

# Vibrissa School of Cosmetology

216 W. Main Street.  
Owosso, Michigan 48867  
Office: 989-720-4964

Website: [vibrissaschoolofcosmetology.com](http://vibrissaschoolofcosmetology.com)

## Student Handbook

January 1, 2026 - December 31, 2026

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This is true and correct in content and policy.

Director's signature: *James Bryce*

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# Mission Statement:

Our mission is to provide a one-of-a-kind creative education that empowers students to discover their unique artistic voice, fostering the self-worth and skill needed to transform lives through beauty.

## **LARA/State of Michigan approval:**

This institution is a private institution by LARA and the State of Michigan. Approval to operate means the institute is compliant with LARA and the State of Michigan.

## **Accreditation Status:**

Vibrissa School of Cosmetology is a candidate for accreditation with the National Accrediting Commission of Career Arts and Sciences (NACCAS). They are located at 3015 Colvin Street, Alexandria, Virginia, 22314 and can be reached at (703) 600-7600.

## **Catalog Information**

Vibrissa School of Cosmetology's catalog is provided to prospective students via the web site or electronically and a print version is available at the school, upon request.

Please read it carefully, prior to signing an enrollment agreement, and refer to it as your primary source for school policies and procedures. Updates may occur due to changes in Federal Financial Aid, Accreditation, or school policies. The catalog is reviewed regularly and updated annually and as needed throughout the year.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

**Physical Address:** 216 W. Main Street, Owosso, MI 48867

**Mailing Address:** 216 W. Main Street, Owosso, MI 48867

**Website:** [www.vibrissaschoolofcosmetology.com](http://www.vibrissaschoolofcosmetology.com)

**Telephone:** 989-720-4964

A student or any member of the public may file a complaint about Vibrissa School of Cosmetology with LARA by calling 517-284-8599. Or by completing a complaint form, which can be obtained on LARA's website, [www.michigan.gov/lara](http://www.michigan.gov/lara)

## **Facilities and Type of Equipment**

Vibrissa school of Cosmetology is located at 216 W. Main Street, Owosso, MI 48867. The school has approximately 3000 square feet. The facility has 3 restrooms, 2 classrooms, 10 hair stations, 4 shampoo bowls, 1 manicure room, and 1 pedicure room. The facility also includes a student salon floor, reception area, and a business office. The school is equipped to enroll up to 50 students per shift.

## **Course/Program Outlines**

### **Cosmetology Program Description**

A 1500 hour course which includes the study and practice of all aspects of beautification and care of the hair, skin and nails. This course provides for both classroom instruction and supervised practice of job related skills on diverse hair textures of all ethnic groups, such as hairdressing, hair cutting, hair coloring, hair chemical restructuring, manicuring, pedicuring and skin care services. The program also includes the study of relative subjects such as bacteriology, anatomy, chemistry related to hair, sanitation, and hair chemical knowledge.

### **Manicurist Program Description**

A 600 hour course which includes the study and practice of all aspects of fingernails, toenails, and nail anatomy. This course provides for both classroom instruction and supervised practice of job related skills on diverse types of nails/nail beds, hands and feet such as manicuring, pedicuring, and artificial nail services. The program also includes the study of relative subjects such as bacteriology, anatomy, chemistry related to nails, sanitation, and artificial nail product chemical knowledge.

### **Cosmetology Instructor Program Description**

A 600 hour course which includes the study and practice of instructing cosmetology students. This course provides for both classroom instruction and supervised practice of job related skills, by cosmetology students, such as hairdressing, hair cutting, hair coloring, hair chemical restructuring, manicuring, pedicuring and skin care services. The program includes the study of relative subjects such as learning how to deliver theory and practical lessons, use teaching aids and communicate effectively with students. The program also teaches curriculum development, classroom management, laws and rules and the psychology of teaching.

## **Program Mission and Objectives**

### **Graduation Requirements**

Vibrissa School of Cosmetology offers programs in Cosmetology, Manicuring and Cosmetology Instructor designed to prepare students for entry-level employment and success on the Michigan State Board Exams.

The institution will grant a diploma of graduation and official transcript of hours (upon request) for the applicable course when the student has successfully completed all phases of the student course, this includes:

1. Passing all required tests, practical assignments, graded projects, final comprehensive written and practical examination with 80% or higher
2. Completed the program of study according to the state requirements and the hours contracted with the school.
3. Completed all practical applications
4. Completed all required certifications

5. Completed all exit paperwork
6. Completed an exit interview
7. Made satisfactory arrangements for payment of all debts owed to the school

### **Total Clock Hours**

The Cosmetology program is 1500 clock hours, the Manicurist program is 600 clock hours and the Cosmetology Instructor program is 600 hours in length. The Cosmetology program at Vibrissa School of Cosmetology is delivered in both full time and part time options. The full time program is 35 - 40 hours a week (including the 2nd and 4th Saturday of the month). The part time program is 20 - 25 hours a week (including the 2nd and 4th Saturday of the month).

The Manicure program at Vibrissa School of Cosmetology is delivered in only a full time option, which is 21.5 - 26 hours a week. The Cosmetology instructor program is only offered in a part time program of 20 - 24.5 hours a week.

### **Exams**

Students are assigned both academic learning (theory/written exams) and a number of practical (hands on) evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course Rubrics adopted by the school and provided to students. Students must maintain a *cumulative* academic grade average of 80% to maintain satisfactory attendance progress. There is a final practical and written test with a score of 80% or higher required to graduate.

### **Mode of Instruction**

Vibrissa School of Cosmetology utilizes a traditional classroom, with added interactive Milady textbook with online access. Textbook Milady Standard Cosmetology 14th Edition ISBN: 9798214098814.

### **Equipment Needed**

Students are expected to provide their own electronic device (Laptop, Chromebook, Tablet, or iPad) for coursework. For your convenience, Vibrissa School of Cosmetology provides a limited number of Chromebooks that may be signed out for program-related work while you are clocked in at the school.

### **Equipment Provided**

Vibrissa School of Cosmetology provides an initial equipment kit to **Cosmetology and Manicuring program** enrollees to support their coursework and practice. However, as graduation approaches, students will need to supplement this kit with specific materials required by the state for the licensing examination. A list of these additional exam-specific items will be provided during the program.

We support our students' growth and creativity; therefore, students are encouraged to purchase additional tools or supplies that enhance their learning efficiency or make practicing more enjoyable.

**Cosmetology and Manicurist Instructor Program:** please note that a kit is not provided for the Cosmetology Instructor program.

Students are responsible for the care and maintenance of their kits throughout the duration of the program. Vibrissa School of Cosmetology is not responsible for any lost, stolen, or damaged items once the kit has been issued. If a student loses or breaks an essential tool required for their coursework, they are responsible for replacing it at their own expense to ensure they can continue their practical training and fulfill curriculum requirements. Students are encouraged to supplement their kit with tools of the trade.

**Kit Refund Policy:** Once a kit has been issued or opened, it is considered **non-refundable** and is the property of the student. In the event of withdrawal or termination from the program, the cost of the kit cannot be credited back to the student's account due to health and sanitation regulations.

### **IEP, Disabilities, and Accommodations Policy**

Vibrissa School of Cosmetology is committed to providing equal access to our educational programs for all qualified students. We provide reasonable accommodations to students with documented disabilities to ensure they have an equal opportunity to succeed in their coursework and practical training.

#### **Requesting Accommodations**

To receive accommodations or specialized services, students must submit a formal request in writing. This request should clearly outline the specific accommodations needed to support the student's learning and practice.

#### **Documentation Requirements**

All accommodation requests must be supported by official documentation. Acceptable forms of documentation include:

- **Medical Records:** A signed form or letter from a licensed Doctor or Medical Professional verifying the disability and the need for specific accommodations.
- **Educational Records:** A copy of a current Individualized Education Program (IEP) or 504 Plan from a previous school.
- **Supporting Statements:** Written documentation provided by the student or a parent/guardian (if the student is a minor) that includes the history of the disability and past successful accommodations.

### **Review Process**

Once written documentation is received, the School Director will review the request to determine "reasonable accommodations" that do not fundamentally alter the program's requirements or cause undue hardship to the institution. Students are encouraged to submit these requests at least four weeks prior to the start of their program to ensure services are in place on their first day.

### **Faculty Qualifications**

All Vibrissa School of Cosmetology Instructors must be currently licensed as a Cosmetologist by the Michigan State Board of Cosmetology, LARA and have a minimum of 3 years of experience, education and training. No less than 1 Instructor per 20 students, will be with students at all times. In accordance with state regulations, licensed Cosmetology Instructors are authorized to

provide instruction to both Cosmetology and Manicuring students under their comprehensive license.

Skills and competencies to be acquired by the student at the completion of the program:

### **Cosmetology Program**

Upon successful completion, graduates will be able to:

1. **Technical Mastery:** Properly handle professional tools (shears, guarded razors, thermal tools) and perform precision haircutting, styling, and therapeutic scalp treatments.
2. **Chemical & Skin Services:** Execute complex chemical procedures (coloring, relaxing, perming) and provide corrective skincare and makeup applications.
3. **Nail Technology:** Perform professional manicuring, pedicuring, and artificial nail services.
4. **Professional Business Practice:** Conduct expert client consultations, manage retail recommendations, and maintain Michigan LARA sanitation and safety standards.
5. **Salon Operations:** Demonstrate proficiency in appointment scheduling, point-of-sale transactions, and professional ethics.

### **Manicure Technician Program**

Upon successful completion, graduates will be able to:

1. **Nail Artistry:** Expertly utilize manicuring tools and electric files to perform natural nail care and apply/sculpt artificial enhancements.
2. **Biological Sciences:** Identify nail anatomy and accurately recognize diseases and disorders to ensure client safety.
3. **Consultation & Retail:** Analyze client needs through thorough consultation and provide professional home-care product recommendations.
4. **Business Ethics:** Maintain high standards of workplace hygiene, time management, and professional conduct in a salon environment.

### **Cosmetology Instructor Program**

Upon successful completion, student-instructors will be able to:

1. **Pedagogy & Delivery:** Develop comprehensive lesson plans and deliver effective theoretical and practical instruction for various learning styles.
2. **Educational Assessment:** Accurately evaluate student performance through grading, testing, and constructive feedback.
3. **Leadership & Administration:** Manage student clock hours, academic records, and clinic floor operations in compliance with state regulations.
4. **Conflict Resolution:** Demonstrate effective communication skills to resolve student or client concerns and mentor future professionals.

### **Minimum Standard of Attendance and Academic Progress (SAP)**

Students must maintain an attendance rate of at least 90% of their scheduled class hours to maintain satisfactory Academic progress.

Any student who falls below this standard will receive a verbal warning and have two (2) weeks to take corrective action. If correction is not made, the student will be placed in a probationary period for four (4) weeks.

After the probationary period, any student who fails to maintain academic progress will be terminated from Vibrissa School of Cosmetology. Extensions to the 6 week attendance policy may be granted for extenuating circumstances. SAP -

### **English Proficiency and Language Services**

Vibrissa School of Cosmetology conducts all programs and instruction exclusively in **English**. To ensure academic success, all students must demonstrate English reading and writing proficiency equivalent to an American high school graduate. This requirement is typically satisfied by providing a high school diploma, GED, or recognized equivalent.

### **Language Support and Documentation**

- **Instructional Limitations:** The school does not provide English as a Second Language (ESL) courses or on-site translation services.
- **Enrollment Interpreters:** If a student's primary language is not English, they are permitted—and encouraged—to bring a personal interpreter when signing the Enrollment Agreement. This ensures a comprehensive understanding of all terms, conditions, disclosures, and [cancellation/refund policies](#).
- **Submission Requirements:** All official documents, including transcripts, medical records, and identification, must be submitted to the school in **English**. Documents in other languages must be accompanied by a certified English translation.

### **Health and Physical Considerations**

#### **Physical Demands and Dexterity**

Prospective students should be aware that the **Cosmetology** and **Manicure** professions are physically demanding. Success in these fields requires prolonged periods of standing or sitting, as well as the constant use of the upper torso, shoulders, arms, wrists, and hands. Students must possess strong finger dexterity, a sense of form and artistry, and the physical stamina to perform all required curriculum activities. Cosmetology is a standing profession and you are required to stand 90-95% of your day at the school.

#### **Public Relations and Demeanor**

A professional public demeanor is essential. Students must enjoy working with the public, be able to follow detailed client directions, and maintain a high level of compassion and patience at all times. Upon employment, graduates must continue to meet the specific physical and professional requirements set forth by their employers and the Michigan State Board.

### **Chemical Sensitivities and Reproductive Health**

The beauty industry involves daily exposure to various chemical products. Individuals with pre-existing allergies or sensitivities may experience adverse reactions.

- **Safety Warning:** Exposure to chemicals used in the cosmetology and nail industry may pose risks, including potential links to cancer, birth defects, or other reproductive harm.
- **Pregnancy:** The physical demands of the curriculum and chemical exposure may place stress on a mother and unborn child.

### **Medical Consultation**

Vibrissa School of Cosmetology strongly advises all prospective students—particularly those who are pregnant or have underlying health conditions—to consult with a physician regarding these physical demands and chemical exposures prior to signing an Enrollment Agreement.

### **Administration and Enrollment Hours**

The **Administration Office** is open for student inquiries, program information, and the completion of enrollment documentation during the following hours:

- **Monday – Friday:** 8:00 AM – 5:00 PM
- **Saturdays:** By appointment only (available on the **2nd and 4th Saturday** of each month).

To schedule an appointment or request further information, please contact **Tabetha Spencer** at [vibrissaschoolofcosmetology@gmail.com](mailto:vibrissaschoolofcosmetology@gmail.com).

### **School Hours, New Class Start Date**

Vibrissa School of Cosmetology provides Open Enrollment.

Classes begin on the 2nd Tuesday of each month.

Hours of operation for Vibrissa School of Cosmetology are:

- **Monday – Friday:** 8:00 AM – 5:00 PM
- **Saturdays:** **2nd and 4th Saturday** of each month 9:00AM -- 2:00PM.

### **Holiday and Emergency Closures**

#### **Scheduled Holiday Closures**

Vibrissa School of Cosmetology will be closed in observance of the following holidays:

- Memorial Day
- Independence Day
- Thanksgiving Day and the following Friday
- Christmas Day
- New Year's Day

#### **Unscheduled and Emergency Closures (Snow Days)**

The school may close due to inclement weather, staff training, or other unforeseen emergencies.

- In the event of an emergency closure, absences are automatically excused once a closure is officially announced.
- **Notification Channels:** Closure announcements will be communicated via:
  - **MiLady CIMA** platform announcements
  - **Local News & Radio:** WLNS TV 6 (Lansing) and WJRT TV 12 (Flint).
- **Communication Policy:** Students are strictly prohibited from calling/texting instructors at their personal phone numbers to inquire about school closures. Please rely on the official channels listed above.
- **Impact on Student Progress:** Any days the school is officially closed—whether for a scheduled holiday or an emergency—**will not count toward a student's Satisfactory**

**Academic Progress (SAP).** These closures will not negatively impact your attendance or academic standing.

## **Cosmetology Schedule**

| Program                                                                                                                         | Monday                                                         | Tuesday                                                        | Wednesday                                                      | Thursday                                                       | Friday                                                         | Saturday<br>Make up<br>day/Review                       | Lunch<br>Breaks                                                  | Program<br>Lengths |
|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------|--------------------|
| Cosmetology<br>(Full Time)<br><br>1500 Hours<br>35 – 39.5<br>hours a week                                                       | 9:00AM<br>TO<br>5:00PM                                         | 9:00AM<br>TO<br>5:00PM                                         | 9:00AM<br>TO<br>5:00PM                                         | 9:00AM<br>TO<br>5:00PM                                         | 9:00AM<br>TO<br>5:00PM                                         | 9:00am-2pm<br><br>2nd & 4th<br>Saturday of<br>the month | Weekdays:<br>1 hour<br>lunch<br><br>Saturday:<br>1- 30<br>minute | 43.0<br>weeks      |
| Cosmetology<br>(Part Time)<br><br>1500 Hours<br>20 – 24.5<br>hours a week                                                       | 8:00AM<br>TO<br>12:00PM<br><b>OR</b><br>1:00PM<br>TO<br>5:00PM | 8:00AM<br>TO<br>12:00PM<br><b>OR</b><br>1:00PM<br>TO<br>5:00PM | 8:00AM<br>TO<br>12:00PM<br><b>OR</b><br>1:00PM<br>TO<br>5:00PM | 8:00AM<br>TO<br>12:00PM<br><b>OR</b><br>1:00PM<br>TO<br>5:00PM | 8:00AM<br>TO<br>12:00PM<br><b>OR</b><br>1:00PM<br>TO<br>5:00PM | 9:00am-2pm<br><br>2nd & 4th<br>Saturday of<br>the month | Weekdays:<br>No Break<br><br>Saturday:<br>1- 30<br>minute        | 75.0<br>weeks      |
| Cosmetology<br>(Part Time)<br><br>1500 Hours<br>21 – 25.5<br>hours a week<br><br>***YOU WILL BE<br>ASSIGNED<br>3 DAYS A WEEK*** | 9:00AM<br>TO<br>5:00PM                                         | 9:00AM<br>TO<br>5:00PM                                         | 9:00AM<br>TO<br>5:00PM                                         | 9:00AM<br>TO<br>5:00PM                                         | 9:00AM<br>TO<br>5:00PM                                         | 9:30am-2pm<br><br>2nd & 4th<br>Saturday of<br>the month | Weekdays:<br>1 hour<br>lunch<br><br>Saturday:<br>1- 30<br>minute | 71.5<br>weeks      |

## **Manicurist Schedule**

| Program | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Lunch<br>Breaks | Program<br>Lengths |
|---------|--------|---------|-----------|----------|--------|----------|-----------------|--------------------|
|---------|--------|---------|-----------|----------|--------|----------|-----------------|--------------------|

|                                                        |                        |                        |                        |                        |     |                                                         |                                                                   |             |
|--------------------------------------------------------|------------------------|------------------------|------------------------|------------------------|-----|---------------------------------------------------------|-------------------------------------------------------------------|-------------|
| Manicure<br><br>600 Hours<br>21.5 - 26<br>hours a week | 9:00AM<br>TO<br>3:00PM | 9:00AM<br>TO<br>3:00PM | 9:00AM<br>TO<br>3:00PM | 9:00AM<br>TO<br>3:00PM | N/A | 9:00am-2pm<br><br>2nd & 4th<br>Saturday of<br>the month | Weekdays:<br>1 - 30<br>minute<br><br>Saturday:<br>1- 30<br>minute | 28<br>weeks |
|--------------------------------------------------------|------------------------|------------------------|------------------------|------------------------|-----|---------------------------------------------------------|-------------------------------------------------------------------|-------------|

## **Cosmetology Instructor Schedule**

| Program                                                                                                                                    | Monday                                                      | Tuesday                                                     | Wednesday                                                   | Thursday                                                    | Friday                                                          | Saturday                                                | Lunch Breaks                                                     | Program Lengths |
|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------|-----------------|
| Cosmetology Instructor (Part Time)<br><br>1500 Hours<br>20 – 24.5<br>hours a week                                                          | 8:00AM<br>TO<br>12:00PM<br><br>OR<br>1:00PM<br>TO<br>5:00PM | 8:00AM<br>TO<br>12:00PM<br><br>OR<br>1:00PM<br>TO<br>5:00PM | 8:00AM<br>TO<br>12:00PM<br><br>OR<br>1:00PM<br>TO<br>5:00PM | 8:00AM<br>TO<br>12:00PM<br><br>OR<br>1:00PM<br>TO<br>5:00PM | 8:00AM<br>TO<br>12:00P<br>M<br><br>OR<br>1:00PM<br>TO<br>5:00PM | 9:00am-2pm<br><br>2nd & 4th<br>Saturday of<br>the month | Weekdays:<br>No Break<br><br>Saturday:<br>1- 30<br>minute        | 28<br>weeks     |
| Cosmetology Instructor (Full Time)<br><br>1500 Hours<br>21 – 25.5<br>hours a week<br><br>***YOU WILL BE<br>ASSIGNED<br>3 DAYS A<br>WEEK*** | 9:00AM<br>TO<br>5:00PM                                      | 9:00AM<br>TO<br>5:00PM                                      | 9:00AM<br>TO<br>5:00PM                                      | 9:00AM<br>TO<br>5:00PM                                      | 9:00AM<br>TO<br>5:00PM                                          | 9:00am-2pm<br><br>2nd & 4th<br>Saturday of<br>the month | Weekdays:<br>1 hour<br>lunch<br><br>Saturday:<br>1- 30<br>minute | 28<br>weeks     |

### **Orientation Day**

Orientation is scheduled on the first day of class, **no clock hours are earned**; orientation is mandatory before starting classes at Vibrissa School of Cosmetology. On your orientation day you will receive your textbook (if part of your curriculum), log in information for MiLady (if part of your curriculum), learn how to use the time clock, review school emergency evacuation procedures, as well as go over school policies and procedures.

All modules must be completed under theory (450 hours) and practical (1050 hours)

|             | <b>Cosmetology Module Description</b>                                                                                                                                               |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hairstyling | In this module the student will learn the following techniques and procedures: hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, and thermal |

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                        | styling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Permanent Waving and Chemical Straightening            | In this module the student will learn the following techniques and procedures: hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.                                                                                                                                                                                                                                                                                        |
| Hair Coloring and Lightening                           | In this module the student will learn the following techniques and procedures (also including the use of permanent, semi permanent and temporary colors): hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights and the use of dye removers.                                                                                                                                                                                              |
| Hair Cutting                                           | In this module the student will learn the following techniques and procedures: use of scissors, razor with guard, electrical clippers/trimmers, thinning and texturing shears for wet and dry cutting.                                                                                                                                                                                                                                                                                                          |
| Laws and Regulations                                   | In this module the student will learn about the following issues: Michigan State Board and Regulations.                                                                                                                                                                                                                                                                                                                                                                                                         |
| Manicure, Pedicure, Hair Removal and Make up Chemistry | In this module the student will learn the following techniques and procedures: cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical make up, and chemical and physical changes of matter.                                                                                                                                                                                                                               |
| Disinfection and Sanitation                            | In this module the student will learn the following techniques and procedures: disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments.                                                                                                                                                                                                                         |
| Anatomy and Physiology                                 | In this module the student will learn about Human Anatomy and Human Physiology.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Manicuring and Pedicuring                              | In this module the student will learn about water and oil manicures and pedicures, including nail analysis, nail trimming, cuticle care, filing and hand/foot and arm/ankle massages.                                                                                                                                                                                                                                                                                                                           |
| Additional Training, Professionalism                   | In this module, additional training or practical application hours will be provided to the student to assure competence. In addition, the student will learn about communication skills that include professional ethics, customer service, resume building, job search skills, preparing for an interview, salesmanship, decorum, record keeping, client service cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention. |

All modules must be completed under theory (275 hours) and practical (325 hours)

|                                         | <b>Manicurist Module Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Health and Safety                       | In this module the student will learn the following techniques and procedures: disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments.                                                                                                                                                                                                                         |
| Manicuring and Pedicuring Services      | In this module the student will learn about water and oil manicures and pedicures, including nail analysis, nail trimming, cuticle care, filing and hand/foot and arm/ankle massages.                                                                                                                                                                                                                                                                                                                           |
| Laws and Regulations                    | In this module the student will learn about the following issues: Michigan State Board Rules and Regulations.                                                                                                                                                                                                                                                                                                                                                                                                   |
| Anatomy and Physiology                  | In this module the student will learn about Human Anatomy and Human Physiology.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Additional Training and Professionalism | In this module, additional training or practical application hours will be provided to the student to assure competence. In addition, the student will learn about communication skills that include professional ethics, customer service, resume building, job search skills, preparing for an interview, salesmanship, decorum, record keeping, client service cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention. |

All modules completed under theory (200 hours) and practical (400 hours)

|                           | <b>Cosmetology Instructor Module Description</b>                                                                                                                                                                                                                                        |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Health and Safety         | In this module the student will learn the following techniques and procedures: disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. |
| Manicuring and Pedicuring | In this module the student will learn about water and oil                                                                                                                                                                                                                               |

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Services                                | manicures and pedicures, including nail analysis, nail trimming, filing and hand/foot and arm/ankle massages.                                                                                                                                                                                                                                                                                                                                                                                                   |
| Orientation                             | In this module the student will learn about the role and responsibilities of being an educator.                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Introduction to Teaching                | In this module the student will learn how to develop profession ethics and desirable attitudes, educational psychology and how to motivate learners.                                                                                                                                                                                                                                                                                                                                                            |
| Teaching Skills                         | In this module the student will learn how to create lesson plans for theory and practical classes, develop curriculum outlines and select teaching materials and aids.                                                                                                                                                                                                                                                                                                                                          |
| Administrations Skills                  | In this module the student will learn how to develop and grade theoretical examinations, assess practical performance and provide feedback and how to maintain accurate records.                                                                                                                                                                                                                                                                                                                                |
| Laws and Regulations                    | In this module the student will learn about the following:: Michigan State Board Rules and Regulations.                                                                                                                                                                                                                                                                                                                                                                                                         |
| Additional Training and Professionalism | In this module, additional training or practical application hours will be provided to the student to assure competence. In addition, the student will learn about communication skills that include professional ethics, customer service, resume building, job search skills, preparing for an interview, salesmanship, decorum, record keeping, client service cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention. |

### **Admissions Policy**

Vibrissa School of Cosmetology is accepting students for admission once the following criteria have been met.

1. Must be 17 years of age or older.
2. Applicants must provide a valid government issued picture ID (such as a Michigan Driver's License or other Michigan state issued ID) or Passport. Student to present school with their Social Security Card or TIN number.
3. Applicants must provide a copy of his/her High School Diploma, GED or their transcript showing at least the completion of the 9th grade or documentation proving completion of **homeschooling at the secondary level** as defined by state law or have evidence that verification of a foreign

student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. The school does not accept ability-to-benefit students.

4. **Transfer students only:** Transfer students shall provide transcripts from prior learning before enrollment. Failure to provide the required documentation of previous training in either circumstance prior to enrollment will result in not being able to apply those hours.
5. This institution does not award credit for experiential learning.
6. This institution has **not** entered into an articulation or transfer agreement with any other institution.
7. Once all of the above items are completed and the prospective student completes an application and pays the nonrefundable \$100 application fee, they will be provided the enrollment documents and a start date.

### **Transfer Hours (from another Institution) Policy**

The transferability of credits or services you earned at another institution and are deemed transferable at the sole discretion of Vibrissa School of Cosmetology. You may be required to repeat some or all of your coursework or services. **All transfer hours must be determined prior to enrollment and included in your enrollment agreement.** Veteran Students applying to use Veteran's Education benefits shall provide all transcript and proof of prior credit from all *post-secondary training*, prior to enrollment, if applicable.

### **Re-Entry (Re-Enrollment Policy)**

A student who withdraws from Vibrissa School of Cosmetology may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment, **if entry occurs within 180 days of the last day of attendance.** A student who was terminated for behavior reasons **may not** be eligible for re-entry. Students who re-enter more than 180 days after the last day of attendance will have their transcript evaluated for the number of credits and services they will receive credit for and such review and transferring of hours will be at the sole discretion of the school's administrator .

### **Nondiscrimination Policy**

Vibrissa School of Cosmetology is committed to providing equal opportunities to all applicants in all programs and to all applicants for employment. No discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religious beliefs, national (ethnic) origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual.

### **Tuition and Fees**

| Program Name | Tuition  | Registration Fee* | Kits** | Books** | Uniforms** | Total Charges for Current Program of Attendance | Estimated Total Charges for Entire Program |
|--------------|----------|-------------------|--------|---------|------------|-------------------------------------------------|--------------------------------------------|
| Cosmetology  | \$13,000 | \$200             | \$400  | \$400   | \$50       | \$13,050                                        | \$13,050                                   |

|            |         |       |       |       |      |         |         |
|------------|---------|-------|-------|-------|------|---------|---------|
| Manicurist | \$6,500 | \$200 | \$400 | \$400 | \$50 | \$6,500 | \$6,500 |
|------------|---------|-------|-------|-------|------|---------|---------|

|                        |         |       |       |       |      |         |         |
|------------------------|---------|-------|-------|-------|------|---------|---------|
| Cosmetology Instructor | \$6,500 | \$200 | \$400 | \$400 | \$50 | \$6,500 | \$6,500 |
|------------------------|---------|-------|-------|-------|------|---------|---------|

\*Non-Refundable

\*A \$200 non-refundable application fee is paid prior to enrollment and not included in this chart.

\*\*Non-refundable 3 business days after signing enrollment or attendance at the first instructional session, whichever is later. Non-refundable is opened or used.

**Non-Institutional fees:** Michigan State Board fee is \$165 and is not included in this chart. It is paid directly to LARA upon graduation.

**Drop Fee:** The institute may charge a drop fee of \$150 if a student drops after 7 days of enrollment.

Late Payments: **Late payments for monthly pay students may be assessed a \$25 fee.**

| Program Name                                                 |          |
|--------------------------------------------------------------|----------|
| Cosmetology                                                  |          |
| 1. Total charges for current period of attendance.           | \$13,050 |
| 2. Estimated total charges for the entire education program. | \$13,050 |
| Manicurist                                                   |          |
| 1. Total charges for current period of attendance.           | \$6,500  |
| 2. Estimated total charges for the entire education program. | \$6,500  |
| Cosmetology Instructor                                       |          |
| 1. Total charges for current period of attendance.           | \$6,500  |
| 2. Estimated total charges for the entire education program. | \$6,500  |

### **Extra Instruction (Overtime) Charges**

Students are expected to complete their training (hours and operations) within the maximum time allowed in their Enrollment Agreement. Vibrissa School of Cosmetology Enrollment Agreement allows for all school holidays and 10 personal days based on the student contract for all students. If a student exceeds the time frame outlined in their enrollment agreement, an extra instructional charge will be added for the remaining hours and operations needed to complete their course. The current rate per hour is \$20.00 and must be paid 10 business days prior to the start of the students overtime hours. *All monies paid to the school for extra instructional charges (overages) prior to completion of the student's contract are refunded if the student terminates prior to completion of the program.*

### **Payment Methods**

Acceptable methods of payments are Cash, Cashier's Check, Money Order and Personal Check and Vibrissa School of Cosmetology Payment Plan. Vibrissa School of Cosmetology payment plan is offered to all students, at the time of enrollment.

### **Veteran's Education Fund and Title IV Funding**

Vibrissa School of Cosmetology does not secure funding, as of this time we do not offer the Veteran's Educational benefits or Title IV date.

### **Loan Repayment and Financial Aid Disclosures**

If a student obtains a loan to pay for an education program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received Federal Student Financial Aid Funds, the student is entitled to a refund of the money not paid from Federal Student Financial Aid Program Funds.

**If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:**

1. The Federal or State Government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other Federal Student Financial Aid at another institution or another government assistance until the loan is repaid.

### **Institutional Refund Policy**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- 1 An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, except a non-refundable application fee of \$200.
- 2 A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement and prior to starting classes. In this case all monies collected by the school shall be refunded except a non-refundable registration fee of \$200.
- 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school except a non-refundable registration fee of \$200 and any monies paid for books, starter kit and uniform.
- 4 A student notifies the institution of his/her withdrawal in writing.
- 5 A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- 6 A student is expelled by the school. (Unofficial withdrawals will be determined by the

institution by monitoring attendance at least every 30 days.)

- 7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- 8 For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

| PERCENT OF SCHEDULED TIME<br>ENROLLED TO TOTAL COURSE/PROGRAM | TOTAL TUITION SCHOOL<br>SHALL RECEIVE/RETAIN |
|---------------------------------------------------------------|----------------------------------------------|
| 0.01% to 04.9%                                                | 35%                                          |
| 5% to 09.9%                                                   | 45%                                          |
| 10% to 14.9%                                                  | 55%                                          |
| 15% to 24.9%                                                  | 75%                                          |
| 25% and over                                                  | 100%                                         |

- All refunds will be calculated based on the student's written withdrawal date. Any monies due a student who withdraws shall be refunded within 60 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- If the course is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school will either provide:
  - a full refund of all monies paid OR
  - completion of the course/program.
- If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:
  - a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR
  - provide completion of the course OR
  - participate in a Teach-Out Agreement OR
  - provide a full refund of all monies paid
- If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:
  - a pro rata refund of tuition to the student OR
  - participate in a Teach Out Agreement.
- Students who withdraw or terminate prior to course completion are charged a termination fee of \$175.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

| Percent of Scheduled Time | Tuition Earned by School                         |
|---------------------------|--------------------------------------------------|
| 0-60%                     | Pro-rata calculation based upon scheduled hours. |
| 60.01% and over           | 100%                                             |

**\*The School is not currently eligible to participate in federal Title IV Financial Aid Programs**

### **Withdrawal/Institutional Refund Policy and Procedures**

- Withdrawals must be reported within five days to initiate refund procedures.
- Withdrawal requests must be in writing using the form available in the student form center, located at Vibrissa School of Cosmetology.
- The cancellation or withdrawal is effective on the date written notification is received by the school administration office at 216 W. Main Street, Owosso MI 48867 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

### **Student's Right to Cancel**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through the third business day after enrollment and prior to class starting, the institution shall refund 100%, less application fee of \$200.

Schedule changes other than between 400 and 500 hours incur a \$75 fee per occurrence and must be submitted by cash or check to school administration.

1. Schedule changes are processed on Mondays unless the campus is closed.
2. Once students reach or exceed 890 total hours, they may only switch to a 21-hour schedule or remain on a 35-hour schedule. Switching from part-time to full-time after 890 hours is not allowed.
3. No schedule changes are permitted after the contracted 1500 scheduled hours unless deemed necessary by school administration. Contracted graduation dates will not be adjusted for schedule changes made after the contracted 1500 hours.
4. \*Notice to Student - If a student completes the program earlier than the estimated time frame stated in the original contract, the student's financial aid package (if applicable) may be recalculated and this may result in liabilities owed by the student and/or the institution\*

### **Cosmetology Instructor Training:**

- Scheduled individually, requiring 21 or 35 hours per week
- Enrollment by Invitation Only.

### **Attendance Guidelines**

**Initial Attendance:** Students must maintain a minimum of 90% attendance during the first 60 days of starting, re-enrolling, or transferring into the program. No leave of absence is allowed in the first 30 days.

**Termination:** Students not maintaining 90% attendance by their 60th day will be terminated from the program. Extensions to the 60-day attendance policy may be granted for extenuating circumstances.

**Scheduled Hours:** Students are expected to attend all hours listed in their enrollment agreement, be punctual, and remain in the classroom unless performing assigned clinic work or on an assigned break.

- **A 5 minute grace period will be given when punching in late/out early.**
- **60 minutes will be deducted for each occurrence including breaks**
- **More than 15 minutes late will not be allowed to enter class unless prior approval was received**

**Timekeeping:** Time is counted to the minute.

- Students must punch in on the computer; failure to do so results in being marked absent.
- Leaving early without punching out or failure to punch out will result in lost time.
- Accepted documentation for missed punches includes certified time from a student service in the Point-of-Sale System, MiLady software clock-ins/outs confirmed by an instructor, or instructor word confirming your hours.
- All missed punches must be corrected within 48 business hours.

**Attendance Limits:** Michigan Cosmetology Students: Maximum of 7 hours per day and 40 hours per week.

**Notification of Absence:** All students must complete a Time Off request form at least 7 calendar days before a non-emergency absence. Advance notice is required so that scheduling for salon floor appointments and staff can be done effectively. Students must call the school, for unforeseen absences, at minimum one hour before class begins.

- Failure to notify the school about an absence will result in disciplinary action which may include a 2 day suspension unless the student is in a serious accident or there is a serious emergency situation.
- Messages may be left on the Administration phone Ext. 2. No other form of communication will be acceptable.  
No messages are to be sent through other people, texted messaged or put in any chat messaging.
- Failure to attend for 14 consecutive days will result in termination from the program.

**Allowed Absences:** Cosmetology students are allowed 10% of campus absent time without being charged the hourly overtime rate.

- Cosmetology Instructor students coordinate time off with the Administration office.
- Adjustments may be made for extreme circumstances by the Administration office.

**Important:** If a leave of absence is taken, students must empty their lockers and remove personal belongings. The school assumes no responsibility for belongings left behind.

**Snow Days:** Automatically excused when announced on local radio stations/news channels or via the MiLady Portal. Do not call instructors at home.

**Roll Call/Time Clock:** Time missed will not be counted. It is the student's responsibility to manage their time wisely and notify someone when they will be late or absent.

**Time Clock Adjustments:** Must be made within 30 days of the posted time.

Attendance reports are sent to the state, and student progress reports are run monthly. Students have access to academic records through their MiLady portal. Access to hours accumulated by viewing the binder located in the student center at the school. Attendance records may be viewed by speaking to the administration office. The school may override this policy for special circumstances.

## **Scheduled Lunch and Break Room**

**Lunch Break:** Students receive a mandatory 30-minute lunch period after 4 hours, which can be taken earlier. Students must clock out to leave campus; failure to do so results in adjusted time and disciplinary action.

**Break Room:** The refrigerator is for everyone's use. Label your lunch bag, and no open drinks or large containers of liquid are allowed. Items left for more than a week will be disposed of.

### **Credit for Hours**

**Clock Hours:** Students receive appropriate credit for all clock hours attended.

Attendance: No hours are given if a student leaves the classroom or clinic floor without permission, is not performing classroom or clinic work, or is not punched in on the time clock.

- **If a staff member can not verify a student's location, the student will be clocked out until they can be located and/or a staff member can verify.**
- **A student not working on assigned classroom or clinic work will be clocked out and not receive hours during that time by a staff member.**

### **Make Up Hours**

**Optional Make Up Days:** May be offered at the discretion of the Campus Director to allow students to make up absences.

- Make up days may be offered during non scheduled class times such as Saturday's/Sundays, or other times when the school is closed.
- Offering regular make-up days is not a requirement, therefore it varies by campus, staff availability, requires a minimum student count of 5, and can be canceled if requirements are not met.

**Attendance Requirement:** Cosmetology students, including high school students, cannot exceed 100% attendance.

- Students below 90% attendance may be allowed to make up hours on a structured schedule developed by the Administration office on an individual basis, until satisfactory attendance is reached. In order for students to be offered this opportunity, they must be on a part time schedule. In order for students to be allowed to continue with this opportunity, students must adhere to the agreed upon plan.
- Cosmetology Instructor students can exceed 100% attendance.

**Opportunity:** Make up hours allow students to increase attendance percentage and reduce potential overtime charges.

### **Absences**

- Students are responsible for any material that is missed during their absence.
- No extra class time will be given to make up the information from the time period the student was not in class.
- Theory material needs to be done in CIMA outside of class, however, no distance learning hours can be given for that work.
- The number of days absent, will be the number of days the student has to make up.
- All missed exams are required to be made up outside of normal class time and need to be arranged with the instructor.
- Missed exams not made up within 5 days will require the student to retake the chapter when it is next offered.

- All failed exams will need to be retaken within 5 school days of the original exam.
- All exams will only be given twice.
- Students who fail the exam after the second attempt will need to wait and retake the chapter next time it is offered.

### **Leave of Absence Policy (LOA)**

Occasionally students may experience extended personal, medical or other problems that make it difficult to attend class. Vibrissa School of Cosmetology will review requests for a Leave of Absence (LOA) for all students. A LOA is granted or denied at the sole discretion of the school administrator or staff designated in the administrator's absence. A Leave of Absence (LOA) request will be granted no less than 14 calendar days and cannot exceed 180 calendar days, together with any additional LOA's previously granted, **in any given 12 month period**. A written signed request for LOA can be submitted in person to the school's administrator.

A Leave of Absence will be granted for family medical reasons, jury summons, death in the family, military service or other reasons approved by the school's administration.

All students must follow Vibrissa School of Cosmetology's policy in requesting a LOA and the request for a leave of absence must be accompanied by a written signed statement as to the reason for the request.

All requests must be made in advance unless unforeseen circumstances prevent the student from doing so. Vibrissa School of Cosmetology may approve a LOA to a student who did not provide a request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. In this event, the beginning date of the approved LOA would be the first date the student was unable to attend school of the accident, illness or other approved circumstance.

A student granted a LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at the time of approval.

A LOA will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

There will be NO additional charges while the student is on an approved LOA.

- Student's contract period will be extended by the same number of calendar days taken in the LOA and these changes to the enrollment agreement will be initialed by all parties and/or on an addendum to the enrollment agreement which must be signed by all parties, **or initialed by all parties if made to the original enrollment agreement**.
- The student will be withdrawn if he/she takes an unapproved LOA or if the student does not return by the expiration of an approved LOA. The student's withdrawn date for the purpose of calculating the refund will be the student's last date of attendance.
- Students returning from a LOA will return to the academic progress accomplished before the start of the leave.

### **Satisfactory Academic Progress Policy**

Vibrissa School of Cosmetology's Satisfactory Academic Progress Policy (**SAP**) is consistently applied to **all** students enrolled at the school in a NACCAS approved program, regardless of their class schedule. It is printed in the catalog to ensure that **all** students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Vibrissa School of Cosmetology's Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are elevated on a cumulative basis, as explained in the policy.

### **Satisfactory Attendance Progress**

For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 80%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame of one and one half ( 1 ½) times the length of the course.

### **Satisfactory Academic Progress**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a *cumulative* academic grade average of 80% to maintain satisfactory academic progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published Policy for Scheduling and Grading Make Up Work, Incomplete's and Repetitions. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, if *applicable*. The grading scale is listed below.

|   |                     |               |
|---|---------------------|---------------|
| A | Excellent           | 90%-100%      |
| B | Very Good           | 85%-89%       |
| C | Satisfactory        | 80%-84%       |
| F | Fail/Unsatisfactory | 83% and below |

### **Maximum Time Frame**

Students are required to complete the program and/or course within 150% of the published program length. The maximum time frame permitted for transfer students who need less than

the full course length will be determined based on the number of scheduled contracted hours. Students who exceed the maximum time frame are permitted to remain in the program on a cash-pay basis.

| <b>Program</b>                                                                 | <b>Maximum Weeks<br/>150%</b> | <b>Maximum Scheduled Hours</b> |
|--------------------------------------------------------------------------------|-------------------------------|--------------------------------|
| Cosmetology<br><br>1500 Hours<br>38.5 - 40 hours a week<br>37 weeks total      | 55.5                          | 1500 Hours                     |
| Cosmetology<br><br>1500 Hours<br>23.75 - 27.25 hours a week<br>74 weeks total  | 111.0                         | 1500 Hours                     |
| Manicurist<br><br>600 Hours<br>21.5 hours a week<br>28 weeks total             | 42.0                          | 600 Hours                      |
| Cosmetology Instructor<br><br>600 Hours<br>21.5 hours a week<br>28 weeks total | 42.0                          | 600 Hours                      |

### **Determination of Progress**

Students who meet the minimum requirements for attendance and academics shall be considered making Satisfactory Academic Progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, if applicable, unless the student is on warning. Students will receive a copy of their Satisfactory Academic Progress report at the time of each evaluation. All progress reports will be maintained in the student's records and are available for review upon student request.

### **Warning (SAP)**

Students who do not meet Satisfactory Academic Progress requirements at an Evaluation Point will be placed in the status of Warning. Students on Financial Aid Warning may continue to receive Title IV funding, if applicable, until the next scheduled evaluation. Students must meet

the minimum requirements for attendance and academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

### **Probation for Satisfactory Academic Progress**

Vibrissa School of Cosmetology does not have a status of SAP probation or appeal.

### **Reestablishment of Satisfactory Academic Progress**

Students may re-establish Satisfactory Academic Progress and Title IV aid as applicable, by meeting minimum attendance and academic requirements by the end of the warning period.

### **Leaves of Absence and Re-Enrollment**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.

### **Re-Establishment of Progress**

Students not meeting Satisfactory Academic Progress standards will be notified in writing of the actions required to attain the minimum requirements for attendance and academics by the next scheduled evaluation. Students not meeting Satisfactory Academic Progress stands will need to meet cumulative attendance of 80% and an academic cumulative grade 80% by the next evaluation period to re-establish academic progress.

### **Evaluation Results (SAP Reports)**

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period. Students will be notified of the results of their evaluation(s) either by mail (electronically) or in person (paper). Any student not meeting Satisfactory Academic Progress will be notified in writing and required to sign their report.

### **Evaluation Periods**

Student evaluations are conducted at set intervals based on **cumulative attended hours**. Our schedule ensures that every student receives a performance review no later than the **course midpoint**. Applicable evaluation points for each program are detailed in the following chart.

| <b>Program</b> | <b>Course Lengths</b> | <b>Evaluation Points</b>                                        |
|----------------|-----------------------|-----------------------------------------------------------------|
| Cosmetology    | 1500 Clock Hours      | 350 attended hours<br>770 attended hours<br>1260 attended hours |
| Manicurist     | 600 Clock Hours       | 200 attended hours<br>400 attended hours                        |

|                        |                 |                                          |
|------------------------|-----------------|------------------------------------------|
| Cosmetology Instructor | 600 Clock Hours | 200 attended hours<br>400 attended hours |
|------------------------|-----------------|------------------------------------------|

### **Incompletes, Withdrawals, or Repetitions**

This institution does not offer **incomplete grades, course repetitions, or noncredit/remedial courses**. Because these options aren't available, they do not impact our **Satisfactory Academic Progress (SAP)** standards.

### **Access to Satisfactory Academic Progress Reports**

A hard copy of each Satisfactory Academic Progress evaluation is maintained in the student's file.

### **Transfer Students and SAP**

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted. *SAP evaluation periods are based on actual contracted hours at the institution for transfer students.*

### **SAP and Veteran's Education Funding/Title IV Funding**

Vibrissa School of Cosmetology does not currently offer Veteran's Educational benefits or Title IV funding, as of this date.

### **Policy for Scheduling and Grading Make Up Work**

A student's grade point average is determined by a combined average of all practical and written examinations. It is the student's responsibility to make up any missed work due to absence or low score for other reasons. The student shall contact the Administrator in order to make arrangements to complete the assignments missed or retake exams. Students may retake low score exams up to 4 times and the highest score achieved will be the one that is awarded.

### **Make Up Hours**

If a student wishes to make up hours in a class they are not scheduled or contracted for, they must contact the school Administrator in advance for approval. Students should not rely on this as a means of make up hours as it is often not granted due to staffing and other considerations.

### **Graduation Requirement**

- **Clock Hours:** Fulfill all mandatory prerequisite hours specified by the program curriculum.
- **Financial Obligations:** Remit all tuition and fees in full, or secure an approved payment agreement.
- **Academic Assignments:** Successfully complete all designated MiLady course assessments
- **Examination:** Attain a minimum score of 80% on both the final practical and written examinations.

- **Certification:** Earn an official Certificate of Completion upon the fulfillment of all program requirements.

### **Requirements for Eligibility for Licensure**

To obtain a license from the **Michigan Board of Cosmetology**, applicants must complete a board-approved course of study and pass the required state examinations.

[State of Michigan \(.gov\)](#)

### **Application Process & Fees**

The licensure process involves two separate applications and non-refundable fees:

- **State Application:** Apply online through the Michigan Professional Licensing User System (MiPLUS).
  - **Fee:** \$63 (Initial license fee).
  - [Michigan Legislature \(.gov\)](#)
- **Examination Registration:** Schedule your exams through PSI Test Takers after your state application is approved.
  - **Fee:** \$161 – \$167 (Covers both the theory and practical portions).
  - [PSI's Test Center Admin Portal](#)

### **Eligibility Requirements**

To be eligible for a license, you must meet the following criteria:

[Michigan Legislature \(.gov\)](#)

- **Age:** Be at least 17 years old.
- **Education:** Have completed the 9th grade or its equivalent.
- **Character:** Have committed no acts or crimes that are grounds for denial of licensure (must be of "Good Moral Character").
- **Training:** Complete the required clock hours at a board-approved school and provide proof of training:
  - **Cosmetology Program:** 1,500 hours.
  - **Manicurist Program:** 600 hours
  - [Michigan Legislature \(.gov\)](#)

### **Dress Code/Uniform Policy**

*Failure to follow these guidelines will result in a loss of training hours. Students may be asked to change or leave for the day.*

#### **1. Uniform & Identification**

- **Smocks & Name Tags:** Must be worn at all times. These items **MUST** leave the school premises. **Fee for lost name tag: \$5.00.**
- **Laundry:** Smocks are laundered every Friday.
- **Color:** All attire **MUST BE BLACK.**

#### **2. Tops & Outerwear**

- **Under the Smock:** Wear a solid black shirt (long or short sleeves). Sweatshirts are acceptable (without a hood)

- **Prohibited:** No hoodies, pictures, writing, rips, or holes of any kind.

### 3. Pants & Skirts

- **Pants: BLACK ONLY**, must be ankle-length (not dragging). No sweatpants, pajama pants, shorts, or tight/skinny jeans of **ANY KIND**.
- **Skirts:** Must be at least knee-length. No extreme slits or tight fitting skirts, **BLACK ONLY**
- **Saturday Exception:** Regular jeans may be worn on Saturdays only.
- **Summer Exception:** Men may wear knee-length shorts during the summer.

### 4. Footwear

- **Styles:** Professional, clean sneakers with shoe laces..
- **Colors: MUST** be black..
- **Prohibited:** No boots, slippers, sandals, open-toed shoes, or flats.

### 5. Appearance & Grooming

- **Jewelry:** Keep to a minimum. Must be removed when performing services.
- **Body Art:** Tattoos and piercings (including gauges) are allowed. Offensive tattoos must be covered at the instructor's discretion.
- **Headwear:** No hats, scarves, or head coverings except for religious purposes.
- **Hygiene:** Follow all state-regulated hygiene habits. Use deodorant and clean clothes daily. Fragrances should be used in moderation.
  - Students must not smell of marijuana, vaping products or alcohol while on school premises or returning from lunch breaks. Because this is a high-contact service industry, maintaining a professional scent is considered a core part of the required **state-regulated hygiene habits**.
- **Professionalism:** No gum or candy on the clinic floor (mints are recommended). Undergarments must be worn; midriff and cleavage must be covered.

### **Conduct/Warning/Probation Policy**

Students are required to conduct themselves in a mature and professional manner, giving the proper respect and courtesy to their classmates, clients and the staff of the school. Vibrissa School of Cosmetology has a **progressive Conduct Policy**, beginning with a verbal warning, followed by a written warning, probation then suspension after which a student may be terminated for not correcting violations. Exception: Failure to notify the school about an absence will result in disciplinary action which may include a 2 day suspension unless the student is in a serious accident or there is a serious emergency situation.

#### **Below may be deemed violations of the conduct/warning/probation policy:**

- Failure to follow the directions of school staff.
- Failure to participate in all classes, lectures, workshops and other learning activities assigned by their instructor.
- Refusing to provide services to clients.
- Teasing and name calling.
- Leaving campus early without notifying staff.
- Students are required to have their kit and textbooks, laptop/tablet etc., and materials for all classes.
- Tools, products and equipment owned by the school must be returned to your instructor by the end of the day.
- Chewing gum is prohibited.

- Smoking/vaping is prohibited on the property of Vibrissa School of Cosmetology.
- Cell phone/text messaging usage is prohibited. Except on breaks/lunch cell phones must be put away. For emergency purposes, if a person needs to reach you they call the school at 989-720-4964

### **Dismissal Policies and Termination Policies**

The following acts may result in **immediate termination** from Vibrissa School of Cosmetology:

- If a student does not attend for 14 consecutive calendar days.
- Intoxication.
- Cheating on clock hours.
- Cheating on any assignments.
- Any inappropriate language or behavior towards instructors or another student.
- Stealing school supplies or equipment.
- Use, possession, sale, or distribution of drugs or alcohol on school property.
  - Attending class, including being on the clinic floor, under the influence of marijuana, alcohol, or any controlled substance is strictly prohibited.
  - Students must not smell of marijuana, vaping products or alcohol while on school premises or when returning from lunch breaks. Because this is a high-contact service industry, maintaining a professional scent is considered a core part of the required **state-regulated hygiene habits**.
- Interference with any instructor or administration in connection with carrying out their duties.
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects is prohibited.
- Activities that involve holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact.
- Incomplete graduates are terminated if they do not attend for 60 consecutive days from the last date attended.
- Students who terminate enrollment prior to completion are charged a \$150 Withdraw fee. This includes students who are terminated by the college.

### **Grievance Policy and Complaints**

Most problems or complaints that students may have with the school, or its administrators, can be resolved through a personal meeting with the instructors and/or administrators. If however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to Vibrissa School of Cosmetology via the Administration Office or via email at [vibrissaschoolofcosmetology@gmail.com](mailto:vibrissaschoolofcosmetology@gmail.com).

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within 10 business days.

You can initiate a complaint through the **Bureau of Professional Licensing (BPL)** using one of the following methods:

- **Online:** Complete a [Statement of Complaint Form](#) or use the [MiPLUS online portal](#) to submit your allegations electronically.
- **Phone:** For questions regarding the complaint process or to request a form, call the Bureau of Professional Licensing at **(517) 241-0199** or the general LARA line at **(517) 335-9700**.
- **Email:** You may also submit completed complaint forms and supporting documentation to **BPL-Complaints@michigan.gov**.
- [State of Michigan \(.gov\)](#)

Vibrissa School of Cosmetology does not require a student to exercise or exhaust his or her rights under the school's grievance procedure before filing a complaint with NACCAS or another regulatory body if such requirements violate applicable laws or regulations.

### **Student Services and Counseling**

This institution does provide student counseling designed to help students achieve their fullest personal development and make the best use of all of Vibrissa School of Cosmetology's education resources. We offer guidance and advice beginning with your first admissions interview. The faculty and Administrative staff will continue to be available for guidance throughout your enrollment at Vibrissa School of Cosmetology. Various situations outside of school, such as transportation, your job, or childcare may arise that could jeopardize your ability to complete your studies. Faculty and staff want to know about these situations so they can help you stay on track toward your goals. To ensure dedicated time with our team, students are encouraged to **schedule an appointment** through the administration office.

### **Career Development and Job Placement Resources**

Vibrissa School of Cosmetology assists students/graduates in their career development, such as in school workshops on resume writing, interviewing skills, customer service skills, as well as building a client base, retention and job postings. Vibrissa School of Cosmetology **cannot guarantee employment**.

Employment Classification Codes for Cosmetology:

CIP Code: Cosmetologist 12.0401

SOC Code 39-5012.00

### **Student Library**

Our resource bookcase is referred to as our library and is comprised of learning resources that consist of Milady's Cosmetology Textbooks, Hair Color and Technique books, State Board mock or practice exams, books on Haircutting, Manicuring, Facials, Make up techniques, Hairstyles, etc. The library consists of current written and visual reference material to support the educational programs offered. It also includes: Videos, DVD's or CD's, periodicals and fashion magazines that contain lessons and demonstrations for student and staff viewing that concern the Cosmetology, Cosmetology Instructor and Manicurist Programs. Students and staff will

have access to all library materials during school hours. Students and staff who wish to check out material overnight must get permission from Administration. All materials must be returned within 3 school days. Students will be charged to replace any lost/broken material borrowed.

### **Student Housing**

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance, nor does it have any responsibility to assist students in finding housing.

### **Bankruptcy History**

Vibrissa School of Cosmetology does not have a pending petition with bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

### **Access to Student Records and Privacy Policy**

Students (parent or guardian, if the student is a dependent minor) are guaranteed the right to access and review their educational file. Students must submit a written request to review their file to the school's Administrator. The student will be granted supervised access to their records within 10 business days of the request. Students have the right to request that a school correct records, which they believe to be inaccurate or misleading. Any third-party request for information will require written authorization from the student.

Vibrissa School of Cosmetology provides access to student records without written consent to its accrediting agency National Accrediting Commission of Career Arts and Sciences (NACCAS), the United States Department of Education, LARA Bureau of Professional Licensing, the Department of Veterans Education or any other regulatory agency. The institution maintains a record of all release forms and requests for information. Vibrissa School of Cosmetology protects the privacy of student education records in compliance with the Family Educational Rights and Privacy Act (FERPA).

### **Records Retention and Academic Transcripts**

Records must remain onsite for 6 years, and transcripts are kept permanently in compliance with Michigan CEC 94900 and National Accrediting Commission of Career Arts and Sciences (NACCAS). Students who need a Proof of Training or a transcript of their training may contact the school office and request the form desired. The first copy of the official transcript is provided at no charge for program graduates. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will, or may only be, released to the student upon receipt of a written request bearing the student's live signature.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Vibrissa School of Cosmetology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you

earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. You may be required to repeat some or all of your course work at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Vibrissa School of Cosmetology to determine if your certificate will transfer.

### **Ownership**

Vibrissa School of Cosmetology, LLC is the owner of Vibrissa School of Cosmetology, a corporation in good standing in the state of Michigan.

### **Student Support and Financial Assistance**

If you need help navigating your educational or financial future, Michigan offers several resources for student support:

- General Student Assistance: MI Student Aid provides guidance on financial resources, scholarships, and grants to help students achieve their educational goals.
  - Customer Care Center: Call (888) 447-2687 or email [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov).
- School Issues or Closures: For assistance regarding a school's licensing status, or if a school closes unexpectedly, you should contact the Michigan Department of Licensing and Regulatory Affairs (LARA).
- Filing a Complaint: Students or the public may file a formal complaint against a licensed institution through the [Bureau of Professional Licensing \(BPL\) Complaint Process](#).
  - BPL Phone: (517) 241-0199.
  - **State of Michigan (.gov)**

### **Instructors and Administration**

#### **Tabetha Spencer**

Owner and Administrator

#### **James Byce**

Maine Street Academy Cosmetology Program 2009  
Cosmetology License Issued 2010  
Cosmetologist at Cutting Edge 2010 to 2011  
Mott Community College Cosmetology Instructors Program 2016 to 2017  
Cosmetologist at Image salon 2013 to 2017  
Cosmetology Instructor License Issued 2017  
Vibrissa School of Cosmetology, Owner  
Cosmetology Licensed Instructor 2017 to present

#### **Jennifer Lanczynski**

Maine Street Academy Cosmetology program 1997

Cosmetology instructor Program at Maine Street Academy 2013 to 2016  
Cosmetology Instructor License Issued 2016  
Licensed Instructor 2016 to present  
Cosmetologist at Salon Eclipse 2016 to 2023  
Cosmetologist at Luxe Studio Salon 2023 to present  
Vibrissa School of Cosmetology Instructor 2024 to present

### **Jodi Middleton**

MJ Murphy Beauty College August 1991 to December 1992  
Cosmetology License Issued February 1993  
Cosmetologist at C.J.'s Hairstyling 1993 to 2002  
Cosmetologist at Middleton Country Hairstyling 2013 to present  
Vibrissa School of Cosmetology Instructor Program November 2024 to December 2025  
Cosmetology Licensed Instructor 10.30.2025  
Vibrissa School of Cosmetology Instructor 2025 to present

### **Sharema Robinson**

Tennessee School of Cosmetology Program 2009-2010  
Mott Community College Manicurist Program 2015  
Manicurist License Issued 9/5/15  
Mott Community College Manicurist Instructor Program 2023 to 2024  
Manicurist Instructor License Issued April 2024  
Vibrissa School of Cosmetology Manicurist Instructor December 2024 to present

## **Vibrissa School of Cosmetology**

### **School Catalog and Pre-Enrollment Disclosures Acknowledgement**

By signing this document Student acknowledges that they have received a copy of the Vibrissa School of Cosmetology School Catalog and the following in electronic or print format *prior* to enrollment:

#### **You will find the following in the Vibrissa School of Cosmetology School Catalog**

- ☐ State Licensing Requirements
- ☐ Satisfactory Academic Process Policy
- ☐ Industry Prerequisites: I understand the industry prerequisites for employment (included in catalog) for the profession including, but not limited to physically demanding postures, professional public demeanor and continuing education.
- ☐ Cosmetology, Cosmetology Instructor, Manicure Course Outline

#### **On the Vibrissa School of Cosmetology Web Page and/or Electronically**

**Website: [vibrissaschoolofcosmetology.com](http://vibrissaschoolofcosmetology.com)**

- ☐ Program Outcomes and Performance data for the State of Michigan are on the web page at [vibrissaschoolofcosmetology.com](http://vibrissaschoolofcosmetology.com)
- ☐ Program Outcome and Performance data for NACCAS are on the web page at [vibrissaschoolofcosmetology.com](http://vibrissaschoolofcosmetology.com)

**Pre-Employment Disclosure in order to work in the Cosmetology, Cosmetology Instructor and Manicurist field prospective students understand:**

- ☐ You must be licensed in order to practice or give services to the general public in your field of interest.
- ☐ You understand this program and profession may require **extensive physical demands** including a great deal of standing (for Cosmetology and Cosmetology Instructor) and sitting (for Manicure Technician) while working with clients, including shoulder, arm and hand muscle movements. Perspective **students understand they need to meet the requirements set forth by employers, once employed in addition to possessing** a professional public demeanor and continuing education required by licensure.

**Michigan State Board of Cosmetology Act and Regulations Booklet (Electronically)**

<https://www.legislature.mi.gov/documents/mcl/pdf/mcl-299-1980-12.pdf>

- ☐ You have received an electronic copy of the Michigan Act and Regulations Booklet stated above.

**Student Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name (Sign):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent or Guardian Signature (if applicable):** \_\_\_\_\_ **Date:** \_\_\_\_\_