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## **Introduction**

Hair Fusion Salon/Spa and School (hereinafter referred to as the School) offers the finest technology and equipment for student training and is staffed with qualified, approved instructors.

The school is owned by Hair Fusion Salon/Spa of Durango, Colorado. The officer of the school is President Holly Woolverton-Whatcott. She is also the owner of Hair Fusion, the School Agent and Credentialed Instructor.

## **Faculty Members**

Holly Woolverton-Whatcott, president, Credentialed Instructor, School Agent, Owner

Alyssa Packer, Credentialed Instructor

Tegan Corlies, Credentialed Instructor

Karly Richardson, Credentialed Instructor

Suzy Mounts, Credentialed Instructor

Kristen Doolittle, Credentialed Massage Instructor

Brenden Vlass, Credentialed Barber Instructor

## **Programs/Courses Offered/Course Cost**

Cosmetology Certificate Program

60 credits/1800 Hours/\$22,000

Manicurist Certificate Program

20 Credits/600 Hours/\$10,000

Barber certificate Program

1500 Hours/\$18,000

Esthetician Certificate Program

20 Credits/600 Hours/\$11,000

Massage Certificate Program

22 Credits/650 Hours/\$7,000

### **Stand Alone Courses**

Chemical Peels

24 Hours/\$600

Permanent Makeup

132 Hours/\$2500

Barber add on Program for current Cosmetologist

300 Hours/\$4000

Microdermabrasion

14 Hours/\$500

See **Educational Services** for more details on Programs/Courses offered.

## **Class Schedule/ School Calendar**

Full time Students: Monday through Friday 9:00-5:30 with one-half hour lunch break. Some Saturdays allowed for make-up: 10:00-4:00

Part time Students: Tuesday 10:00-5:00 Wednesday 10:00-5:30 Thursday 10:00-5:00 with one-half hour lunch break. Some Saturdays allowed for make-up: 10:00-4:00

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone and/or radio, and/or TV who provide closure information as a public service.

Classes are not held on the following holidays:

New Year's Day                      Thanksgiving Day

Memorial Day                      Christmas Eve

Independence Day                Christmas Day

Labor Day

Enrollment dates vary and must be discussed with Director to determine.

Programs and Courses not to exceed;

Cosmetology - 24 months

Esthetician - 8 months

Manicuring – 8 months

Massage – 7 months

Chemical Peels – 3 weeks

Microdermabrasion – 2 weeks

Permanent Makeup – 2 months

Barber Program – 18 months

## **Entrance Requirements**

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective students must have a high school diploma or equivalency diploma to be accepted for enrollment. If applicants are beyond the age of compulsory school attendance in Colorado and do not possess a diploma or equivalency diploma, they may complete an ability to benefit test. The school does not administer the test, but will provide information on availability when requested.

## **Enrollment**

Prospective students may enroll at anytime. Late enrollments will be accepted only one week into the course, depending on the length of the program.

## **Postponement of Start Date**

Postponement of a start date, whether at the request of the school or the student, requires a 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. A 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 of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

## **Placement Assistance**

Hair Fusion Salon/Spa and School offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

## **Attendance Requirements**

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceed 70%.

## **Progress Policy**

Students must maintain an 85% grade point average. Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

## **Grading System**

96-100 = A Excellent

86-95 = B Above Average

76-85 = C Average

66-75 = D Below Average

Under66 = Unsatisfactory

Every three weeks, progress reports with grades will be issued to students throughout the program. Students enrolled in short-term courses will be issued grades at course end.

## **Conduct Policy**

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

## **Dismissal**

Any student may be dismissed for violations of rules and regulations of the school, as set forth in this catalog. A student may also be withdrawn from classes if; not prepared sufficiently, neglects assignments, or makes unsatisfactory progress. The Director, after consultation with all involved parties, makes final decision. The Director, or it's designee, may temporarily suspend a student whose conduct is disruptive or unacceptable. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, mat be allowed to resume attendance. Director will review each case and decide upon re-admittance.

## **Facilities**

Our School is located at 150 W. 10<sup>th</sup> Street/ 969 Main Ave. Durango, CO. Our School is furnished with modern equipment, charts, diagrams, DVDs, computers, various books, experienced instructors and hands on training will be available to enhance learning activity. The tools will all be there, it is up to the students to learn as much as possible.

## **Educational Services**

Specific Program/Course Objective;

The Cosmetology, Cosmetician, Manicuring and Barbering programs are designated to train the student in the basic skills that are needed to pass the Colorado State Board Exam and gain employment. The Massage program is designed to train the student in the basic skills needed to practice Massage in Colorado and pass the Emblex test. Microdermabrasion, Chemical Peels, Permanent Makeup and Barbering are all stand alone courses structured to obtain advanced level employment opportunities.

Type of Instruction: Classroom

Cosmetology; Total hours of Theory=360, Total hours of Lab=1440  
Total =1800

Disinfection, Sanitation, and Safe work practices

Theory hrs.=36 Lab hrs.=144 Total=180 hrs./ 6 credits

Chemical Texture Service

Theory hrs.=24 Lab hrs.=96 Total=120 hrs./ 4 credits

Hairstyling

Theory hrs.=42 Lab hrs.=168 Total=210 hrs./ 7 credits

Facials and Skin Care

Theory hrs.=42 Lab hrs.=168 Total=210 hrs./ 7 credits

Facial Make up

Theory hrs.= 6 Lab hrs.=24 Total=30 hrs./ 1 credit

Hair Removal

Theory hrs.=18 Lab hrs.=72 Total=90 hrs./ 3 credits

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Shampooing, Rinsing and Conditioning

Theory hrs.=12 Lab hrs.=48 Total=60 hrs./ 2 credits

Hair Coloring

Theory hrs.=48 Lab hrs.=192 Total=240 hrs./ 8 credits

Haircutting

Theory hrs.=48 Lab hrs.=192 Total=240 hrs./ 8 credits

Law Management, Ethics, Interpersonal Skills and Salesmanship

Theory hrs.=6 Lab hrs.=24 Total=30 hrs./ 1 credit

Laws, Rules, and Regulations

Theory hrs.=6 Lab hrs.=24 Total=30 hrs./ 1 credit

Application of Artificial Nails

Theory hrs.=30 Lab hrs.=120 Total=150 hrs./ 5 credits

Manicuring and Pedicures

Theory hrs.=42 Lab hrs.=168 Total=210 hrs./ 7 credits

Esthetician; Total hours of Theory=225, Total hours of Lab=345

Total =600

Disinfection, Sanitation, and Safe work practices

Theory hrs.=50 Lab hrs.=50 Total=100 hrs.

Facials and Skin Care

Theory hrs.=50 Lab hrs.=100 Total=150 hrs.

Facial Make Up

Theory hrs.=30 Lab hrs.=70 Total= 100 hrs.

Hair Removal

Theory hrs.=50 Lab hrs.=50 total=100 hrs.

Law Management, Ethics, Interpersonal Skills and Salesmanship

Theory hrs.=50 Lab hrs.=50 Total=100 hrs

Laws, Rules and Regulations

Theory hrs.=25 Lab hrs.=25 Total=50 hrs.

Massage; Total hours of Theory=309, Total hours of Lab=341

Total =650

Getting Started: demo of massage/bodywork- questions and answers

Theory hrs.=15 Total=15 hrs.

Swedish Massage Techniques

Theory hrs.=20 Lab hrs.=20 total=40 hrs.

Neuromuscular Therapy- Deep Tissue  
Theory hrs.=20 Lab hrs.=20 Total=40 hrs.  
Intro to Energy Work  
Theory hrs.=10 Lab hrs.=10 Total=20 hrs.  
Integrated Massage  
Theory hrs.=20 Lab hrs.=20 Total=40 hrs.  
Disinfection, Sanitation, Safe Work Practices, Rules and Regulations  
Theory hrs.=20 Lab hrs.=10 Total=30 hrs.  
Contraindications; blood clots, heart problems, diseases, etc.  
Theory hrs.=5 Total=5 hrs.  
Personal Care/Homework; proper body mechanics, hand care, meditation etc  
Theory hrs.=70 Lab hrs.=40 Total=110 hrs.  
Massage Practice on Models  
Theory hrs.=50 Lab hrs.=160 Total=210 hrs.  
Anatomy & Physiology  
Theory hrs.=70 Lab hrs.=40 Total=110 hrs.  
Chair Massage  
Theory hrs.=3 Lab hrs.=7 Total=10 hrs.  
Hot Stone Massage  
Theory hrs.=2 Lab hrs.=8 Total=10 hrs.  
Body Polish/ Salt Glow/ Mud Wrap  
Theory hrs.=4 Lab hrs.=6 Total=10 hrs.

Barber Program; Total hours of Theory=375 Total Hours of Lab=1125

Total = 1500

Treatment of hair and scalp

Theory hrs.=10 Lab hrs.=50 Total 60

Facial Massage and Treatments

Theory hrs.=30 Lab hrs.=60 Total=90

Shaving

Theory hrs.=30 Lab hrs.=60 Total=90

Haircutting

Theory hrs.=65 Lab hrs.=205 Total=270

Hairstyling

Theory hrs.=65 Lab hrs.=205 Total=270

Permanent Waving and Chemical Relaxing

Theory hrs.=60 Lab hrs.=180 Total=240

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## Hair Coloring

Theory hrs=60 Lab hrs=180 Total=240

## Laws, Rules and Regulations

Theory hrs=10 Lab hrs=20 Total=30

## Sanitation, Disinfection and Safe Work Practices

Theory hrs=50 Lab hrs=130 Total=180

## Management, Ethics, Interpersonal Skills and Salesmanship

Theory hrs=10 lab hrs=20 Total=30

## **Previous Credits**

Credits from another institution will be evaluated on a case to case basis. Hair Fusion School does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.

## **Student Grievance Procedure**

If any student has a grievance/ complaint the student shall first set up an appointment with the school Director to try to come to some kind of resolution. In the event the student does not want to do this a written letter given to the school Director or mailed to school address. Once the Director has read the grievance/complaint the Director will schedule a meeting amongst all concerned parties to try to come to a written resolution.

## **Student Complaints**

Attempting to resolve any issue with the School first is strongly encouraged. Student Complaints may be brought to the attention of the Division of Private Occupational Schools online at <http://higher.ed.colorado.gov/dpos>, 303 866-2723. There is a two year statute of limitations for the Division to take action on a student complaint (from student's last day of attendance).

## Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table

<b>Student is entitled to upon withdrawal/termination</b>	<b>Refund</b>
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% (if paid in full cancellation charge is not applicable)	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives written notice of the student's intention to discontinue the training program;
  - b. The date on which the student violates published school policy, which provides for termination.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.