company representatives in the trade
- Frequent testing of covered materials
- Practicum of management skills and theory
- Preparation for the Georgia State Board Examination

Evaluation Procedures

- Students will be evaluated Quarterly

Graduation

All instructor trainees must meet the following requirements before Cobb Beauty College will issue a diploma.

- All theory exams must be completed with a grade point average of 75% or above
- Complete final examinations with a grade point average of 75 % or above
- Tuition contract and course cost have been paid in full
- Course of instruction in accordance with Georgia State Laws governing the course of study

Nail Technician Course

Mission Statement

CBC is dedicated to producing highly skilled and motivated professionals to meet the local community's ever increasing demand for premium cosmetology services. CBC will provide every student the opportunity to receive a sound education in the latest applications, principles and practices of the profession of Cosmetology. The student will be taught the proper way render services in an ethical, efficient, and professional manner.

Nail Technician Curriculum

Theory	140
Manicure	70
Artificial Nail Removal & Nail Repair	10
Nail Fill In Applications	30
Artificial Tip Application with Overlay	60
Nail Wrapping	20
Nail Sculpturing	90
Pedicure with Foot & Leg Massage	60
Nail Arts Techniques	10
Professional Drill Usage with Drill Designs	5
Air Brush Nail Art	5
Paraffin Treatments (Hand & Feet)	5
Related Subjects & Advanced Techniques	20
Total Hours	525

The Georgia State Cosmetology Board requires nail students to complete 525 credit hours 525 clock hours or four (4) months of training in order to graduate from CBC.

The Nail Care/Technician program at CBC is an excellent path into the Cosmetology field. The curriculum qualifies a student to take the Georgia State Board Licensing Examination. Most leading salons employ nail care specialists.

Grading Systems

Students are regularly informed of the state of their progress throughout the course. Cosmetology and Instructor Training students are evaluated every three (3) months. The evaluations help each student see areas of strength and weakness in the field of his/her study, including academics, appearance, and attitude.

Grading Procedure

Theory: (quizzes, tests and examinations)

Note: In case of failure, a retake will be possible and the grades will be averaged and recorded.

Cobb Beauty College Grading System:

94-100	A	Excellent
89-93	B	Above Average
75-88	C	Satisfactory
68-74	D	Unsatisfactory
67 or below	F	Incomplete - Failing

Testing Procedure

Tests are given for each chapter in the Milady Standard Cosmetology textbook and are provided by Milady.

Teaching Techniques

Various teaching techniques are utilized to provide students with an interactive learning environment. Techniques include lectures, practical demonstrations, student projects, theory tests, video and DVD visual aids, guest speakers, and workbooks provided by Milady Standard Cosmetology.

Student Responsibilities

It is each student's responsibility to:

- Review and consider all the information about Cobb Beauty College's school's program before enrolling
- To ask questions and understand all the information about his/her program of study
- Carefully read and understand forms that he/she signs, and keep copies of all documents.
- Accept responsibility for all agreements that he/she signs
- Understand and comply with Cobb Beauty College's refund procedures
- Understand and follow Cobb Beauty College's dress code and attendance rules and regulations
- Students receive entrance/exit counseling during orientation/enrollment and at graduation or at exit of a program
- Entrance Counseling (requirement for financial aid) must be completed by reading the requirements and checking the box that you have completed entrance counseling
- Students must furnish all paper within the first 30 days of school or student may be dismissed until all requested paperwork is submitted to the financial aid office. All cost will be the responsibility of the student

Student Property & Equipment

- Cobb Beauty College issued locker to secure personal belongings. Lockers are available for each student. A student must purchase a lock to secure his/her assigned locker.
- Cobb Beauty College students must keep his/her kit and working area clean and neat. Anything that you use must be sanitized and placed where the item belongs.
- Cobb Beauty College provides most supplies that are to be used on its clients. No supplies may be brought into the school without prior approval from an administrator or instructor.
- Students are responsible for picking up any personal property and equipment from the school at the time the student graduates or withdraws from Cobb Beauty College. If after 30 days, a lock is in place on a former student's locker, the lock will be cut off and all property and/or equipment will be removed. Cobb Beauty College is not responsible for any student's personal property and/or equipment left at the school. **

****Security cameras are located around the school and parking lot. These cameras are on continuous record and are monitored constantly.**

Attendance Policies & Rules

- Morning Class begins at 9:00 am (Tuesday through Friday). Evening Classes are held from 7:00 pm - 9:00 pm on Tuesdays. Plan to arrive at school at least 10-15 minutes early to prepare for class with all required materials. Credit hours are given for each class attended. Each student is to be in class on time and prepared for the class. Late students are not allowed to enter the classroom, it will be considered an unexcused absence, and no credit will be given for the class.
- All students are expected to maintain his/her assigned weekly schedule on a regular basis. Tardiness and absences are not excusable unless there is an emergency situation; every student is expected to be in class, ready for the day, and prepared based on his/her schedule.
- Be on time and consistent with your attendance. Being late or absent will affect your overall performance. This on a regular basis will interfere with your financial aid and your graduation.
- Students must obtain permission from an instructor before leaving class early or the time out will be considered an unexcused absence.
- Students who miss a class can make-up the time by staying late the same day or come to school on the following Saturday with prior written approval by an instructor or administrator.
- Students who are scheduled on Saturdays will be charged a \$50 No Call/No Show fee if they fail to attend as scheduled.
- All students are required to call the school at least thirty minutes prior to their scheduled start time on any given day when they know they will be late arriving or absent for the day. The student must speak to an employee that will document your call. Do not text or send a message with another student.
- Schedule changes are a \$100 fee and must be submitted through Student Services.
- Students are required to sign-in and clock-in upon entering the school each day. Students are required to sign-out and clock-out and sign-in and clock-in for each break or lunch time taken during the day. Upon leaving the school for the day, students are required to sign-out and clock-out.
- All students must check the appointment book before going to lunch and ask their supervising instructor.
- Smoking is prohibited on campus. Students must leave campus on a scheduled break or lunch to smoke.
- No student will be called out of class or away from a client to take a telephone call. If an emergency phone call is received, the student may be excused from class or the client to take the call. Cell phones are allowed in the school but must be turned off during school hours. Cell phone use should take place during break time only.
- Chewing gum is not allowed while servicing clients or in the class room.
- Food or drinks are not allowed in the classroom or the clinic floor at any time.

- During emergency situations the key is communication. Please inform your instructor and the Administrative Office.
- Leaves of absence for personal or serious medical situations require a written application, backed by medical certificates where necessary. Leaves can extend no longer than one-hundred and eighty days per calendar year.
- If a student falls below satisfactory academic, seventy-five percent GPA, or sixty-seven percent attendance progress, that student will be put on probation. Students may be allowed one disbursement of Federal Financial Aid during a probation period.
- It is the student's responsibility to read the rules, catalog, contract and any paperwork. It is the student's responsibility to be in school on time and in classes as scheduled. It is the student's responsibility to realize that this training is above the high school level and students are expected to act and treat all with respect.

We wish all students the best of luck in his/her studies and chosen career path. If a student has any questions or concerns please see an administrator; we are here to help you be successful!

Student Consumer Rights & Responsibilities

Education after high school involves a large investment of effort, time, and money. Therefore, a prospective student should carefully evaluate the education or training being considered. To assist in making the best possible choice, the prospective student should have information on a school's academic program, facilities, dropout rates, full cost of attendance, financial aid program(s) (if available), refund policy, transfer policy, and any other information that will help him/her make a good decision.

Cobb Beauty College has unique agreements with the most successful salons in the Atlanta area who allow the school's students to visit the salons as a "guest visitor". If a student visits a salon, he/she will be able to observe firsthand how a salon operates and gain a better understanding of the business world. It will also help a student decide where he/she would like to work after graduation. Cobb Beauty College strongly encourages a student to take advantage of all the special opportunities Cobb Beauty College provides its students.

Social Media Policy

Social Media Policy At Cobb Beauty College, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, the use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all students enrolled in Cobb Beauty College and employees who work for Cobb Beauty College. Guidelines in the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Cobb Beauty College, as well as any other form of electronic communication. The same principles regarding employee honesty, integrity, and standards of conduct in Cobb Beauty College policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers or otherwise adversely affects customers, suppliers, people who work on behalf of Cobb Beauty College or Cobb Beauty College's legitimate business interests may result in disciplinary action, up to and including termination. Know and follow the Rules and Regulations of Cobb Beauty College. Carefully read these guidelines to ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action, up to and including dismissal or termination.

Be Respectful

Always be fair and courteous to fellow students, employees, customers, suppliers or people who work on behalf of Cobb Beauty College. Also, keep in mind that you are more likely to resolve complaints by speaking directly with your instructor than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that belittle or mock customers, fellow students, employees or staff, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Cobb Beauty College, co-workers, customers, suppliers, people working on behalf of Cobb Beauty College, or competitors.

Post Only Appropriate and Respectful Content

Maintain the confidentiality of Cobb Beauty College trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. Do not create a link from your blog, website, or other social networking site to a Cobb Beauty College website without identifying yourself as a Cobb Beauty College student or employee. Express only your

personal opinions. Never represent yourself as a spokesperson for Cobb Beauty College. If Cobb Beauty College is a subject of the content you are creating, be clear and open about the fact that you are a student or employee and make it clear that your views do not represent those of Cobb Beauty College, co-workers, customers, suppliers or people working on behalf of Cobb Beauty College. If you do publish a blog or post online related to the work you do or subjects associated with Cobb Beauty College, make it clear that you are not speaking on behalf of Cobb Beauty College. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Cobb Beauty College.”

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work related as authorized by your instructor or manager or consistent with the Company Equipment Policy. Do not use a Cobb Beauty College email addresses to register on social networks, blogs or other online tools utilized for personal use. Employees should not feel pressured to accept or initiate friend requests or otherwise connect or communicate via social media with fellow students, instructors, supervisors, co-workers, vendors, or others associated with the Company. To avoid even the appearance of undue pressure, supervisors should never initiate a friend request or other connection to their direct reports via social media.

Retaliation is Prohibited

Cobb Beauty College prohibits taking negative action against any student or associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including dismissal or termination.

Media Contacts

Employees should not speak to the media on Cobb Beauty College behalf without contacting the Franchisee. All media inquiries should be directed to the Franchisee. If media inquiries should be directed to the public relations firm, you will be provided with contact information at the time of the incident.

For More Information

This policy is not intended to and should not be interpreted to prohibit employees from discussing the terms or conditions of their employment or engaging in other protected concerted activities under the National Labor Relations Act. If you have questions or need further guidance, please contact management.

Health & Safety

Hazardous Chemicals

In the cosmetology field students and professionals will handle and store hazardous chemicals and produces that may burn the skin and scalp or produce dangerous fumes if not properly used and stored.

Allergic Reactions

Products, chemicals, and solutions may cause allergic reactions. It is important to follow the manufacturers' instructions, to wear disposable gloves, and to protect their clothing by wearing their lab coats at all times. In case of any allergic reaction, a student should immediately notify a staff member.

Your Feet & Legs

Closed-toed shoes are required with non-skid soles that have a reasonable heel height. Appropriate footwear is necessary to prevent injury and to comply with state board rules and regulations.

Skin & Clothing

Products and chemicals used may burn skin or damage clothing. To protect, prevent, and minimize the damage that can be caused by chemical spills, splashes, and to promote general cleanliness, protective lab jackets are required.

Electrical Appliances

Electrical appliances must be properly cared for and stored so that an electrical shock is not produced. All electrical appliances must be plugged into a grounded outlet. Cords may not be stretched across the floor.

Safety Plan

If and when an accident occurs at Cobb Beauty College medical assistance will be obtained if necessary. If an emergency medical situation arises, a plan of action will be taken up with the instructor and proper authorities will be notified. Emergency phone numbers are kept in the instructors' office and at the front reception area for easy access.

When an accident has occurred, a follow-up Accident Report form must be completed after all actions taken are complete. These forms are to be completed by an instructor and filed in the student or employee files located in the instructors' office.

Student Dress Code Guidelines

- Appropriate Cobb Beauty College attire includes: black dress pants or scrubs, solid black shirts or blouse tops that are short or long sleeves, closed toe shoes, and a lab coat at all times.
- Acceptable and appropriate business casual dress should be all black. All manner of dress should be neat, clean and wrinkle-free.
- Skirts must not be more than 2" above the knee. No slits more than 2" above the knee in any skirts, regardless of length of skirt, are allowed while attending school.
- Shorts are not appropriate.
- Saturday is casual dress day. Students may wear jeans on Saturday provided they are neat, clean and hole free. Students who choose to wear jeans must wear a Cobb Beauty College shirt to accompany it.

Counseling

Cobb Beauty College does not provide counseling nor employ a licensed counselor. Advisement is limited to student progress, attendance, performance, recommendations for improvement, and career planning. All students are encouraged to seek assistance from the instructor or other appropriate administrative staff member concerning classes or other problems/issues that may affect the student's attendance at school.

Student Grievance Policy & Procedures

Students at Cobb Beauty College who have a grievance should inform an instructor. If an instructor is not available, he/she may turn to an administrator to hear his/her grievance. Any/all grievances should be submitted in writing by the student.

If an administrator or instructor cannot resolve the grievance to the student's satisfaction, the student may pursue the grievance with the owner of the school. If the owner cannot resolve the grievance to the student's satisfaction, the student may pursue the grievance with the Council on Occupational Education (COE). The student may contact COE at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, or by telephone to 800-917-2081, or 770-396-3898, or by fax to 770-396-3790, or the website at www.council.org/. A student should be aware there are timeframes involved when filing a grievance with COE and should contact them as soon as possible.

Students who do not follow the procedures as published in the Grievance Policy will be held accountable for any costs including: attorney fees, court costs, monetary damages, or any charges that the school encounters.

A copy of any/all student complaints, grievances and/or concerns is kept in the student's file.

Academic Advisement

Students are given quarterly reports on clock and credit hours they have earned within the period. During these meetings students are advised on how many clock and credit hours they must complete every week to finish before their scheduled completion date.

Records

Student educational records are updated and kept in the educational office; all financial records are kept in the financial aid department. Student hours, transcripts, and academic records are maintained for a period of five years. Requests for records exceeding five years cannot be processed. A copy of any/all student complaints, grievances and/or concerns is kept in the student's file. During the retention period, student records are maintained in a locked, fireproof filing cabinet.

Placement Assistance

Cobb Beauty College offers placement assistance for graduates at no additional cost. Like all reputable schools, no guaranteed job placement is given to any graduate student. However, every effort is made to assist a graduate with the desire to work to find a position that fully utilizes his/her skills. Students are referred to the Career Counselor when the student nears graduation to discuss options. Office hours are available with the Career Counselor on Tuesdays and Thursdays from 11:00 am until 3:00 pm. Appointments may be scheduled at request.

Cobb Beauty College maintains a unique and strong relationship with the most successful salons in the Atlanta area, private ownership and chain salons. Representatives from many businesses serve as guest teachers/speakers in classes throughout the year and as judges at Cobb Beauty College's annual student competition.

There are many opportunities for a student to become acquainted with local businesses while attending school. Students are introduced to owners, operators, and managers; this gives the student the rare opportunity to interview upon graduation.

Additionally, because of Cobb Beauty College's strong relationship with the successful salons, several salons offer a special benefit to Cobb Beauty College's quality graduates. Some salons will assist the graduate who works for them, meets and maintains specific requirements, by a tuition reimbursement program.

An Employment Opportunity notebook is maintained at Cobb Beauty College. Salon owners often call or fax information about employment opportunities for students. Cobb Beauty College encourages students to request references.

Diplomas

It is a student's responsibility to make an appointment with the Student Services Office to pick up his/her diploma. Diplomas are available to the student upon completion and passing the Georgia State Board of Cosmetology Examination.

The Family Educational Rights & Privacy Act (FERPA)

Students and parents of dependent students have the right to review a student's educational records, to request an amendment to a student's educational records, to provide consent prior to disclosure of any personal, identifiable information and/or documentation, and to file a complaint with the U.S. Department of Education regarding the failure of this Institution (Cobb Beauty College) to comply with FERPA.

1. A request to review a student's educational records must be submitted in writing by the legal parent of the student.
2. Records will be made available in the school's administrative office on an appointment basis only.
3. No personal, identifiable information or documentation will be released to a third party without the written consent of a parent or student, unless it is for the following reason:
 - a. To other school officials who have an educational interest in the information and/or documentation;
 - b. To officials of another school where the student is seeking/intending to enroll;
 - c. To a representative of the Comptroller General of the United States, the Secretary of Education, or State and local educational authorities;
 - d. Relating to financial aid, it is necessary to determine eligibility for aid, determine amount of aid, determine conditions for the aid, and enforce the terms and conditions of aid to the student;
 - e. To State officials, if required by State statute;
 - f. To organizations that are conducting studies for educational agencies or institutions to develop, validate, or administer tests, to administer student aid programs, or improve instructional material or curriculum. No personally, identifiable information will be released, except to representatives of the organization or institution, and the information provided to the organization or institution will be destroyed when no longer needed for a study;
 - g. To an accrediting agency to carry out accrediting functions;
 - h. To parents of a dependent student (age 25 or under);
 - i. To comply with a judicial order or subpoena; and/or
 - j. To meet a health or safety emergency.
4. All/all disclosure of information will be recorded and kept in a student's personal file. The record will include parties that received information and/or documentation and the legitimate interests of the parties to inspect a student's records.
5. Personally, identifiable information and/or documentation that is designated as directory information include the student's name, address, telephone listing(s), date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received, and the most recent previous educational agency or institution attended.

Refund & Cancellation Policy

If a student withdraws from school and provides written notification, a refund will be processed within 30 days of the last day of attendance. All refunds are made within 45 days from the date Cobb Beauty College terminates a student or determines a student has withdrawn without written withdrawal notification from the student. In any event, all refunds will be made within 60 days of the student's last day of attendance. Students who do not return from a Leave of Absence (LOA), a refund will be processed within 45 days of his/her scheduled return date.

A. *Refunds for classes canceled by Cobb Beauty College*

If tuition and fees are collected in advance of the start date of a program and Cobb Beauty College cancels the class, 100% of the tuition and fees collected will be refunded. The refund will be processed within 30 days of the planned start date.

B. *Refunds for students who withdraw on or before the first day of class*

If tuition and fees are collected in advance of the start date of a class and the prospective student does not begin class or withdraws on the first day of class, no more than \$100 of the tuition and fees will be retained by Cobb Beauty College. Appropriate refunds for a student who does not begin class will be made within 45 days of the class start date.

C. *Refunds for students who have enrolled in a short-term program*

Less than 300 clock hours, refresher courses, professional development, or continuing education, etc.

1. If a student cancels one week or more prior to the scheduled class start date all collected monies will be refunded.
2. If a student cancels less than one week prior to the scheduled start date for a class and/or by the first day of class, an administrative fee of \$100.00 will be retained by Cobb Beauty College.
3. If a student withdraws after attending the first day of class, no refund will be issued to the student.

D. *Refunds for a student who withdraws after class commences*

1. Return of Title IV Funds for a Student Receiving Financial Aid (Pell Grant and/or a Direct Loan). The return of Title IV funds as prescribed in Section 484B of the HEA Amendment determines the amount of Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV aid a student has not earned is then returned to the Title IV programs. It is a proportional calculation based on the withdrawal date through 60% of the payment period.
2. In brief, the formula is as follows:
 - a. The Financial Aid Office will determine the date of withdrawal (last date of attendance) then determine the percentage of the payment period attended by a student.
 - b. The Financial Aid Office will determine the amount of Title IV aid for which the student was eligible by the percentage of the time enrolled in the school.
 - c. The Financial Aid Office will compare the Title IV amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, the excess Title IV aid must be returned.

- d. The Financial Aid Office allocates the responsibility for returned unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.
 - e. Cobb Beauty College and/or the student must then distribute the unearned Title IV aid back to the Title IV program.
3. After this process has been completed, Cobb Beauty College will then perform the calculation of a student refund. The policy is based on the refund policy of the Council of Occupational Education (COE) as stated in paragraph (b) below. COE's refund policy is also used to calculate refunds for all students who do not receive Title IV funds. The refund calculation could result in the student owing tuition or fees to Cobb Beauty College.

4. *Refund Policy (As stated in the COE Accreditation Policy)*

a. Non-Public Institutions

- (1) Refund Policy for programs obligating students for periods of 12 months or less will be calculated as follows:

- (a) After the first day of class and during the first 10% of the period of financial obligation, Cobb Beauty College will refund at least 90% of the tuition, 10% will be retained by Cobb Beauty College.
- (b) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, Cobb Beauty College will refund at least 50% of the tuition, 50% will be retained by Cobb Beauty College.
- (c) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, Cobb Beauty College will refund at least 25 % of the tuition, 75 % will be retained by Cobb Beauty College.
- (d) After the first 50% of the period of financial obligation, Cobb Beauty College will retain 100% of the tuition.
- (e) Refund Policy for Programs Obligating Students for Periods Beyond Twelve Months.

Institutions with programs longer than 12 months that financially obligate the student for any period of time beyond 12 month shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on section (a)(1) Non-Public Institutions above.

- (f) There will be no refunds after 12 months of enrollment.

Living Expenses are paid based on student qualifications after the student has obtained 900 clock hours. The student must maintain a satisfactory academic progress and satisfactory attendance above 67%. The Cosmetology course must be paid first before Living Expenses are considered.

Graduation Requirements & Satisfactory Progress Policy

Master Cosmetology

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at Cobb Beauty College. A student who qualifies and receives funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

Maximum Course Completion Time Frame

All courses must be completed within one and one-half times the course length.

Note: The contracted length of the 1500 hour Master Cosmetology course, based on a 30 clock hour per week, is approximately 50 weeks. Cobb Beauty College provides the student with approximately 30 calendar days more to complete the program. This allows the student to have time off for one week vacation and holiday days without going over the contracted graduation completion date. If the course is not completed within the contract graduation date, additional tuition will be charged per hour at the rate then in effect listed on the student's contract, for any additional instruction needed to complete the course.

Attendance Progress Evaluations

Every student is evaluated every three (3) months. Every student must attend a minimum of 67% of their scheduled clock hours during the three (3) months prior to the evaluation to achieve a satisfactory attendance record. Students are evaluated prior to any disbursement at the end of each payment period. Notification will be provided to students of the results of the evaluation if they impact the student's eligibility for Title IV, HEA program funds.

Academic Progress Evaluations

Full-time and part-time student academic progress is an evaluation of theory and practical and clinical work. Each area will be evaluated during the same time periods as stated above in the Attendance Progress Evaluation every three (3) months. At the end of the academic progress period each student is expected to achieve a minimum grade point average of 75%. Students are evaluated prior to any disbursement at the end of each payment period. Notification will be provided to students of the results of the evaluation if they impact the student's eligibility for Title IV, HEA program funds.

Student Status

- A. Satisfactory Academic Progress: Students who meet the standards for the attendance and academic evaluation period shall be considered to be making Satisfactory Academic Progress until the next scheduled evaluation. To meet the requirements for satisfactory academic progress, each student must have a GPA of 75% or above, and attend a minimum 67% of their scheduled clock hours. Students cannot graduate on time by meeting minimum percentages. The maximum timeframe cannot be longer than 150 percent of the published length of the education program, 1500 clock hours.
- B. Probation Academic Progress: Students who meet only one of the evaluation requirements, attendance or academic, will be considered to be making satisfactory progress, but shall be placed in a probationary status. However, a student must satisfactorily meet the minimum requirements of both evaluations by the next evaluation period. If the school places students on financial aid

warning, or on financial aid probation, a student on financial aid warning may continue to receive assistance under the Title IV, HEA programs for one payment period despite a determination that the student is not making SAP. Financial Aid Warning Status may be assigned without an appeal or other action by the student. The policy may also include, for a student on Financial Aid Probation, that they may receive Title IV, HEA program funds for one payment period. Further, while a student is on financial aid probation, the school may choose to require the student to fulfill specific terms and conditions such as taking a reduced course load or enrolling in specific courses. At the end of one payment period on financial aid probation, the student must meet SAP standards or meet the requirements of the academic plan developed by the school to qualify for further Title IV, HEA program funds.

- C. Appeal Procedure: Students who are terminated for failure to achieve minimum progress may appeal such a decision by submitting a formal written request for reevaluation of progress to the Owner within five (5) days of termination. The student may file an appeal under the basis of: the death of a relative, an injury or illness of the student, or other special circumstances and information the student must submit regarding why the student failed to make SAP, and what has changed in the student's situation that will allow the student to demonstrate SAP at the next evaluation. The student's case will be reviewed within five (5) business days upon receipt of a written appeal. An Appeal Committee will be made up of the Owner, an Instructor, and one Administrator. The student may reestablish his or her eligibility to receive assistance under the Title IV, HEA Programs when readmitted under a financial aid probation status and returns to SAP. If the issue is not settled after the student follows the above procedures, the student may pursue a grievance with the Council on Occupational Education (COE).
- D. Withdrawal: Achieved academic progress is not adversely affected by a withdrawal. Students considered to be making unsatisfactory progress at the time of withdrawal may be re-enrolled, and placed on probation if it is determined that mitigating circumstances existed at the time the student withdrew. Satisfactory progress must be achieved by the first evaluation period or by the scheduled graduation date, whichever comes first.
- E. Termination: Students failing to meet the standards set by this policy will be terminated, or:
- Mitigating Circumstance: If it is determined and documented that a student's failure to demonstrate satisfactory progress is due to personal illness, death of a family member (immediate relative), emotional trauma, etc., he/she may be placed on probation until reaching satisfactory progress.
 - Attendance Progress Time Limit: Students attending Cobb Beauty College for Cosmetology or Instructor Training must complete the course in less than one and one-half times the normal course length in order to maintain Title IV funding.
 - Dropping and Re-entry Procedure: If a student is dropped, whether by their decision or because of a disciplinary action, unsatisfactory progress or unsatisfactory attendance, the schedule of tuition adjustment under the refund policy shall be used. Re-entry means there will be a reenrollment fee and tuition fees will be adjusted to meet the current tuition rate at Cobb Beauty College. A student must wait 30 days before reapplying for re-entry. Reacceptance will be at Cobb Beauty College's discretion.

Graduation

When a student has met all the school's requirements in his/her chosen course of study, Master Cosmetology or Instructor Training, he/she will be issued a Cobb Beauty College Diploma upon completion and passing of the Georgia State Board of Cosmetology Examination. In order to receive a Diploma the student must meet the following requirements:

- All Theory Exams completed with a GPA of 67% or above.
- Complete final exam with a score of 75% or above.
- Tuition contract and course costs have been fulfilled, all monies due to the school have been paid and the student is current with all financial obligations to Cobb Beauty College.
- The course of instruction has been completed as required by Cobb Beauty College in accordance with Georgia laws governing the course of study, and,
- The student has successfully passed the Georgia State Master Cosmetology or Instructor/Teacher Licensing Examination.

State Legal Requirements for Licensure

GEORGIA STATE BOARD OF COSMETOLOGY

130-2-.05 Application for Instructor License.

(1) Any person desiring to teach or instruct in a school of cosmetology, school of hair design, school of esthetics, or school of nail care in the State of Georgia, is required to make application for a license using the form furnished by the Georgia State Board of Cosmetology and show by such application that applicant has met all the requirements of the law and rules of the Board. When such application is properly filled out and returned to the Board, it shall be accompanied by the following:

- a) a photo static copy of a current Georgia cosmetology license at the appropriate level;
- b) proof of one (1) year work experience as a licensee at the appropriate level;
- c) proof of a high school diploma or GED Certificate;
- d) an official certification of required credit hours of instructor training from a Board approved school of cosmetology (obtained within four (4) months), school of hair design (obtained within four (4) months), school of esthetics (obtained within nine (9) months), or school of nail care (obtained within four (4) months);
- e) required fee;
- f) proof of passing a written and practical examination to become an instructor.

(2) Any person desiring to obtain a license to teach or instruct in a school of cosmetology, hair design, esthetics, or nail technology in the State of Georgia, who is certified by the State Department of Education to teach cosmetology, hair design, esthetics, or nail technology in the state's public schools, may make application for a license by using the form furnished by the Georgia State Board of Cosmetology and show by such application that applicant has met all the requirements of the laws and rules of the Board. When such application is completed and returned to the Board, it shall be accompanied by the following:

- a) a photo static copy of a current Georgia cosmetology license at the appropriate level;
- b) certification from the Georgia State Department of Education of completion of the three-year teacher's training program required by the State Department of Education;
- c) proof of a high school diploma or GED certificate;
- d) proof of passing a written and practical examination to become an Instructor;
- e) required fee.

Authority O.C.G.A. Secs. 43-10-2, 43-10-12. History. Original Rule entitled "Application for Teacher License" adopted as ER. 130-2-0.2-.05. F. Apr. 11, 1983; eff. Apr. 5, 1983, the date of adoption.

Amended: Permanent Rule of same title adopted. F. Aug. 11, 1983; eff. Aug. 31, 1983. Repealed: New Rule of same title adopted. F. Feb. 25, 1986; eff. Mar. 17, 1986. Repealed: New Rule entitled "Application for Instructor License" adopted. F. Nov. 2, 2007; eff. Nov. 22, 2007.

130-2-.06 Student and Apprentice Records.

(1) Student Records

- a) A weekly work sheet signed in black ink and or electronic signature by the student and the instructor shall be kept for each student indicating the number of hours of training in each subject. This work sheet shall be sub-totaled in January, April, June, and September and shall be subject to review by the Georgia State Board of Cosmetology at any time.
- b) Student attendance records, and grades shall be maintained on school premises by the school as part of the permanent record for each student for a period of five (5) years.
- c) Progress Reports on students' attendance and grades shall be current and shall be made available for inspection by the Georgia State Board of Cosmetology at all times. Should a student withdraw for any purpose, a notarized transcript of total school hours for that student shall be signed by the school's owner or manager and submitted to the Georgia State Board of Cosmetology within thirty (30) days of withdrawal.
- d) Each school shall have a curriculum guide and lesson plan used by each instructor for each course taught. Such curriculum guides and lesson plans shall be made available to the Georgia State Board of Cosmetology for inspection at all times.
- e) Certification of completed training shall be included with the examination application.

(2) Apprentice Records

- a) A weekly work sheet completed and signed in black ink and/or electronic signature by the apprentice, the salon/shop owner/manager, and the training master shall be kept for each apprentice indicating the number of hours of training in each subject. This work sheet shall be sub-totaled in January , April ,June , and September and shall be subject to review and available to the Georgia State Board of Cosmetology for inspection at any time.
- b) Salon/shop owners/managers must maintain records on each apprentice for a period of five (5) years. These records must be accurate, complete, and available to the Georgia State Board of Cosmetology for inspection at all times.
- c) Should an apprentice change salon/shop or master cosmetologist, hair designer, esthetician, or nail technician, a notarized transcript of total hours accumulated shall be signed by both the salon/shop owner/manager and the master cosmetologist, hair designer, esthetician, or nail technician and submitted to the Georgia State Board of Cosmetology within thirty (30) days of the change.
- d) Certification of completed training shall be included with the examination application.

Authority O.C.G.A. Secs. 43-10-2, 43-10-12, 43-10-13, 43-10-14. History. Original Rule entitled "Application for Instructor Trainee License" was filed on February 25, 1986; effective March 17, 1986. Repealed: New Rule entitled "Student and Apprentice Records" adopted. F. Jul. 20, 1993; eff. Aug. 9, 1993. Repealed: New Rule of same title adopted. F. Mar. 29, 2007; eff. Apr. 18, 2007.130-2-.07

130-2-.07 Application for Cosmetology License at the Master Cosmetologist, Hair Designer, Esthetician or Nail Technician Level.

- (1) Any person desiring to practice cosmetology at the master cosmetologist, hair designer, esthetician or nail technician level in the State of Georgia, is required to make application for a license using the form furnished by the Georgia State Board of Cosmetology and show by such application that applicant has met all the requirements of the laws and the rules of the Board. When such application is properly filled out and returned to the Board, it shall be accompanied by the following:
- a) Proof of passing a written and practical examination from Board’s designated agent;
 - b) required fee;
 - c) any other information requested by the Board required for licensure by law or rule.

Authority O.C.G.A. Secs. 43-10-2, 43-10-8, 43-10-9. History. Original Rule entitled “Application for Cosmetology License at the Master, Esthetician or Manicurist Level” adopted. F. Feb. 25, 1986; eff. Mar. 17, 1986. Repealed: New Rule entitled “Application for Cosmetology License at the Master, Esthetician or Nail Technician Level” adopted. F. Mar. 1, 2006; eff. Mar. 21, 2006. Repealed: New Rule entitled “Application for Cosmetology License at the Master Cosmetologist, Hair Designer, Esthetician or Nail Technician Level” adopted. F. Mar. 29, 2007; eff. Apr. 18, 2007.

Notes: