

#  The Hair & Skin Refinery

**1397 Sculptor Drive**

**Loveland, CO 80537**

**(970)685-4777**

 **Volume No. 2 November 2023**

**Approved and Regulated by the Colorado Department of Higher Education,**

**Private Occupational School Board**

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**Introduction**

The Hair & Skin Refinery (hereinafter referred to as the School) offers the finest Spa and Salon training and is staffed with qualified, approved instructors. The School is conveniently located just off Hwy 34, 2 miles west of I25 at 1397 Sculptor Drive, Loveland Colorado 80537.

The School is co-owned by Katherine (Kate) Bradford of Loveland, Colorado and Kandiss (Kandi) Carbajal of Milliken, Colorado.

Katherine Bradford is a Director and Agent at The Hair & Skin Refinery; Kandiss Carbajal is a Director and Agent at The Hair & Skin Refinery

## Faculty Members

K. Bradford: Director, Agent, Lead Esthetics Instructor, Cosmetology Educator

K. Carbajal Director, Agent, Lead Cosmetology Instructor, Esthetic Instructor

## Programs/Courses Offered

Diploma/Certificate Programs:

**Cosmetology: 1500 Clock hours**

Occupational Objective: The graduate will be able to take the Colorado State Cosmetology Exam(s) to obtain a license to practice Cosmetology.

**Esthetics: 600 Clock hours**

Occupational Objective: The graduate will be able to take the Colorado State Esthetic Exam(s) to obtain a license to practice Esthetics.

**Permanent Makeup: Stand Alone Course 132 Clock hours –**

**Current Cosmetology or Esthetics License Required**

Occupational Objective: The graduate will successfully be able to practice permanent makeup techniques.

**Chemical Resurfacing: Stand Alone Course 24 Clock hours**

**Current Cosmetology or Esthetics License Required**

Occupational Objective: The student will successfully be able to perform chemical resurfacing

**Manual Resurfacing: Stand Alone Course 14 Clock hours Current Cosmetology or Esthetics License Required**

Occupational Objective: The student will successfully be able to perform manual resurfacing techniques.

**Lash Extensions: 8 Clock hours - Current Cosmetology or Esthetics License Required**

Occupational Objective: The student will successfully be able to perform lash extensions application.

## Program/Course Costs

Program Tuition Registration Kits/Supplies **=** Total

Cosmetology: $18,000 $100 $2500 $20,600

Esthetics: $8000 $100 $1500 $9,600

Permanent Makeup: $3250 $100 $1500 $4,850

Chemical Peels: $650 $0 (Certification Class) $650

Manual Resurfacing: $475 $0 (Certification Class) $475

Lash Extensions $850 $0 (Certification Class) $100 $950

(Kit Fee is Non-refundable & Subject to Cost Change)

## Class Schedules

**Cosmetology and Esthetics Programs**

**Full time Students:**

**Monday-Thursday**: 8:00am – 4:30pm, with half-hour lunch break, In-person classroom training

**Online:** Students that elect to be part of the Hybrid In-person/Online Program will be required to complete 7.5 hours of online training each week.

**Part-Time Students**:

Students can choose from one of the following part-time options:

**Full-Day Part-Time**: Students can attend 2 or 3 full time days (Mon, Tues, Wed, or Thurs) for in-person classes. Student must arrange with the director which days the student will be present each week, the days shall remain the same each week unless new arrangements are made with the director.

**AM Part-Time:** Students can attend morning classes each day (Mon-Thurs) from 8am-12pm.

**PM Part-Time:** Students can attend afternoon classes each day (Mon-Thurs) from 12:30pm-4:30pm.

**Evening Part-Time:** Students can attend evening classes each day (Mon-Thurs) from 5:00pm to 9pm

Part-Time students that elect to be part of the online program will be required to complete 7.5 hours of online training each week.

*Some Saturdays allowed for in-person make-up.*

*Hours may be subject to change dependent upon student enrollment*

*Open Enrollment until maximum capacity*

**Online Participation:**

Online hours are offered for the Cosmetology and Esthetics programs only and participation in this program is optional. Upon enrollment, student shall elect if they will participate in the online program. Students that elect to participate in the Hybrid In-person/Online Program will be required to complete 7.5 hours of online theory each week.

**Permanent Makeup:** 8:30am-5pm 3 days a week for 5 weeks.

**Chemical Resurfacing**: 8:30am-5pm for 3 consecutive calendar days, dates to be announced

**Manual Resurfacing**: 8:30am-4pm for 2 consecutive calendar days, dates to be announced

**Lash Extensions**: 8:30am-5pm for 1 calendar days, dates to be announced

**Seasonal Hours**

Subject to change in the event of weather/illness/etc. When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone /text /email.

Classes are not held on the following holidays:

 New Year’s Eve Labor Day

 New Year’s Day Thanksgiving Day & the Friday following

 Memorial Day Christmas Eve

 Independence Day Christmas Day

**School Closures**

Spring Break (1 week, Hours to be posted – third week of March)

Summer Break (2 weeks, Hours to be posted- first 2 weeks of July)

Winter Break (2 Weeks, Hours to be posted – The week of Christmas and the week after, returning after Jan 1st, dependent on what day of the week the Holidays fall on.

Closures due to Holidays may be changed at the discretion of the director based on class attendance or requests for time off with advance notice to students.

**Leave of Absence**

Students are allowed to request a leave of absence for personal or medical reasons. The request shall be submitted in writing to the Director for approval or denial (based on conditions and student performance). The request can be for no more than 30 days in duration. If leave exceeds 30 days, the Director will determine if an extension will be granted based on a case-by-case discretion.

## Entrance Requirements

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

All students must be 16 years of age or older to attend, dependent on program eligibility, students must show proper identification and proof of citizenship. Students may be required to take a pre-entrance exam prior to enrollment, to establish if the student can benefit from training in the chosen class interest at the School.

## Enrollment

Prospective students may enroll anytime, after a tour and personal interview with the Director, if accepted. If school is at maximum capacity, enrollment will be accepted with a registration fee and student will be assigned a start date no later than 90 days of enrollment.

## Postponement of Start Date

Postponement of a starting 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:

1. Whether the postponement is for the convenience of the school or the student, and;
2. 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 in accordance with the school’s refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

**Placement Assistance**

**The Hair & Skin Refinery** 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 80%is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceed 70%.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student’s withdrawal.

Students who exceed the maximum time allotted per contract to complete their program will be required to complete their training hours at an overtime rate of $40 per clock hour, until completion.

**Absences**

Absences must be pre-approved with a 24-hour minimum notice. Illness or other abrupt cause for absence or late start must be reported at least 2 hours before school starts via text or voicemail to the director. Failure to give proper advance notice may result in written warning or suspension leading to possible termination. No show or no call will result in a $100 fee, per occurrence. After two no show/no call, without approved documentation, student may be terminated.

**Progress Policy**

Students must maintain an 85% grade point average based on test scores and practical assignments. 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 = P Pass

85 – 95 = P Pass

70 – 84 = F Fail

Under 70 = F Fail/Retake

Progress reports/ Performance assessments will be given at four levels to determine if satisfactory progress is being maintained.

**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. The use of tobacco, electronic cigarettes, and vapes is prohibited in the facility. The use of marijuana (recreational or medicinal) is not allowed. All prescribed medications must be disclosed to the director. Proof of prescription is required for all medication (except over the counter). Anyone suspected to be under the influence of any drug prescribed or other, who demonstrates impaired ability to function or concentrate or exhibits unusual behavior will be asked to leave class and will be permitted to return upon verification of normal ability to perform and participate. Any violation of school policies may result in permanent dismissal from school.

All Students will be required to sign and adhere to the official school policy guidelines, A copy of this catalog and the school’s rules and regulations will be given to each student at the time of enrollment.

All students shall adhere to the written dress code published by the school. Violation of the dress code shall result in student being sent home until appropriate and acceptable attire is worn. A copy of the dress code shall be given to each student upon enrollment. Continued violation may result in termination of enrollment.

**School Rules**

These rules apply to all students. The following are not allowed:

1. The use of tobacco, electronic cigarettes, vapes, alcohol or liquor and drugs (with the exceptions of prescribed medications disclosed to the director) on the premises.
2. Loud, profane, or abusive language or gossip.
3. Arguments or physical violence.
4. Leaving the School premises without instructor’s permission, except during lunch time.
5. Students reporting to school without proper uniform, necessary textbooks/and or student kit
6. Disrespectful attitude, derogatory comments, uncomplimentary remarks.
7. Refusing to provide beauty services to clients or other students.
8. Refusing to do the sanitation duties assigned by an instructor.
9. Dishonesty, theft, or vandalism of school or student property.
10. Failure to abide by the enrollment agreement.

**Student Kit and Equipment**

The School is not responsible for lost of stolen articles. Students using a locker have the option to bring a lock to secure their locker. Purses and personal articles must not be left unattended in the classroom or the clinic area at any time. Each student is responsible for his/her student kit. Lost items must be replaced at the student’s expense. The School will not be responsible for the student’s equipment or personal belongings The contents of the kits are warranted for 30 days. Defective items will be replaced free of charge within the first 30-day period. After the 30 days students must replace them at their own cost. All items in the student’s kit must be marked with personal identification. Do not cut mannequin’s hair without supervision. Instructors have the authority to make inspection of all lockers, kits, and stations at any time. If a student is absent for more than a week or has been terminated or has dropped out, the School will clear the station assigned to such student and reassign the station to another student, if the student has not claimed his/her belongings within 30 days from the 1st day or absence the School will dispose of the contents of such student’s station and locker. No supplies, equipment, videos are to be taken out of the school at any time for any reason. Personal radios are not allowed in the school.

## Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

**Student Payments**

Financial assistance is available for all students in terms of an interest free monthly payment plan. The minimum monthly payment is currently $500 per month, students are encouraged to pay more than the minimum monthly payment to offset the balance due at the end of the term. Tuition payments are due on the 1st of each month. Failure to pay the minimum payment on time will result in a $50 per day late fee up to 5 days. After 5 days of non-payment the student will be suspended from the program until financial obligation have been met and is current. Upon any further violation of financial obligations, student may be terminated, and full balance shall be due no later than 10 days after enrollment termination.

All balances are due and payable upon graduation or expiration of the enrollment period. Extended finance options may be available on a case-by-case qualifying basis. Financial payment may be paid via cash, check, or credit card (3.75% processing fee will be charged to student).

## Facilities

The School provides clean, comfortable and pleasant training facilities well equipped with up-to-date modern equipment. Visual diagrams, charts, guest speakers, field trips and videos to enhance classroom activities are available. The School is located at 1397 Sculptor Drive, Loveland CO 80537. We strive to offer students a learning environment that is as close as possible to the actual working environment of a cosmetology professional. We offer hands on training, online training, and one-on-one instructor interaction. The director has an onsite space in which confidential student records and materials are stored, as well as an off-site location in Loveland, CO. All Student information is maintained in absolute confidentiality. Copies of all student records will be available for a fee per sheet. All requests for copies must be in writing accompanied with the student’s approval, signature, and payment. Please allow 10 days for processing. Student transcripts and certificates of completion, diploma, or degree must be retained by the school in perpetuity.”

**Educational Services**

**Cosmetology: 1500 Clock hours/Optional online hours.**

Offering instructor-based training on all phases of cosmetology.

Type of Instruction: Instructor demonstrations, hands-on practice (mannequin, models, and patrons), videos, guest speakers, industry shows and seminars, textbook, handouts and lectures. Field trips and salon visits are part of our business building classes. Online education will be offered via internet and Milady Online testing preparation.

Scalp Care (Shampooing, rinsing & conditioning): 50 clock hours

Hair Coloring or Hair Tinting & Bleaching: 200 clock hours

Haircutting: 200 clock hours

Hairstyling: 175 clock hours

Chemical Texture Services: 100 clock hours

Manicuring & Pedicuring: 175 clock hours

Application of Artificial Nails: 125 clock hours

Facials & Skin care: 175 clock hours

Facial Makeup: 25 clock hours

Hair Removal: 75 clock hours

Law, Rules & Regulations: 25 clock hours

Management, ethics, interpersonal skills & salesmanship: 25 clock hours

Disinfection, Cleaning & Safe work practices: 150 clock hours

TOTAL 1500 clock hours (Hours may change as state regulations require)

Occupational Objective: To prepare student to sit for the State Board Exam for cosmetology.

Tuition: $15,000

Registration Fee: $100

Kit Fee: $2500

Total: $17,600

An additional $40 per hour will be charged to student for overtime hours required for completion, if applicable.

**Esthetics: 600 Clock hours/Optional online hours**

Offering instructor-based training on all phases of esthetics.

Types of Instruction: Instructor demonstrations, hands-on practice (mannequin, models, and patrons), videos, guest speakers, industry shows and seminars, textbook, handouts and lectures. Field trips and spa visits are part of our business building classes. Online education will be offered via internet and Milady Online testing preparation.

Facials & Skin Care: 210 clock hours

Facial Makeup: 30 clock hours

Hair Removal: 90 clock hours

Law, Rules & Regulations: 30 clock hours

Management, ethics, interpersonal skills & salesmanship: 30 clock hours

Disinfection, Cleaning & Safe work practices: 210 clock hours

TOTAL: 600 clock hours

(Hours may change as state regulations require)

Occupational Objective: To prepare student to sit for the State Board Exam for esthetics.

Tuition: $7000

Registration Fee: $100

Kit Fee: $1500

Total: $8600

An additional $40 per hour will be charged to student for overtime hours required for completion, if applicable.

**Permanent Makeup: Stand-alone course -132 Clock Hours**

Offering instructor-based training in the Art and Science of Permanent Makeup.

Types of Instruction: This course will be taught by a combination of lecture, lab, group discussion, preparing for the final exam in their workbook, hands-on practical experience and in- depth study.

 Cleaning, Disinfection, Sterilization and Safety: 12 clock Hours

 Skin Analysis: 8 Clock Hours

 Equipment and Supplies: 8 Clock Hours

 Color Theory and Effects: 32 Clock Hours

 Client Consultation: 8 Clock Hours

 Application of Pigment: 64 Clock Hours

Total: 132 Clock Hours

Hours may change as state regulations require

Occupational Objective: The graduate should be able to acquire an entry-level position in the field of Permanent Cosmetics.

Tuition: $

Kit Fee: $1500

Total: $4850

**Must have valid Colorado Esthetics or Cosmetology license to enroll in this class.**

**Chemical Resurfacing: Stand-alone course - 24 Clock hours**

Offering instructor-based training on chemical resurfacing.

Types of Instruction: Instructor demonstrations, hands-on practice, videos, handouts and lectures.

Skin Analysis, Conditions, Contraindications, & After Care: 8 clock hours

Product Ingredients of Chemical Resurfacing and Exfoliating Substances: 8 clock hours

Chemical Resurfacing Treatments, Procedures, and Reactions: 8 clock hours

TOTAL: 24 clock hours

(Hours may change as state regulations require)

Occupational Objective: To enhance student’s knowledge and skill in the skin care industry.

Tuition: $650

Total: $650

**Must have valid Colorado Esthetics or Cosmetology license to enroll in this class.**

**Manual Resurfacing: 14 Clock hours Stand-alone Course**

Offering instructor-based training on manual resurfacing techniques.

Types of Instruction: Instructor demonstrations, hands-on practice, videos, handouts and lectures.

Skin Histology: 1 clock hour

Skin Type/Condition: 1 clock hour

Microexfoliation: 2 clock hours

Treatment Procedures: 5 clock hours

Cleaning, Disinfection, Sterilization, Safety: 2 clock hours

Laws, Rules, and Regulations: 1 clock hour

Salesmanship: 1 clock hour

Occupational Safety and Health: 1 clock hour

TOTAL: 14 clock hours (8 theory hours, 6 practical hours)

(Hours may change as state regulations require)

Occupational Objective: To enhance student’s knowledge and skill in the skin care industry.

Tuition: $475

Total: $475

**Must have valid Colorado Esthetics or Cosmetology license to enroll in this class.**

**Lash Extensions: 8 Clock hours Stand-Alone Course**

Offering instructor-based training basic lash extension application and techniques.

Types of Instruction: Instructor demonstrations, hands-on practice, videos, handouts, lectures, and online theory.

Eyelash Extension History & Careers: .5 clock hour

Disorders, Diseases, and allergies of the eye area: .5 clock hours

Client safety and infection control: .5 clock hours

Tools, Products, and Ingredients: 1 clock hour

Eyelash Extension Application: 5 clock hours

Personal Ethics, Professional Image, on the Job: .5 clock hours

TOTAL: 8 clock hours (4 theory hours, 4 practical hours)

Occupational Objective: To enhance student’s knowledge and skill in the skin care industry.

Tuition: $850

Kit Fee: $100

Total: $950

**Must have valid Colorado Esthetics or Cosmetology license or proof of current enrollment in a cosmetology or esthetics program to enroll in this class.**

## Previous Credits

Credits from another institution will be evaluated on a case-by-case basis. Students with credits from another institution will be required to take a written and practical exam to determine credit eligibility. Transfer students will be required to pay a $1000 transfer fee to cover the cost of supplies for training. A full or partial kit fee may be charged if the student does not have the required materials to enroll in the course. ***The School*** *does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.*

**Student Grievance Procedure**

***The student has a right to file a complaint. Complaints can be submitted in writing to the Director, all complaints will be addressed in a timely and professional manner. The Director shall conduct a meeting with the student to address the complaint and to try and determine a mutually acceptable solution. Follow -up with the student in a reasonable time period to ensure the student is agreeable with the outcome.***

**Student Complaints**

*Attempting to resolve any issue with the school first is strongly encouraged.  Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student’s last date of attendance or at any time prior to the commencement of training at* [*http://highered.colorado.gov/dpos*](https://nam11.safelinks.protection.outlook.com/?url=http%3A%2F%2Fhighered.colorado.gov%2Fdpos&data=05%7C01%7CKerrie.Solis%40dhe.state.co.us%7C4acb18c1eec74b51a6df08da87a6c7fa%7C472b2de6094648849c95a8326b5e99f5%7C0%7C0%7C637971447646655255%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=oOl8v1hww6CEZJCfyDqLVW8LBiRzfdtzufDYdjj%2FB%2F0%3D&reserved=0)*, 303-862-3001*

## 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 the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended (***if training is offered as distance education***: “based on the percentage of number of lessons completed”)**\*** in the Program/Stand Alone Course, as described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table

|  |  |
| --- | --- |
| **Student is entitled to upon withdrawal/termination\*** | **Refund** |
| Within first 10% of program (Lessons 1-2) | 90% less cancellation charge |
| After 10% but within first 25% of program (Lessons 3-5) | 75% less cancellation charge |
| After 25% but within first 50% of program (Lessons 6-10) | 50% less cancellation charge |
| After 50% but within first 75% of program (Lessons 11-15) | 25% less cancellation charge |
| After 75% (Lesson 16) [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:
	1. The date on which the school receives notice of the student’s intention to discontinue the training program; or
	2. The date on which the student violates published school policy, which provides for termination.
	3. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition & fees paid if the school discontinues a Program/Stand Alone course within a period 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.