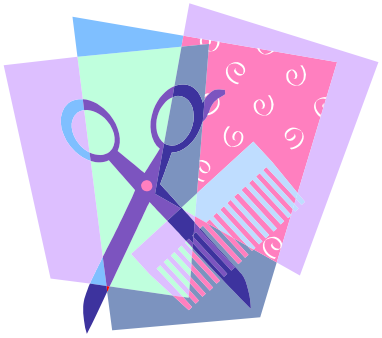
BAYSHIRE

BEAUTY ACADEMY

917 Saginaw Street, Bay City, MI 48708



October, 2026

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BAYSHIRE BEAUTY ACADEMY

(CORPORATE HEADQUARTERS)
917 Saginaw Street
Bay City, Michigan 48708-5614

APPOINTMENT DESK (Line 1) (989) 894-4923 (Cosmetology clinic appointments)
APPOINTMENT DESK (Line 2) (989) 894-2431 (Massage Therapy clinic appointments)
TO REACH STAFF (Line 1) (989) 894-4923

ADMISSIONS AND FINANCIAL AID OFFICE
1-800-732-4247 OR (989) 894-0392 Bayshirebeautyacademy@gmail.com

FAX NUMBER – Available 24 hours (989) 894-6033

BAYSHIRE BEAUTY ACADEMY IS OWNED BY:
BAYSHIRE ACADEMY OF BEAUTY CRAFT, INC.
JAMES F. GOODROW, CHIEF EXECUTIVE OFFICER

BAYSHIRE BEAUTY ACADEMY IS LICENSED AS A COSMETOLOGY SCHOOL BY:
Michigan Department of Licensing & Regulatory Affairs
Bureau of Commercial Services
Licensing Division
BOARD OF COSMETOLOGY
PO Box 30244
Lansing, Michigan 48909
517.241.0199

Due to separate licensing requirements by the State of Michigan for Cosmetology and Massage Therapy programs, the MASSAGE THERAPY PROGRAM IS APPROVED under the name of Bayshire Beauty Academy IS a PROPRIETARY SCHOOL BY:
Michigan Department of Licensing & Regulatory Affairs
Bureau of Commercial Services
Licensing Division
PROPRIETARY SCHOOL SECTION
P.O. Box 30714
Lansing, Michigan 48909
(517) 241-0199

BAYSHIRE BEAUTY ACADEMY IS ACCREDITED BY:
National Accrediting Commission of Career Arts & Sciences (NACCAS)
3015 Colvin St
Alexandria, Virginia 22314
(703) 600-7600
*Disclaimer: On October 26, 2026 Bayshire Beauty Academy received a show cause on our Submission of Audited Financial Statements.

Website: bayshirebeautyacademy.edu

INTRODUCTION

Bayshire Beauty Academy has been training students in the field of Cosmetology in downtown Bay City since 1936. The school has earned a reputation for excellence and quality of education. This is evidenced by its graduates who have achieved success in the many different aspects of the Cosmetology profession. Bayshire Beauty Academy added the Massage Therapy course in June, 2003. The additional professional training is hoped to broaden the opportunities for Cosmetology graduates who are committed to the industry and all its related fields.

MISSION STATEMENTS

Bayshire Beauty Academy will prepare graduates for careers in cosmetology arts and sciences, and /or related fields and/or unrelated fields. Bayshire, in addition, will prepare massage therapy graduates for careers in the massage field, and prepare the students to take the Massage & Bodywork Licensing Examination (MBLEX).

SCHOOL OBJECTIVES

It is the objective of Bayshire Beauty Academy to provide training in Cosmetology and related fields; and to prepare the student with the skills to successfully graduate; complete the Michigan State Board of Cosmetology related License Examination or the National Certification Examination for Therapeutic Massage; and to secure an entry level job in the Cosmetology industry. In order to achieve this objective the school does the following:

1. Maintains a highly skilled and qualified teaching staff.
2. Provides the student with comprehensive curriculum in the basics of Cosmetology and related subjects; with emphasis on the latest techniques used in the profession.
3. Teaches the value of professionalism in Cosmetology and Massage Therapy, including high standards of workmanship and personal conduct.
4. Conducts its' business in an ethical and educational atmosphere that is a credit to the Cosmetology and Beauty Industry.

FACILITIES DESCRIPTION

Bayshire Beauty Academy's main building has more than 10,930 square feet of space, generally divided into a main clinic area, two junior student classrooms, a reception/waiting area, school offices, restrooms, locker rooms, supply storage room, and student lounge.

The Massage Therapy classrooms connect to the main building through a joint study hall room; and consists of approximately 3,000 square feet of space; generally divided into a Theory classroom, Practical room or Clinic lab, a smaller private massage practice area, admissions office, shared study hall/lounge, and restroom facilities.

The facilities comply with requirements of the local building and safety departments, fire departments, Department of Health, and the Michigan State Board of Cosmetology, which inspects the school regularly, and the Proprietary School Unit of the Michigan Department of Career Development.

ADMISSION REQUIREMENTS

COSMETOLOGY, MANICURING, and MASSAGE THERAPY COURSES:

Proof of High School Diploma or GED Certificate. Foreign High School diplomas must be translated to English by an outside verifiable qualified agency and must be equivalent to a U.S. High School Diploma. Exception: High School students attending through their district-participating contract.
Proof of minimum age requirement of 16 at the time classes start (Birth Certificate, Driver's License or State issued identification). We do not participate with ability to benefit.

COSMETOLOGY INSTRUCTOR TRAINING COURSE AND COSMETOLOGY BRUSH-UP:

Proof of High School Diploma or GED Certificate and current Michigan Cosmetologist License.
Proof of minimum age requirement of 16 at the time classes start (Birth Certificate or Driver's License).

Re-registration after withdrawal from the school:

In order to re-register after withdrawing from the school, a student is required to wait a minimum of (6) months and is not guaranteed enrollment. Enrollment is based upon prior academic/attendance behaviors

TRANSFER OF CREDIT POLICY

Cosmetology students may transfer IN credit for clock hours/grades/work completed from other schools located either inside Michigan or from another state. Bayshire Beauty Academy will accept only official documentation from the other school of work completed in order to award credit toward Michigan requirements for course completion. If a comparable form of course requirements are not available from the other school, Bayshire Beauty Academy may pro-rate work-credit according to the amount of clock hours completed. Bayshire Beauty Academy will not accept transfer IN of any credit for Manicuring or Massage Therapy students.

Students who transfer OUT of Bayshire Beauty Academy will have transfer data (as can be found in the student's file) released to the new school (not directly to the student) upon request from either the student or the new school once their drop balance has been paid off. Records missing from the student's file cannot be included in the Transfer Letter (for example: the student withdraws and their record of work projects completed is missing from the school premises).

Cosmetology students attending another school will not be considered for transfer to Bayshire Beauty Academy while still attending the other school – they will be required to present final "drop" documentation from the other school to be served in Admissions (other than to provide beginning estimates of possible costs and procedures required for the transfer). Bayshire Beauty Academy will not actively recruit students who are attending or admitted to other schools.

NON-DISCRIMINATION STATEMENT

This institution does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin when admitting students.

RIGHT TO PRIVACY

Information contained in a student's file is confidential. No information will be released to anyone by any method (telephone, written request, or in person) unless a written authorization from student or parents/guardians of dependent minors to release specific information is obtained prior to the release. An exception to the above is Government and Accrediting Agencies so authorized by law to obtain needed information.

STUDENT ACCESS TO FILES

Files are defined as records, materials, and documents which contain information directly related to a student and are maintained by the Academy. Student files are the physical property of the Academy. Adult students, parents and/or legal guardians of dependent minor students have a right to inspect and review information contained in the student's file. This inspection must be requested in writing, and will be provided at the Academy's convenience under the supervision of a staff member as specified in the policy. The person requesting access to records should do so by making an appointment to deliver their written request.

PLACEMENT ASSISTANCE

Placement Assistance involves a Bulletin-Board posting of notices from area shop owners/manager for current job openings. The "Job Board" provides an important link between current students, graduates, and prospective employers with specific needs, expertise and interest levels. Students can also visit bayshirebeautyacademy.edu and click on "jobs", which provides them a link to craigslist.org for current job openings.Placement is not guaranteed by the school.

OTHER SERVICES

Career counseling as well as academic and individual counseling is available.

SATISFACTORY ACADEMIC PROGRESS POLICY (updated 10/3/2019)

The Satisfactory Academic Progress Policy is consistently applied to all students (full-time and part-time) enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment and on the first day of class. 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. Bayshire Beauty Academy's Satisfactory Academic Progress Policy is available online at bayshirebeautyacademy.edu

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress based on Actual Hours completed as follows:

Cosmetology 450, 900, 1200 clocked (actual) hours *(25-60 weeks, 50-120 weeks , 67-160 weeks)
Massage Therapy 313 (actual) hours *(16-21 weeks)
Manicuring 600 Hour 300 (actual) hours *(18-45 weeks)
Cosmetology Instructor Training 300 (actual) hours *(45 weeks)
Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

*Weeks vary based on full or part time schedules

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the attendance schedule in order to be considered maintaining satisfactory attendance progress. 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 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 67% 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 allowed.

SATISFACTORY ACADEMIC PROGRESS POLICY (continued):

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Course	Max Time Frame	
	Weeks	**Scheduled Hours**
Cosmetology (Full-time) 1500 Hours	84	2250
Cosmetology (Part-time) 1500 Hours	200	2250
Massage Therapy (Full-time) 625 Hours	32	937
Massage Therapy (Part-time) 625 Hours	42	937
Manicuring 600 (Full-time) 600 Hours	36	900
Manicuring 600 (Part-time) 600 Hours	90	900
Cosmetology Instructor Training (Full-time) 600 Hours	90	900

All programs are based on 900 clock hours per academic year.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled hours.

Periods when a student does not receive Title IV aid must be counted toward maximum time frame. Students who have not completed within the Maximum Timeframe can continue as a cash pay basis only.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

93 - 100 EXCELLENT
85 - 92 VERY GOOD
75 - 84 SATISFACTORY
70 - 74 BELOW STANDARDS-UNSATISFACTORY
0 – 69 FAIL

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation upon appeal (see Appeal Procedure), if applicable, students may be deemed ineligible to receive Title IV funds.

SATISFACTORY ACADEMIC PROGRESS POLICY (continued):

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation.

If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT 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 probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Course incompletes, repetitions, and non-credit remedial courses have no effect upon the institution's satisfactory academic progress standards.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. If the student's appeal is denied, the student is no longer eligible to attend Bayshire Beauty Academy.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Standards of Academic Progress evaluation periods are based on actual contracted hours at the institution.

NOTICE OF EXPECTATIONS FOR NEW STUDENTS

If the school determines the student is not meeting the Standards of Academic Progress Policy and/or attendance requirements, including but not limited to absences, tardiness and leaving early, the school reserves the right to terminate the student's enrollment within the first 29 days of training by management's discretion.

Course incompletes, repetitions, and non-credit remedial courses have no effect upon Bayshire Beauty Academy's Satisfactory Academic Progress standards.

Students are initially given their evaluation results when signing the evaluation and can get access to their previous evaluations by requesting so to the director of financial aid.

Bayshire Beauty Academy does not offer non- credit remedial courses.

Re-registration after withdrwal from the school:

In order to re-register after withdrawing from the school, a student is required to wait a minimum of (6 months) and is not guaranteed enrollment. Enrollment is based upon prior academic/attendance behaviors.

COURSE LENGTH VARIATION

State mandated course length vs. Institution course length

ARTICULATION AGREEMENT

This is an Articulation Agreement for our graduates; for the sole purpose of showing how a Cosmetology License can provide for almost 1/3 of an Associate Degree.

*Degree is not offered at Bayshire Beauty Academy. Students must attend Delta College to obtain this degree.

See description below to discover how your training at Bayshire Beauty Academy will take you farther than you could have ever imagined.

Take advantage of the huge tuition savings when you get your Cosmetology license and have fewer credits to pay for towards your Associate Degree.

COSMETOLOGY MANAGEMENT – ASSOCIATE IN BUSINESS STUDIES DEGREE

With a current State of Michigan Cosmetology License, a student will receive twenty (20) elective credits at Delta College in the Cosmetology Management Program. Upon completion of the Associate Degree Program student will have skills to open their own salon or manage an existing salon. If a student is currently employed in the cosmetology industry, this program of study will also enhance job performance and earning ability. Having a cosmetology management degree will help to fill the void in business training for cosmetology professional who are required to perform with a minimal business background from cosmetology school. Upon completion of this associate degree students can transfer to numerous college and universities to obtain a baccalaureate degree.

Core Courses at Delta College			CREDITS
CIS	133	Intro to Computer Info Systems	4
GB	110	Business Math	3
GB	153	Intro to Business	3
GB	245	Principles of Management	3
GB	251	Business Law I	3
OSE	151	Business Communication I	3
OSE	152	Business Communication II	3
Total Core Course Credits			22
Cosmetology Management Courses			
GB	131	Small Business Management I	3
GB	145	Principles of Sales	3
GB	132	Small Business Management II or	3
GB	203	Business Ethics or	
CIS	120	Micro Computer in Business	
ACC	111	Introductory Accounting or	4
ACC	211	Principles of Accounting I*	
ECN	221	Principles of Economics I	4
POL	103	Intro to American Government	3
LW		Lifelong Wellness	1
LW		Lifelong Wellness	1
Total Credits			22

* Note: Students pursuing a bachelor degree should take ACC211 instead of ACC 111.

Total credits needed for degree is 64

COSMETOLOGY CURRICULUM

SUBJECT: SUPERVISED INSTRUCTION	THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS	MINIMUM PRACTICAL APPLICATIONS
Facials	50	75	125	25
Skin analysis and care				
Manipulation massage, electricity				
Skin Care				
Removal of hair by the use of wax,				
Tweezers, or depilatories				
Make-up and eyebrow arch				
Hairdressing	250	800	1050	425
Arranging, cutting, dressing,				
Curling, pressing, artificial hair,				
Finger waving, natural hair				
Cultivation				
Scalp and Hair Treatments				
Hair Coloring				
Temporary				
Semi-permanent				
Permanent				
Bleaching and Dimensional coloring				
Color mixing				
Chemical Hair Restructuring				
Permanent Waving				
Straightening and relaxing				
Sanitation/Patron Protection	100	100	200	475
Laws and Rules				
Personal Hygiene				
Salon Management				
Mechanical and electrical				
Equipment safety				
Applied Chemistry OSHA				
As related to skin, hair,				
Nails and scalp				
Applied Anatomy				
Physiology, and histology				
Of the human head, hands,				
Nails, skin and hair				
Manicuring/Pedicuring	50	75	125	25
Artificial Nails				
Total	450	1050	1500	950

COSMETOLOGY COURSE DESCRIPTION

The objective of the cosmetology course is to develop in the student the practical skills, theoretical knowledge and professional attitudes necessary for success in the cosmetology profession, and to qualify and equip a student to pass the State of Michigan Board of Cosmetology licensing examination.

Examples of occupations for which the licensed Cosmetology will be prepared to enter a Hairstylist, Skin Care Technician, Salon Owner or Manager, Hair Color Specialist, Make-Up Artist, or Platform Artist. The beauty industry offers advanced training in many of these areas to further the cosmetologist's expertise. Advanced schooling and licensing is required to become a Cosmetology Instructor.

COSMETOLOGY COURSE EQUIPMENT

Cosmetology Standard Foundation Textbook
Cosmetology Standard Textbook
Cosmetology Standard Foundations Workbook
Cosmetology Standard Workbook
MI Law & Rules Book (Photocopied)

*** CHI® Brand Item**

Large Duffel Bag on Wheels
Scissor Starter Set with Case
* Blowdryer (NANO)
* Flatiron (Lava Rock)
¾ inch Marcel Iron
All Star Wahl Clipper Set
Spray Bottle
Applicator Bottle
Shampoo Cape
Package of Plastic Roller Picks
Round Brush 2 1/2"
Rat Tail Combs (6)
Styling Combs (6)
Detangling Brush
Pintail Comb
Butterfly Hairclips
Detangling Comb
Nylon 7 Row Brush
Barber Comb
3 Row Tease Brush
Hard Rubber Comb
Vent Brush
Viper or Shark Shears
Feather Razor
Nicole Manikin
Suzie Kin Manikin
Cuticle Scissors
Finger Nail Clippers
Tweezers
Cuticle Pusher
Manicure Bowl
Acrylic Brush
Manicure Case
Toe Nail Clippers
Mannequin Hand

MANICURING COURSES DESCRIPTION

The objective of the manicurist course is to develop in the student the practical skills, theoretical knowledge, and professional knowledge necessary for success as a manicurist and to qualify and equip the student to successfully complete the State of Michigan State Board of Cosmetology licensing examination.

Examples of occupations for which the licensed Manicurist will be prepared to enter are: Nail Salon Owner, Supplies Salesperson, Manufacturer's Representative and Workshop Coordinator, Manicuring Teacher.

MANICURING 600 HOUR CURRICULUM

SUBJECT: SUPERVISED INSTRUCTION	THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS	PRACTICAL APPLICATIONS
Sanitation/Patron Protection/Salon Mgt/ Law and Rules/Mechanical and Electrical Equipment Safety/ HIV-AIDS Anatomy and Disorders of hand and arm Anatomy and Disorders of leg and foot Chemistry/OSHA	136	132	243	130
Manicuring/Pedicuring Techniques Artistic Principles (Special Effects) Advanced Artistic Principles Artificial Nails/Extensions/Repairs Including Maintenance & Removal	105	227	332	155
Totals	241	359	600	285

* Note: Within the "Unassigned Hours" category, 6 hours of the 50 available are assigned to the subject of Employment Preparation.

MANICURING COURSES EQUIPMENT

BOOKS & EQUIPMENT

2 Textbook Milady Stand Nail Technology
2 Milady Work Book
1 Michigan State Board of Cosmetology Law & Rules Booklet
1 Heavy Duty Tote Bag

Master Kit including:

NN Application & Technique Guide
State Board Oderless Acrylic Kit
NN Retention Acrylic Liquid
NN Brush Cleaner 4oz.
NN Buffy 3-way Buffer Files
NN Defense Sterilizer Tray
NN Defense Vanilla Anti-Spray 8oz
NN Dual Shape Nails Forms 300ct
NN Extra Strength Acid Primer .25oz
NN Lint Free Nail Wipes 240ct
NN One Step UV/LED Gel .5oz Clear
NN Professional Nail Tip 100ct Clear
NN Sandy Washable Files White 180/180
NN Sandy Washable Files Zebra 100/180
NN Advanced Formula Wrap Starter Kit
Universal Resin/Glue Extender Tips
Faux Kolinsky Brush #10
Nylon Gel Brush
AMN Spa Cuticle Therapy 4oz
NN Adv. Sculpting Powder 4oz
1ea: Clear, Pink, Whiter White
Americanails Gel Polish Base Coat .5oz
Americanails Gel Polish Top Coat .5oz
Americanails Silicone Tech Training Mat
America nails Stainless Steel Pedicure File
America nails Birchwood Sticks
America nails Fast foils 10ct
Proglo Plus Dual Cure Lamp
Unbreakable Manicure Bowl
Twist Lock Pump Bottle 8oz
Purple Spray Bottle
Lifelike Practice Hand W/Swivel Base
Plastic Dappen Dish W/Lids
Ceramic Dappen Dish W/Cork
Practice Fingers
Scrubeez Manicure Scrub Brushes
Brush-on Nail Glue 10mg
Tech Tools Straight Toe Nail Clipper TT16
Tech Tools Double Spring Cuticle Nipper TT02
Tech Tools Pusher/Knife TT09
Tech Tools Stork Scissors TT08
XN Moroccan Argan Cuticle Oil .5oz

COSMETOLOGY INSTRUCTOR TRAINING COURSE DESCRIPTION

The objective of the Cosmetology Instructor Training Course is to develop in the licensed Cosmetologist the teaching skills, theoretical knowledge, and professional attitudes necessary for success in the profession of cosmetology education, and to qualify and equip the student to complete successfully the State of Michigan Board of Cosmetology licensing examination.

Examples of occupations for which the licensed Instructor will be prepared to enter are: General or Specialized Teacher, School Owner, State Board Inspector or Member, Manufacturer's Representative or Advanced Workshop Educational Director.

COSMETOLOGY INSTRUCTOR TRAINING CURRICULUM

SUBJECT: SUPERVISED INSTRUCTION	PART I THEORY HOURS	PART II PRACTICAL HOURS	TOTAL HOURS	MINIMUM PRACTICAL APPLICATIONS
Orientation and review of the Cosmetology curriculum	25	50	75	20
Introduction of teaching	30	0	30	0
Course outlining and development Lesson planning Teaching techniques Teaching aids Developing, Administering, And grading examinations Employment Preparation Unit	80	175	255	20
Laws and Rules Record keeping School administration	15	14	29	70
Teaching Assisting in the clinic and Theory classrooms Practice teaching in the clinic And theory classrooms	0	205	205	40
Employment Preparation Unit	2	4	6	0
TOTALS	152	448	600	150

COSMETOLOGY INSTRUCTOR TRAINING COURSE EQUIPMENT

1 Textbook - Milady Master Educator
1 Milady Exam Review Book
1 Michigan Laws and Rules Book
12 Lesson Plan Blank form

MASSAGE THERAPY COURSE DESCRIPTION

The objective of the Massage Therapy course is to develop in the student the practical skills, theoretical knowledge, and professional attitudes necessary for success in the Massage Therapy profession, and to provide for a preliminary preparation for the Michigan licensing examination, "The Massage and Bodywork Licensing Exam (MBLEx®)".

During Basic training students will learn the fundamentals of body mechanics, muscle anatomy and physiology. Student will learn proper draping techniques for the body, use of oils, lubricants, and scrubs contraindications to massage, massage procedures, benefits of massage, and massage techniques.

Examples of occupations for which the Massage Therapist will be prepared to enter are: Sports Medicine Clinic, Chiropractic Office, Day Spa/Full Service Beauty Salon, Tanning Salon, Health Spa Facility, Aerobic Studios, Gyms (YMCA/YWCA), on-site massage, corporate massage or traveling massage, Cruise Ship Massage Services.

MASSAGE THERAPY CURRICULUM

All Hours are completed in Classroom/Clinic

SUBJECT: SUPERVISED INSTRUCTION	TOTAL HOURS
Anatomy & Physiology	200
Body Work & Practical Application Massage and body work techniques focusing on: Body mechanics, Swedish massage, Shiatsu, Pregnancy Massage, Seated or chair massage, Kinesiology, Polarity therapy, muscle isolation, reflexology, Sports massage, Infant massage, Acupressure, trigger point massage, myofascial release and hot stone massage.	330
Business Ethics	12
Ethics (Professional/Personal boundaries)	16
Research	12
Human Trafficking	12
Pain and Symptom Management	8
Communication and Assessment	35
TOTAL	**625**

MASSAGE THERAPY COURSE EQUIPMENT

Massage Therapy Textbook and Workbook, Trail Guide Textbook and Workbook

All equipment furnished by the School that is essential to the training is kept on the School premises.

Other Equipment the student brings at their extra cost:

Set of Colored Pencils for the Anatomy Coloring Book
Creams and Lotions
2 Sets of Twin XL or Regular Sheets
Index Cards, Highlighters, Pens, Pencils
Bag with wheels

GRADUATION REQUIREMENTS

When all of the following are completed, a diploma will be awarded by the Academy verifying graduation:

1) All clock hours required for the course must be completed;
2) All "Minimum Practical Applications" or "Work Projects" required for the course must be completed;
3) Both the Written Final Examination and Practical Final Examination must be taken and passed with at least a 75% grade on each subject; and
4) All financial obligations to the school must be paid in full.

Completion of a course does not guarantee employment.

All students must complete their selected course by the ending date of their contract (plus any time allowed for an Approved Leave of Absence). Students who have not completed all requirements to graduate before that contract ending date will be required to pay overtime charges for that time required to complete the course**. Overtime charges are defined as $6.00 per hour times the number of hours required to complete the course requirements to graduate, which are listed above**.

HOLIDAYS OBSERVED

Bayshire Beauty Academy will be closed on the following holidays:

Spring Break:	March f28, 2026 – April 5, 2026
Memorial Day:	May 22, 2026 – May 25,2026
4th of July:	June 29, 2026 – July 5, 2026
Labor Day:	September 4, 2026 – September 7, 2026
Thanksgiving:	November 26, 2026 – November 29, 2026
Holiday:	December 21, 2026 – January 3, 2027

May be subject to opening based on specialty classes.

PRE-REGISTRATION AND CLASS SCHEDULES

The deadline to pre-register is 4:00pm as of the Friday before the class start date.
Pre-Registration is complete when you have:

1. given all entrance documents to the school for photocopying (high school diploma, or grades transcript with visible graduation date, or GED certificate; and drivers' license or birth certificate; and

2. paid the $100 Registration Fee and received a receipt; and/or completed the Free Application for Federal Student Aid* and had it processed through Bayshire Beauty Academy's Financial Aid Office with all required documents submitted; and

3. Signed and received a photocopy of your Enrollment Agreement (contract).

BAYSHIRE BEAUTY ACADEMY'S - SCHEDULES FOR ALL COURSES
COSMETOLOGY 1500 CLOCK HOURS: (revised September 23, 2020)

**** PART TIME Schedule for all start dates** (with or without Pell Grant) **– 120 weeks perfect attendance plus any days the school is closed for weather or holidays/ 133 contract length:**

Tuesday, Wednesday & Thursday nights 4:00 pm to 8:30 pm (13.5 hours per week).

Schedules for all full time class starts except for May:

**** FULL TIME – 50 weeks perfect attendance plus any days the school is closed for weather or holidays/56 week's contract length:**

FIRST PAY PERIOD:

Weeks 1 – 12 (Basic Training): Monday - Friday 9:00 am to 3:45 pm (30 hours per week); then

Weeks 13 – 15: Monday - Friday 9:00 am to 3:45 pm (30 hours per week).

REMAINING PAY PERIODS:

Weeks 16 – Graduation: Monday - Friday 9:00 am to 3:45 pm (30 hours per week).

Schedules for May start date only:

**** FULL TIME – 60 weeks perfect attendance plus any days the school is closed for weather or holidays/66 week's contract length:**

FIRST PAY PERIOD:

Weeks 1 – 15 (Basic Training): Monday – Friday 9:00 am to 2:45 pm (25 hours per week); then

Weeks 16 – Graduation: Monday - Friday 9:00 am to 2:45 pm (25 hours per week); then

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BAYSHIRE BEAUTY ACADEMY'S - SCHEDULES FOR ALL COURSES CONTINUED

Schedules for August start date only:

**** PART TIME Schedule for High School Students** from the Bay-Arenac ISD Career Center, Midland Public Schools, Bullock Creek Public Schools, and Saginaw Career Complex (High School Seniors) **that start in August:**

Weeks 1 - 15 (Basic Training): Monday - Friday 11:45 am to 4:45 pm (25 hours per week); then

Weeks 16 - Last Date of Junior year: Monday - Friday 11:45 am to 4:45 pm (25 hours per week); then

Summer Weeks between Junior & Senior year: Off; then

Senior Year start - Graduation: Monday - Friday 11:45 am to 4:45 pm (25 hours per week).

****NOTE:** BAYSHIRE BEAUTY ACADEMY'S COSMETOLOGY and MANICURING students may start their training at either full or part time and change to another schedule **after completing the calendar schedule of Basic Training** according to the Attendance Schedule Changes Policy.
A Theory Class must be available for the student on their new requested schedule for this change to be approved. Ask for a copy of the Schedule Changes Policy if interested.
Bayshire Beauty Academy reserves the right to suspend this "schedule change" policy at any time for any reason. EXCEPTION:
High School Program students' schedules are fixed according to their individual school-district contracts and therefore, are not flexible.

MANICURING 600 CLOCK HOURS: (with or without Federal Pell Grant)

FULL TIME 20 weeks perfect attendance plus any days the school is closed for weather or holidays /24 weeks contract length: Monday - Friday 9:00 am to 3:45 pm (30 hours per week).

PART TIME 33.33 weeks perfect attendance plus any days the school is closed for weather or holidays /53 weeks contract length: Tuesday, Wednesday and Thursday 9:00am to 3:00 pm.

COSMETOLGY INSTRUCTOR TRAINING 600 CLOCK HOURS:

FULL TIME (with Pell Grant) **20 weeks perfect attendance plus any days the school is closed for weather or holidays/24 weeks contract length:** Tuesday - Saturday 9:00 am to 3:45 pm (30 hrs/wk).

PART TIME 44.44 weeks perfect attendance plus any days the school is closed for weather or holidays/53 weeks contract length: Tuesday, Wednesday & Thursday nights 4:00 pm to 8:30 pm, (13.5 hours per week).

** Alternate schedules are available to suit the Cosmetology Instructor Trainee's professional work schedule.

MASSAGE THERAPY 625 CLOCK HOURS:

FULL TIME (with or without Pell Grant) **28 weeks perfect attendance plus any days the school is closed for weather or holidays/32 weeks contract length:** Monday - Friday 9:00 am to 3:30 pm; for (30 hours per week).

PART TIME 27 weeks perfect attendance plus any days the school is closed for weather or holidays/60 weeks contract length: Monday through Thursday 9:00 am to 3:30 pm (26.5 hours per week).

SCHOOL CALENDAR - APPROXIMATE CLASS STARTING DATES

COSMETOLOGY FULL TIME: Selected Tuesdays of February, June, and October
COSMETOLOGY PART TIME: Selected Tuesdays of February, June, and October.
MANICURE FULL TIME: Selected Tuesdays of February, June, and October.
MANICURE PART TIME: Selected Tuesdays of February, June, and October.
COSMETOLOGY INSTRUCTOR TRAINING & COSMETOLOGY BRUSH – UP:
These have flexible start dates when there is enough demand for a class. Contact the Director of Admissions for details.
MASSAGE THERAPY FULL TIME: Selected Tuesdays of February, June, and October.
MASSAGE THERAPY PART TIME: Selected Tuesdays of February, June, and October..

Actual starting dates can be found on the dated catalog insert page 40. Additional class start dates may be scheduled as necessary, and all scheduled start dates are contingent upon minimum enrollment being met per class.

REFUND POLICY (Cancellation and Settlement Policy) (Updated 03/25/25)

A. Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that

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

b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three business days of the signing of the enrollment agreement or contract. In this case all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student has actually started training.

c. A student cancels his/her contract after three business days of signing, but prior to entering classes. In this case he/she shall be entitled to a refund of all monies paid to the school.

d. A student notifies the institution of his/her withdrawal;

REFUND POLICY (Cancellation and Settlement Policy) continued:

e. 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; or

f. A student is expelled by the school.

g. In type b, c, d or e official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.

B. Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, a student who has had 10 consecutive calendar days of no contact with the school will be determined to have unofficially withdrawn. This is determine by the school through monitoring clock hour attendance at least every thirty (30) days. For a student who does not return from a leave of absence, the last date of the leave is used as the termination date. Bayshire Beauty Academy does not charge a withdrawal fee.

C. Extra costs to the student that are not included in the total Enrollment Agreement charges are:

Cosmetology, Manicuring, and Cosmetology Instructor Training student required fees that are not refundable to the student and will be paid directly to the State of Michigan – Cosmetology Board or the current testing service:

* $15.00 Student Registration Fee (paid the first day of class)
* $167.00 License Examination Fee (paid at graduation)
* $63.00 First Year's License and Application Fee (paid after passing the Licensing Examination)

Massage Therapy student required extra costs:

* $264.90 First year's license and application fee (Paid to the State of Michigan upon graduation)
* $265 License Examination Fee (Paid to testing service)
* $65 estimated Fingerprinting/Background Check (Paid to Fingerprint servicer)
* 49.99 Michigan implicit bias training
* Colored Pencils – estimated cost $5.00
* Two sets of twin sheets and one bath towel; three sets for full time– estimated costs $40.00
* Creams and Lotions – unscented and no oil – estimated cost $10.00

Extra costs for all students:

* Uniform (according to the dress code for the program) – estimated cost $50.00
* Lock for locker – estimated cost - $5.00
* Note taking materials including writing paper and ink pen – estimated cost $5.00

D. If a program or course is canceled subsequent to a student's enrollment, and before instruction in the program or course has begun, the school shall at its option:

* Provide a full refund of all monies paid; or
* Provide completion of the program or course.

E. If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

*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 and/or program; or
*Participate in a Teach-Out Agreement; or
*Provide a refund of all monies paid

REFUND POLICY (Cancellation and Settlement Policy) continued:

F. Tuition Adjustment Guidelines:

For student who enroll in and begin classes, the following schedule of tuition adjustment will be applied to their tuition account upon determination of withdrawal:

PERCENTAGE OF TOTAL PROGRAM SCHEDULED HOURS	AMOUNT OF TOTAL TUTION OWED TO THE SCHOOL
0.01%TO 4.9%	20%
5.00%TO 9.9%	30%
10.0%TO 14.9%	40%
15.0%TO 24.9%	45%
25.0%TO 49.9%	70%
50.00% AND OVER	100%

After calculating the amount of tuition owed for the time enrolled, the amount charged for books and equipment, and the registration fee (as defined above) will be added to produce the total owed for the time enrolled, as those two charges are not refundable after the student has begun attending classes.

To calculate the tuition owed for the time enrolled, percentage of length completed is defined as the calendar time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school (scheduled hours to clock not actual hours clocked). It does not include unscheduled school closing hours.

Once all Tuition owed to the school has been paid in full a transcript can be obtained. Students who transfer OUT of Bayshire Beauty Academy will have transfer data (as can be found in the student's file) released to the new school (not directly to the student) upon request from either the student or the new school once their tuition owed to school balance has been paid off.

RETURN OF UNEARNED TITLE IV for student who received Federal Pell Grant funds:

Clocked hours at withdrawal will be used to determine what portion of aid received for the particular pay period during which the student has withdrawn has been earned and what portion will be returned to the Federal Pell Grant program. A student must clock 60% of the scheduled hours of a pay period to be eligible for 100% of the funds received for that pay period. A required calculation will be performed to determine the portion of the Unearned Federal Pell Grant that must be returned to the Federal Pell Grant program within 45 days of determination of withdrawal of the student.

When a student withdraws from the school, he or she generally becomes ineligible for future disbursements of federal financial aid. In some cases, however, funds earned prior to withdrawal can be offered to the student through a post-withdrawal disbursement.

A Post-withdrawal Disbursement of federal grant funds for open charges only does not require the student's acceptance. However, the school is required to obtain your permission to credit your account with federal grant funds in excess of open charges.

In many cases, the Return of IV Funds calculation will result in the student owning a balance of tuition and fees to the school for the time they were enrolled. These charges may otherwise have been paid with the Federal Pell Grant funds and are now due and payable by the student themselves because of their withdrawal from training. This calculation requirement may also result in the student owing a refund and Aid funds they received directly from the Pell Grant program for Educational Related Expenses.

After the required calculation has determined the amount to be returned to the Federal Pell Grant program, any refund will be made in the following order:

Federal Pell Grant (up to the entire amount disbursed);
Student (any amount of refund remaining).

RETURN OF UNEARNED TITLE IV for student who received Federal Pell Grant funds:

A student's withdrawal date is always determined by their last day of attendance for both official and unofficial withdrawals. An official withdrawal occurs when the student makes the school aware that they will no longer be attending classes and drops. An unofficial withdrawal occurs when a student stops attending classes but never notifies the school.

This return policy may result in the student who has paid cash on their tuition account in addition to receiving some Federal Pell Grant funds, to have their cash applied to a Federal refund instead of being returned to them first.

G. If the school closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the school shall make arrangements for students as follows:

* Students shall promptly transfer to another institution which offers similar educational programs.
* The transfer shall be to another school in same geographic area.
* The school that accepts the transfers shall not charge the students an amount greater than that to which the closed school would have been entitled to under its contract with the student and for which the student has not paid.
* The original school shall notify affected students individually of the availability of the transfer arrangements, and shall diligently advertise such availability.
* The closed school shall submit to its accrediting commission a list of all students who were enrolled at the time of closure, and indicate on it the arrangements made for each student to complete his/her education.
* Students shall receive a Pro-rata refund of tuition or participate in a Teach-Out Agreement.
* The original school shall dispose of school records in accordance with state laws.

SCHOOL RULES

A. CONDUCT/TERMINATION

1. Student Conduct/Behavior: Each individual student's Enrollment Agreement will dictate specific School Rules and Policies according to the particular oversight agency that applies and students must follow those overriding Rules and Policies; and/or the Bay-Arenac ISD Career Center and/or the Saginaw Career Complex policies; and/or Laws of the Michigan State Board of Cosmetology for Cosmetology, Manicuring, and Instructor Trainee students; and/or the rules of the Proprietary School Unit of the Michigan Department of Career Development for Massage Therapy students. Any student may be permanently terminated from enrollment for repeated rule infraction and may not be eligible to return to School for any reason in the future.

Failure to comply with the applicable Rules, Laws and Policies as you agreed to do when you signed your Enrollment Agreement (contract) with the School may result in either

* **A Verbal Warning;**
* **Written Warning;**
* **Disciplinary Time-Off (temporary suspension) ranging from balance of the day and/or,**
* **One (1) day, and/or any additional days up to thirty (30) calendar days off per infraction;**
* **And/or permanent Termination from training;**
* **And/or Reduced Eligibility for Federal Pell Grant funding of your tuition.**

A student may find themselves having disciplinary time off raised for each additional infraction of the same rule, or for any additional infractions. Example: Verbal warning for the first no-call event, one day off for the second separate event, and 3 days off for the third, etc. **Time off does not extend the contract ending date, and may result in Overtime Charges to the student.**

Students are expected to behave in an ethical and professional manner**. Common courtesy is a very minimum of behavior required**. Any misconduct that would be cause for termination from a position in

business is cause for termination. An example would be an intentional disregard of the School's Rules and Policies, or gross negligence.

SCHOOL RULES Continued:

***Students are expected to respect each other, all Staff, and Patrons.** Any actions or communications by a student to another student, or to a patron that is deemed disruptive to the school or detrimental to the reputation of the school, or a staff member, is not acceptable and will be cause for disciplinary action.

***Refusal to cooperate or follow direction and instructions from staff is insubordination. Insubordination can result in temporary suspension or permanent termination depending on the circumstances.** When a student is asked to leave the School building or property for disciplinary reasons by school staff, and fails to do so immediately, quietly, and with no further discussion, this is just cause for extending the time off for the original suspension. Escalating into a public disturbance can cause termination.

***Argumentative, hostile, or combative behavior toward another student or staff is just cause for permanent termination from the program.** Profanity, loud, abusive, or quarrelsome language is not permitted. No swearing allowed. This is cause for temporary suspension, with permanent termination if the behavior is not eliminated completely.

***Students will be terminated for stealing or fighting on school property including the parking lot.**

***Harassment (sexual or ethnic) and/or bullying is not appropriate behavior and repeated infractions will lead to dismissal (permanent termination).** See the corresponding policy in the School Catalog.

2. Dress Code: Michigan's Board of Cosmetology law requires a Cosmetology student, Manicuring student, or Instructor Trainee to wear a nametag and be in uniform according to the School's Dress Code while clocking hours. School Rules for Massage Therapy students also require the student to be in compliance with the course Dress Code while clocking hours. See related Handout for complete policy requirements, also located in the School Catalog.

3. Visitors: Must visit with a student and conduct their visit in the Reception Area only. No one other than students or recent graduates are allowed in the Student Lounge for any length of time or for any reason, unless an Instructor is escorting them. Students from other Schools must first get permission to be on our campus, unless they are receiving Hair, Nail, Skin Care services or Massage Therapy.

4. Business phone and Cell phone policy: Students shall not use the school's business phones for personal calls. The exception to this rule is if you are receiving an emergency call. Common courtesy dictates that all cell phones should be on vibrate mode**. DO NOT take a call while in the company of a client**. **Cell phone use by students to be restricted to the Student Lounge; you are not allowed to talk on your cell phone or facetime in the theory or basic classroom, the reception area, or in the clinic.** The school is not obligated to charge your phone. Please do that outside of school. High School Students: Check your high school district as cell phones may not be allowed in school.

The use of any recording device in any room or part of the school, including but not limited to, cell phones is strictly prohibited & is illegal without prior consent by management. The school may use a security surveillance system for your safety. **Students cannot be in possession of a cell phone while taking any tests.**

5. Free Time: "Free time" or the time between theory class, patrons, lunch, breaks, desk assignments, etc. is to be used for studying only material related to Cosmetology, Manicuring, and Massage Therapy as it applies to your particular course; or for completing MPA practice or other related course requirements to graduate. Any unrelated materials will be confiscated by staff to be returned to the student when they leave the building for the day. Students cannot listen to any material by headphones while in the

classroom while they are clocking hours. Computer use will be limited to related work or study and not for games or entertainment.

6. Parking: Students must park in the lot provided by the school for that purpose. See the Handout on the Parking Policy for complete details.

7. Cleanup duties: Students must participate in their assigned clean-up duty daily. Staff may request prior to punch-out time that cleanup is being completed in a timely manner prior to all students leaving for the day or their particular "shift". Staff will determine when cleanup duties have been satisfactorily completed and students may punch out. Students should not be lined-up near the time clock to leave or sitting around the Clinic during clean-up time.

> ***No food or drinks are allowed in the Cosmetology Clinic whether they are being consumed or are being stored. This is Michigan State Board of Cosmetology sanitation law. Staff has the right to dispose of food or drink they find in any inappropriate area of the building. Any dishes or utensils left, clean or dirty, in the building for an extended period of time will be considered to be abandoned and disposed of by staff as they determine necessary to preserve the cleanliness of the building.**

8. Junior/Senior student designation: Michigan State Board of Cosmetology defines a Cosmetology Junior student as one who has clocked less than 350 hours. "Senior Cosmetology students" are not allowed to be in the Cosmetology Basic Training classroom when the Junior Basic training class is in session. Cosmetology-related course students are not allowed to loiter in the Massage Therapy classroom or Clinic (massage room) and vice versa unless receiving appropriate services.

B. ATTENDANCE RULES

In order for students to develop responsible habits that will serve them well in this profession, policies regarding attendance have been developed to educate the student as to what they can expect from future employment. Actual employment requirements will no doubt be much different, as customers will not wait for employees who do not show up to keep appointments, and employers will not keep employees who do not serve their customers on time, or at all.

The following Rules and Procedures are in effect for every student who attends this school with the following few exceptions: due to individual contract or governmental oversight agency regulation differences, some rules will apply to all students and others will apply only to the applicable group the student may find themselves in. The "exceptions" will be duly noted where they apply.

Failure to comply with these Rules and Procedures as you agreed to when you signed your Enrollment Agreement (contract) with the School may result in either

- *** A Verbal Warning;**
- *** Written Warning;**
- *** Disciplinary Time-Off ranging from balance of the day, one day,**
- *** And/or any additional days up to 30 calendar days off per infraction;**
- *** And/or Termination from training;**
- *** And/or Reduced Eligibility for Federal Pell Grant funding of your tuition**.

1. CALL-IN REQUIREMENTS: You must call the day of your absence or prolonged-tardy. When calling to report a tardy or absence, you (or an adult family member who is calling-in for you**) must speak with an Instructor** – not whoever answers the phone. **You are requested to call the School by the time you are scheduled to begin your school day**. **If you fail to notify instructors of your tardiness or absence, before your scheduled start time, you will be sent home when you arrive the next time for the remainder of the day.** If you cannot call during this time, you are required to call sometime during the same day with the reason for your tardy or absence AND the reason for the delay in calling-in. The same applies when leaving a message on the answer machine.

THE NUMBER TO CALL IS: 989-894-4923. Massage Therapy students can call 989-894-2431. Do NOT call the School's 800 number for this purpose.

ATTENDANCE RULES Continued:

2. PRE-ARRANGED ABSENCES: If you know a certain date that you do not plan to be in attendance, you can let an Instructor know ahead of time and have them make a note in the excuse book. You do not have to call-in on that day, since it was "pre-arranged".

4. NO-CALL'S: If you are going to be absent and did not tell an Instructor ahead of time, and you do not call the School and speak with an Instructor or leave a message on the answering machine on the same day you are absent, then this is considered a **NO-CALL** event and is not allowed and **may result in either:**

*** A Verbal Warning;**
*** Written Warning;**
*** Disciplinary Time-Off ranging from balance of the day, one day,**
*** And/or any additional days up to 30 calendar days off per infraction;**
*** And/or Termination from training;**
*** And/or Reduced Eligibility for Federal Pell Grant funding of your tuition**.

A verbal refusal to comply with this requirement to call in for all absences. Students MUST get to a telephone sometime that same day.

This is training for a profession that requires your presence to serve customers who are waiting specifically for YOU to arrive and if you do not make arrangements during school to comply with what the future job will require of you, you may not be successful in either completing training or keeping a job in the future.

4. EXCUSED/UNEXCUSED ABSENCE: (High-School students only) High School Parents are required to call and excuse their absence in order for it to be an excused absence. In addition, high school parents must excuse their absence by calling both Bayshire Beauty Academy and the BAISD attendance office at 989.667.3282. By not calling, an unexcused absence occurs and students are disciplined for accumulated unexcused absences.

5. TARDIES/ TOO-LONG ON BREAKS: Students are expected to be responsible, to report to the School on time and be ready to go to work or the classroom. Tardy is defined as punching in one (1) minute past your scheduled start time. Repeated tardiness, leaving early, repeatedly returning from lunch or breaks late, taking more lunches and/or breaks than your contracted-schedule (or Bayshire-Approved schedule if a High School program student) allows, and poor cumulative attendance is just cause for counseling the student (verbal warning) and disciplinary action for repeat offenses. Not all schedules on all days are allowed a lunch and/or break outside or inside the building. Taking one when not scheduled for it may result in warning, and/or disciplinary time off for repeat offenses.

6. LEAVING EARLY: When leaving early you must tell an Instructor that you are leaving so they can record the reason in our Excuse Book. A twenty-four (24) hour prior notice is appreciated.

NOTE: High School students are required to get permission from a parent or guardian before leaving our school more than 15 minutes prior to their normal clock-out time and arriving later than 15 minutes past you're scheduled clock-in time. Your parent or guardian must also call and excuse any absences or provide documentation for any excused pre-arranged absences. You must always tell an Instructor you are leaving early or arriving late!

7. WEATHER CLOSINGS: Watch local television for weather related School closings (TV-5, TV-25, TV-12). You can also call 989-894-4923 and listen to the new recording for more information, if we were able to get to the school location prior to the bad weather arrival and make a new announcement.
NOTE FOR HIGH SCHOOL STUDENTS: **Bayshire Beauty Academy does not automatically close whenever your School District or individual High School closes for weather-related reasons. Please read the copy of the Weather Waiver for High School Students Policy that you will receive at the beginning of the course. You should find out whether Bayshire Beauty Academy is closed in addition to your High School. It is possible that your High School could be closed but Bayshire Beauty Academy will be open, in which case you will have to decide whether to attend Bayshire Beauty as required or submit the Weather Waiver for the day off as the policy requires.**

8. UNOFFICIAL WITHDRAWAL AND LEAVE OF ABSENCE: The School is required to have a method to determine when someone is no longer enrolled. Therefore, **if a student has been absent without contact of any kind with the school for ten (10) calendar days in a row, the student may be terminated from enrollment.** If a student is not on an Approved Leave of Absence (which was requested and approved in writing on the form provided by the School before being absent 10 continuous days), the maximum continuous absence allowed is fourteen (14) calendar days. A LOA requires students to provide a written, signed, and dated request that includes the reason for the request for a leave of absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date.

This is known as an unofficial withdrawal. Drop date will be the last date of physical attendance at the School, regardless of whether contact was maintained or not. Refer to the Handouts regarding these specific policies for more details. NOTE: High School Program students are not eligible to take a Leave of Absence.

GENERAL ATTENDANCE REQUIREMENTS:

*** It is the student's responsibility to make sure all tests/work assignments are turned in to the instructor**. This includes keeping up on their MPA book. If absent, the student is to communicate with the instructor to see what was missed and make up the assignments.

*** High School Students EXCEPTION:** You may arrive earlier than your printed Bayshire Beauty Academy-Approved Schedule during the School Year when High School activities have been cancelled for that day either for just yourself or the entire school.

This means that you can clock more hours than you are "scheduled-for"; AND Saturdays are optional days for High School Senior students to attend if you choose to make up any missed hours.

You are not allowed to "skip" high school classes to arrive at Bayshire Beauty Academy to clock hours instead.

You're Bayshire Beauty Academy -Approved Schedule for the school year will be determined by Staff at Bayshire Beauty Academy using the exact time you leave your High School property after finishing your last class for the day and driving time to get to Bayshire Beauty Academy's location.

This time-specific departure information should be submitted to the Timekeeper at Bayshire Beauty Academy by providing a print out of your home school schedule. You should not be scheduled for a "lunch" period at the High School as your last "class" prior to you leaving for Bayshire Beauty Academy. You will not be going home for lunch, to change clothes, or to collect equipment you need for the day prior to coming to Bayshire Beauty Academy either. You need to arrive at Bayshire Beauty Academy as early as possible daily in order to have access to as many possible hours to clock during the school year so you can finish the program before the ending date of your contract and not incur expensive Overtime Charges.

As such, you will also be attending Bayshire Beauty Academy on days that you do not attend your regular High School classes. Any other day(s) that the Bay-Arenac ISD Career Center gives students off do not apply to you either. If your home High School schedules teacher-service days or other irregular days you are not required to be there, you still have to attend at Bayshire Beauty Academy.

Permanent schedule changes must be requested in writing and be signed by your Counselor, Career Center Liaison, or Principal for any changes made after the first day of the semester. You cannot leave early on any kind of a regular basis to go to a job or any other activity unless your parent requests this and your High School Counselor verifies that you will receive enough credit towards graduation from High School if you do this. Your parent will be, by making this request, agreeing to pay all relevant Additional Charges incurred by your leaving early.

*** MICHIGAN BOARD OF COSMETOLOGY: The Board of Cosmetology will not allow you to complete requirements to graduate while not punched-in on the clock.**

__If you have not met ALL requirements to graduate (complete all required clock hours, pass all Written Final Examinations, pass all Practical Final Examinations, complete all the work projects, and all financial obligations to the School are paid in full) when your course-required clock hours

are finished, you will continue to clock additional hours until those other requirements are met (except for nonpayment of funds owed the school – student is suspended until paid in full prior to clocking their last day's hours in this case and all other attendance policies apply such as Unofficial Withdrawal).

The Board will not allow Cosmetology, Manicuring, or Cosmetology Instructor students to be required more than 40 hours per week. Part time is defined as 12 to 23.75 contracted hours per week; full time is defined as from 24 to 40 contracted hours per week.

NOTE: Some Massage Therapy full time students may clock a maximum of (8) hours per day according to their individual contract, as the Michigan Board of Cosmetology does not regulate this course. The above requirements to finish graduation requirements while on the clock apply to this course as well.

***** SATISFACTORY ACADEMIC PROGRESS**:** The Satisfactory Academic Progress policy for your course requires you to comply with the attendance requirements of your contract. For example: you cannot stay on the clock later than your contracted departure time if you were tardy to avoid possible Probation and/or Termination due to failure to maintain minimum cumulative attendance requirements.

NOTE: High School programs do not come under the requirements of the Satisfactory Academic Progress policy, but those students must be making a reasonable effort towards course completion in order to avoid losing credits awarded by their school district towards High School Diploma due to having poor grades or being terminated from the program before graduation. Individual school district attendance requirements apply for those students. Their programs may limit the student to a certain number of days absent per semester. Attendance information will be provided to their schools. High School programs may require higher actual attendance percentages that would be impossible to calculate due to changes in schedules at semester change and possible closed-days.

*** DEPARTMENT OF EDUCATION:** The Department of Education's eligibility requirements for Federal Pell Grant requires you to comply with the attendance requirements of your contract and Satisfactory Academic Progress policy. If you fail to comply, you may find yourself in breach of your contract with the school and/or eligible for less Pell Grant dollars than you had planned due to completing a pay period in less calendar weeks than you are allowed. If this happens, the School will return the amount you became ineligible-for to the Federal Pell Grant Program, and expect you to pay that amount to the School immediately to maintain your enrollment. You may be suspended until you pay. If you do not pay, the Unofficial Withdrawal policy applies to any absence time you are suspended and termination may occur.

*** PUNCH IN AND OUT MINIMUM REQUIREMENTS:**

IT IS MANDATORY THAT EACH STUDENT AT LEAST PUNCH IN WHEN THEY ARRIVE (regardless of whether that is on-time or tardy) **AND PUNCH OUT WHEN THEY LEAVE FOR THE DAY** (regardless of whether that is on-time or earlier/later than scheduled). Other punch requirements may apply as well (see below). In order for the time keeper to "fix" punches you must of at least punched twice that day (in and out, see below).

You can punch in up to 15 minutes EARLIER than your contracted arrival time and you are required to punch out as close to your contracted departure time as possible but at least by 15 minutes after your schedule ends. It is a privilege to stay on the clock later than your contracted departure time if you were tardy to maintain minimum cumulative attendance requirements you could be restricted to just your contracted attendance schedule.

Credited time begins and ends when you actually punch the clock, up to the total your contract allows per day.

C. <u>TIME CLOCK PROCEDURES</u> (revised September, 2013)

"Regular" hours = those hours you are allowed to clock per day according to your contracted-schedule.

<u>Example:</u> your contract schedule is 9:00am to 3:45pm with one 30 minute lunch and one 15 minute break for a total of 6 hours per day. You can punch in as early as 8:45am and out as late as 4:00pm. Any hours accumulated

throughout the day will record from the actual hours and minutes up to 6 hours maximum under Regular hours and the rest under either Overtime One or Overtime Two categories depending on what day of the week it applies to. You will receive credit towards course completion for only those hours recorded by the time clock under the category Regular Hours.

NOTE: High School students are permitted to earn credit for all time actually punched on the time clock, including those minutes over and above what their Bayshire-Approved Schedules require. However, Michigan State Board restrictions still apply and they cannot earn more than 7 clock hours per day or 40 clock hours per calendar week. This means that High School students may clock more hours on any "less-than-seven-hour-scheduled days" they were not normally expected to be in attendance according to their Bayshire Beauty Academy -Approved schedules as printed and posted near the time clock. Other punch requirements may apply as well (see below).

*** NO PUNCH/NO HOURS: Students who fail to punch at least twice per day (in and out) cannot be guaranteed full credit for hours that cannot be DOCUMENTED by a time clock punch.**

There is NO substitute or back-up for a missing clock punch. Do not ask the Timekeeper to "fix" the clock if you "forget" to punch the day before.
If the electricity is out, hours will be documented on paper and transferred to the clock once the power is restored.

*** NO PUNCH WHILE OUTSIDE: <u>Students who are outside the building while still on the time clock are in violation of State Board of Cosmetology Law AND/OR School Rules concerning hours credited and will be disciplined accordingly when caught.</u>**

This is a serious infraction and will be dealt with as such. Students will not be required to punch the clock for drive-up vendors outside the front door or helping clients to their car parked at the curb just outside the building.

*** LUNCH AND/OR BREAK PUNCHES:** If your contracted schedule allows a 30 minute maximum lunch, a 15 minute maximum break, or both, you can take those either inside the building or outside the building. You **do not punch the clock for lunch and/or break if you do not LEAVE THE SCHOOL BUILDING during the school day.**

However, **if you DO leave the building for a lunch and/or break, YOU ARE REQUIRED TO PUNCH THE CLOCK OUT WHEN YOU LEAVE AND BACK IN WHEN YOU RETURN,** regardless of whether you are returning earlier than the allowed time for the outside break or later. If you leave the building, the clock will deduct the actual time you punched on the clock.
Lunch maximum time is 30 minutes and Break maximum time is 15 minutes. Do not combine them together into one long outside break. You are allowed to leave the building twice per day IF your contracted schedule allows it. Time clock is now fingerprint activated.

*** BREAK KEY:** Use the following "Break Key" to determine if your attendance today allows you to take a Lunch and/or Break. Count from the time you punch in to the time you expect to punch out and use the chart to see what you get to take today:

0.25 to 5.00 hours total from punch in to punch out = NO lunch or break
5.25 to 5.75 hours " = 30 minute Lunch only
6.00 to 7.75 hours " = 30 minute Lunch AND 15 minute Break
Full Time Massage students take ONLY a 30 minute Lunch on any day.

*** CHECK THE HOURS REPORT:** It is MANDATORY that you check the posted Hours Report every month to make sure you agree with what is being reported to the State Board of Cosmetology or for completion of your course. If you do not agree with what is posted, see the Timekeeper before the 10th of the month to get the differences reconciled and corrected, if necessary. Keep track of the days you are tardy, absent, or leave early so you can have something to compare to your printout.
Remember: **NO PUNCH * NO HOURS * PRACTICALLY NO EXCEPTION!**

*** DOUBLE-PUNCHING:** The clock is programmed to require at least one minute between punches. It will not take another punch within that time. If you are outside "briefly" it will be for at least the one minute**. You are not allowed to be outside the building while still on the time clock getting credit for hours you spend outside. This is a serious violation of State Board law and will result in disciplinary time off and/or possible permanent termination**.

If you miss a punch – continue to punch ONLY at the times you are entering or leaving the building. Do not punch the clock to make what you are doing match what the time clock window reads as "in" or "out". If you missed a punch, your behavior SHOULD be "out of sync" with what the clock says. You SHOULD be clocking "in" when you are actually leaving if there was a "no punch" event. Actually, if this happens you should leave the Timekeeper a note so she can investigate your PRINTOUT to see if the clock records can be "corrected". If you try to double punch the clock instead, there is no opportunity for a possible "correction" as nothing will override an actual PUNCH. If you have questions, write a note to the Timekeeper and leave it in her mailbox near the Staff copy office.

*** CREDIT FOR HOURS:** The School uses a combination of real time and your contracted-schedule to determine credit for hours clocked. You can earn up to the maximum per day that your contract allows. At the end of the month the hours will automatically rounded to the nearest quarter hour by rounding up for any portion of the quarter equal to or greater than eight (8) minutes. They will be rounded down for any portion less than eight (8) minutes. Those extra minutes rounded down will not be carried over for the next calendar month.

*** JUNIOR STUDENTS:** If you are a student still in Basic Training, your Instructor will schedule lunch and break times for the entire class together. If you leave the building, besides punching the time clock OUT AND IN, you are required to tell your Basic Instructor that you are leaving the building and report in when you return.

D. GENERAL COSMETOLOGY CLINIC and for SENIOR LEVEL STUDENTS: (EACH CLINIC HAS THEIR OWN SET OF APPOINTMENT SHEETS)

*** SENIOR STUDENTS MUST UNDERSTAND THAT THEY MUST BE READY AND AVAILABLE TO SERVE THE CLINIC PATRONS AT ALL TIMES THEY ARE CLOCKING HOURS** with few exceptions.

- **Those exceptions will be pre-determined by Staff and only in advance of your receiving notice you have a Patron waiting for services. If you are not in agreement with this basic concept of attendance at the Academy, Staff will require you to spend your day somewhere else (not clocking hours).**

If your Patron arrives before Roll Call is taken, skip Roll Call and begin the service immediately. **Check your appointment book when you arrive to see if you have any appointments**. **Whenever you are given a Desk Slip stop what you are doing and begin the Patron service immediately.** It is not allowed for you to finish your cigarette, food, conversation, or MPA work before you go to do the service.

If you are a Senior Cosmetology or Manicuring student, besides punching the time clock, you are required to mark out of the Appointment book the time you are leaving or planning to leave the building THAT DAY. You cannot pre-plan lunches and breaks whether inside or outside for future days unless you get prior permission from an Instructor and they make a note of it on the Excuse Book for that day.

Lunch and Break times may be interrupted for students taking those breaks INSIDE the building and be given a Patron. Students whose breaks are interrupted may continue their personal Lunch or Break time AFTER completing the Patron service. Students who are taking their Lunch or Break inside the building cannot suddenly decide to punch out and leave the building in order to finish taking their entire Lunch break and avoid doing a Patron service they were just given.

Students who refuse to interrupt their "personal activities" inside the building to take the Patron service will be disciplined according to the Disciplinary policy.

- This is called "refusing the Desk Slip" (the service request slip for the Patron).

Students who refuse the Patron in a public area of the Clinic will be sent home for the balance of the day and possibly longer depending on how much of a disruption to the business is witnessed by others.

- **All issues with taking a Patron service should be taken up with an INSTRUCTOR in a private area of the building out of view of the Patrons or other students.**

Students are expected to conduct themselves in a professional manner while they are in the School at all times. Please do not shout at or call out to each other loudly as this is distracting and disrespectful to our Patrons. Avoid making verbal comments such as "This is my first haircut", or "I never did this before" where Patrons can overhear you. The School's Clinic is like an actual salon environment. Students are expected to avoid expressions of anger such as "I don't want to do this; it's not my turn" or "I just got done with doing one of those". These comments would be offensive and rude in the presence of our Patrons. Please be considerate at all times.

When you have a Patron, you should keep your conversations limited to you and your Patron only. Do not involve other students. Any other conversations with fellow students that would exclude the Patron is extremely rude. **It is your job to pay attention to the Patron in your chair. Never leave your client with chemicals in their hair, always monitor for their safety.** Always keep the Patron in mind in what you say and do.

Students are not allowed to move appointments, change service assignments once a Slip has been written, or move Lunch or Break times for other students unless an instructor has given you permission to do so. If you are caught manipulating the Patron assignment procedure in order to avoid doing services for Patrons, you will be disciplined accordingly. You must have an Instructor make those kinds of changes for you or permission from the instructor to make those changes.

No more than two students are allowed to be sitting the Appointment Desk at any one time. Please do not lounge around the Desk area and talk to the students assigned to Desk Duty, as this will be seen by our Patrons who are arriving as interfering with why the students are there to begin with – which is to serve the Public.

- Students are not allowed to mark themselves out of the appointment sheets to do MPA's, study, or watch videos. Students MUST BE marked out of the appointment sheets to be in Theory Class and ABSOLUTELY CANNOT BE GIVEN A PATRON SERVICE DURING THEORY CLASS.
- Students can be marked out of the Appointment sheets BY AN INSTRUCTOR for:
    - taking Written Finals, taking their Practical Final (also called the State Board Class),
    - taking a special advanced training class,
    - Personal Services (you MUST get permission from an Instructor and pay for services BEFORE you start) on days and at times determined not to be a disruption to Patron needs for students to be available,
        - You must be caught up on your theory work, MPA work, attendance, and professionalism in order to be eligible for giving or receiving student services
    - being assigned by an Instructor to help/assist another student with a long or complicated service (students cannot make those decisions themselves – ask an Instructor for permission FIRST),
    - sitting Desk assignment, and in rare instances:
    - if the student has clocked the course-required hours and hasn't graduated yet – the student is working on other requirements to graduate and will probably be taken out of the Appointment Book by an Instructor.

Students are expected to be available for Patrons who pre-book appointments with them by Request (your "regulars").

*** RUN-OVER SERVICES:** Regarding Patron services that run longer than your scheduled departure time:
Cosmetology or Manicuring students: You can have the Clinic Instructor find another student or make other arrangements to finish the service for you so you can punch out on time.

When you are unsure of a procedure, ask an Instructor, not another student. Asking the proper source will usually ensure the proper answer.

Students must obtain prior permission from an Instructor to bring in outside professional beauty products not normally used at the School. This is a safety concern as we may be unsure of what chemicals are in those products.

Patrons are paying for the **SERVICE** received, not for the use of our products. Your time is valuable. If a patron wants you to use their personal product, check with an Instructor first. The price for the service will be the same in all circumstances.

Use one Permanent Wave product per patron. If you applied too much product and ran out before you were done with application, see an Instructor immediately to get a second bottle of Waving Lotion. Always check the chemical neck strip and replace it if wet for the Patron's safety and comfort.

No beauty or student services are allowed to be done at the Appointment Desk, the Student Lounge, or the Restrooms.

Do not use hydraulic chairs as if they were a couch – this is a professional business environment and proper posture is required to project a professional image and to ensure the equipment is not harmed by legs draped over the arms of the chairs or feet tucked under you.

Students are responsible for keeping their working area clean. This includes stations in the Clinic, classroom practice area, shampoo area, the dispensary, their locker and kit. Kits should be fully equipped, clean, and ready for inspection and use at all times.

- When you have completed a service in the Clinic, you are required by Michigan Board of Cosmetology law to properly return soiled linen towels to their closed container; two of these are conveniently located in the Clinic.
- You should also immediately sweep up any hair left on the floor at or near your station. Please also immediately pick up any obstructions or wipe up any spills from perms or color, etc. Be considerate of others and return any tools such as clippers, trimmers, or styling products that you used to where they belong – ready for the next service.

If a Patron has a complaint, do not try to answer the complaint yourself. Ask the Patron to be seated and immediately get the manager or the Clinic Instructor involved to answer any questions and deal with the complaint.

Change from the Till: Students must ask an Instructor to make change or take money for services completed at the Till. Staff may refuse to make change for students' snack/drink requests depending on availability of resources for business needs.

The School reserves the right to change or modify the School Rules about Conduct/Behavior, Attendance, Time Clock Rules and/or Procedures, Clinic Rules, the Satisfactory Academic Progress policy, the Grading Procedures for High School students, other school policies, and any systems used to determine compliance with same at any time throughout the school year. **Changes made after you have started your training will apply to you as well as to new students.**

ANTI-HARRASSMENT POLICY

Harassment is defined as any verbal or physical conduct that denigrates or show hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability. Students are asked to refrain from and not participate in name calling, racial/ethnic slurs, racial/ethnic jokes, graffiti, and racially/ethnically motivated fights or assaults and vandalism.

Sexual harassment is defined as unwelcome sexual advances or visual, verbal or physical conduct of a sexual nature which interferes with the performance of duties or creates a hostile environment.

Any form of harassment should be immediately brought to the attention of the school manager. The school manager will promptly investigate the allegation to determine the appropriate corrective action to be taken. Senior students who encounter harassment while working with members of the public should immediately advise the teacher of the problem.

No student will be expected to work on a customer who exhibits such offensive behavior. Such a patron will be advised to act appropriately or will be refused future services.

Bayshire Beauty Academy attempts to encourage a learning environment that may provide for an equal educational opportunity and fairness to all students. Bayshire Beauty Academy intends to foster an integrated, caring, and thoughtful environment. Students are supposed to learn to respect each other, get along with each other, and develop intolerance for bigotry and prejudice.

WEAPONS POLICY

Possession or use of weapons shall result in expulsion as provided in the Michigan School Code, under section 1313.

A dangerous weapon shall be defined as "A firearm, dagger, dirk, stiletto, and knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles.

CRIME AWARENESS AND CAMPUS SECURITY POLICY AND STATISTICS REPORT

Prospective students, prospective employees, currently enrolled students and current employees may request a current copy of Crime Awareness and Campus Security Policy and Statistics Report at any time including prior to enrollment, employment or afterwards. The request should be made to the Director of Admissions.

A summary of this document's contents includes statements of current campus policies concerning:

1. Definitions of term used in the policy;
2. Procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus. Policies concerning the institution's response to such reports and policies regarding the occurrence of certain crimes;
3. Security of and access to campus facilities and security considerations used in the maintenance of campus facilities;
4. Campus law enforcement;
5. A description of the type of frequency of programs designed to inform students and employees about campus security procedures, practices the prevention of crimes;
6. Statistics concerning the occurrence on campus of the following criminal offenses reported to local police agencies or officials of Bayshire Beauty Academy:

CRIME AWARENESS AND CAMPUS SECURITY POLICY AND STATISTICS REPORT Continued:

a. Murder;
b. Rape or sex offenses, forcible or non-forcible;
c. Robbery;
d. Aggravated assault;
e. Burglary;

f. Motor vehicle theft; and
g. Domestic Violence
h. Stalking
i. Dating Violence

Statistics concerning the criminal offenses of murder, forcible rape, and aggravated assault that manifest evidence of prejudice base on race, religion, sexual orientation or ethnicity, as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534).

7. Statistics concerning the number of arrests for the following crimes occurring on campus:
   a. Liquor law violations;
   b. Drug abuse violations; and
8. The possession, use, and sale of alcoholic beverages and enforcement of State underage drinking laws. The possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws; and Description of the Drug-Free Policy and education programs.
9. The institution's campus sexual assault programs and procedures to follow when a sex offense occurs.

DRUG-FREE PROGRAM REFERRAL LIST

There are drug or alcohol counseling, treatment and rehabilitation facilities available in our area where you can seek advice and treatment. The Yellow Pages of the local telephone book is an excellent source. Look under the headings "Drug Abuse & Addiction – Information and Treatment" and "Alcoholism – Information and Treatment Centers".

The following is a partial list of drug and alcohol counseling, treatment, or rehabilitation programs that are available in the local area to students and employees:

1. Sacred Heart Rehabilitation Center
   1106 N Washington Ave
   Bay City, MI 48708
   (989) 894-2991

2. Bay Arenac Behavior Health
   Substance Abuse
   Inpatient 1-800-243-74833.

3. For Counseling:
   Ausable Valley Detox House
   511 Griffin Street
   West Branch, MI
   (989) 345-3093

4. Kairo's Health Care
   613 Wayne Street
   Saginaw, MI
   (989) 790-6740

There are national organizations one can contact for help.

Alcohol & Drug abuse 24 hour action Helpline & Treatment
1-800-234-0420

Cocaine Lifeline 24 hour Helpline
1-800-638-8099

The National Institute of Drug Abuse Hotline is available

8:00 a.m. – 2:00 a.m., Monday through Friday
11:00 a.m. – 2:00 a.m., Weekends
1-800-662-4357

This partial listing is taken from the complete referral list found in the Drug Free Policy that is provided to the student on the first day of class. Please see that policy for complete information regarding program.

Students may also call 2-1-1 to obtain health and human services information and resources that may be available to assist them.

DRUG FREE CAMPUS & WORKPLACE ALCOHOL & DRUG POLICY

Bayshire Beauty Academy follows the Drug Free Schools and Communities Act of 1989 (Public Law 101-226). All students and employees should refer to the "Drug & Alcohol Prevention Information" given to each student for information concerning the campus policies and individual responsibilities required under this act.

Standards of Conduct for a Drug Free Campus

1. Bayshire Beauty Academy, hereafter referred as "this institution" has a policy of maintaining a Drug Free Workplace. All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances (drugs and alcohol) is prohibited in this institution's campus/ workplace.

2. In compliance with the Drug Free Workplace Act of 1988, this institution's Campus/workplace" consists of the following locations:
    a) The entire college/salon facility and its parking lot.
    b) Any location used for an offsite school function, i.e., competition, hair show, etc.
    c) Students and employees must comply with the policy while off-site if they are participating in any activities with or on behalf of this institution in any capacity.

3. Non-Compliance with the terms in Paragraph 1 (above) will result in the following actions being taken by this institution.
    a) Notification to the proper law enforcement authorities.
    b) Termination of enrollment/employment.

4. All students and employees must read and understand the following statements:
    a) I understand that Bayshire Beauty Academy by participating in Title IV Federal Aid, must establish a policy of a Drug Free Campus/Workplace, and as a student/employee of Bayshire Beauty Academy, I must acknowledge and agree to abide by the terms of Paragraph 1 (above).
    b) I must notify the School Director/Owner of any criminal drug statue conviction of a violation occurring on the campus/workplace within five calendar days after such conviction.
    c) I understand that this institution has established a Drug Free awareness program to inform students and employees about:

1. The dangers of drug abuse in the campus/workplace
2. The institutions policy of maintaining a Drug Free Campus/Workplace
3. Any available drug counseling rehabilitation and student/employee's assistance programs.
4. The penalties that may be imposed upon students/employees for drug abuse violations occurring in the campus/workplace (see paragraph 3 above).

If a student is convicted of any criminal drug activities, enrollment will be terminated at that time. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any activity with Bayshire Beauty Academy, the student must report the conviction, in writing, within 5 calendar days of the conviction to the Director of Bayshire Beauty Academy.

Drug Abuse and Alcohol Abuse Prevention

In agreement with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments, Bayshire Beauty Academy, supplies a Drug Free Schools and Workplace information package to each student during orientation process. The package provides a description of the legal sanctions under state and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol, a description of health risks associated with the use of illegal drugs and abuse of alcohol. It also includes a list of any drug alcohol counseling, treatment, and rehabilitation programs that are available to students.

Consumer Information

PROCEDURE whereby current and prospective students may review documents describing the school's accreditation and licensing:

1. Requests to review the above documentation must be in writing addressed to either the School Director or Director of Admissions.
2. Management will make arrangements for the review to take place under supervision within 21 calendar days or receipt of proper written request.
3. The review session will be supervised by a management member and attended only by the current or prospective student who made the request.
4. During the review session, copies of materials will not be provided, but the current or prospective student is permitted to take notes within a reasonable time frame.

DATA regarding the following is available in the school's "Pre-Registration Packet" which can be requested from the school's Admissions Office:

Employment opportunities: compensation; physical demands of the profession; safety requirements; licensing requirements; licensing examination pass/fail rates; completion and attrition rates; placement rates, DATED CATALOG INSERTS FOR NAMES OF STAFF, ACTUAL CLASS START DATES, DIRECT AND INDIRECT COSTS OF ATTENDANCE, and DRESS CODES.

Bayshire Beauty Academy is not responsible for changes made by the Associated Bodywork and Massage Professionals, or the American Massage Therapy Association, or by the National Certification Board for Therapeutic Massage and Body Work, or by the International Massage Association, or by the International Myomassetics Federation, local, state, federal regulatory agencies. Michigan has a local government ordinance of control.

Before practicing Massage Therapy in any municipality, always check with the Clerk's Office in that respective City, Village, or Township for licensing application requirements. Don't be surprised if the application process does not require a fee, but, rather simply filling out an application as a Massage Therapist.

INTERNAL GRIEVANCE PROCEDURE POLICY

Students should seek to inform instructors and staff of any issues. If student doesn't feel like the issue has been resolved they may ask to speak with the School Manager and Owner. If issue is still not resolved, the student may file a complaint with the State of Michigan. Massage Therapy students may do so at www.michiganps.net.

A complaint must be in writing addressed to the School Director and should outline the allegations or nature of the complaint. A school representative as designated by the School Director shall meet with the complainant (within 10 days) of receipt of the written complaint.

If, after careful evaluation, the problem cannot be resolved through discussion, the complaint may be referred to the school's special Complaint Committee if the complainant feels that the issue is still unresolved after review by School Director they may request in writing that a Special Complaint Committee be set-up to air their complaint. At this time the complainant shall be provided a copy of written record that a meeting occurred with the school's representative.

If this complaint should be referred to the school's Complaint Committee then the School Director shall appoint three members to sit on the Complaint Committee. The Complaint Committee will be appointed and can be selected from either of the following category: School Owner, Manager, Financial Aid Director, Instructor, or Advisory Committee Member. Bayshire Beauty Academy's Complaint Committee shall than meet within 21 calendar days of receipt of complaint and review the allegation. If the committee decided it needs additional information, then the Committee may request that additional information be provided by the complainant.

Once the Committee has reviewed the complaint, if no further information is required, then the school will respond by letter to the complainant within (15) calendar days stating steps to correct the problem, or information to show that the allegations were not warranted or based on fact. If the complainant is not is not satisfied that the complaint has been resolved, you may contact the School's licensing agency and make a formal complaint in writing or to the School's Accreditation Commission. You must first pursue your complaint in writing to the School Director. Only issues related to the school's failure to comply with accrediting standards, rules, procedures and regulations should be considered for further review by the Accrediting Agency.

All complaints will be handled by the School in accordance with Bayshire Beauty Academy's F.E.R.P.A. (Federal Education Rights to Privacy Act) Policy. The address for the State Licensing and Accrediting Agency may be found in the beginning of the catalogue.

Bayshire Beauty Academy is licensed as a **Cosmetology School** By:
Michigan Department of Licensing and Regulatory Affairs (LARA)
Bureau of Commercial Services
Licensing Division
Board of Cosmetology
P.O. Box 30244
Lansing, MI 48909
(517) 241-0199

Bayshire Beauty Academy is licensed as a **Massage Therapy School**
By:
Michigan Department of Licensing and Regulatory Affairs (LARA)
Bureau of Commercial Services
Licensing Division
Proprietary School Section
P.O. Box 30714
Lansing, MI 48909
(517) 241-9288

National Accrediting Commission of Career Arts & Sciences
(NACCAS)
3015 Colvin St.
Alexandria, VA 22314
(703) 600-7600

BAYSHIRE BEAUTY ACADEMY's CATALOG INSERT PAGE 38 updated July 25, 2023:
DIRECT COSTS OF ATTENDANCE
(ENROLLMENT AGREEMENT CHARGES PER COURSE & CONTRACT PAYMENT PLAN) (ALL COURSES CAN BE PAID IN FULL)

****

COSMETOLOGY 1500 clock hours:
$ 100 Registration fee: you pay on the day you sign up;
1,000 Books and Equipment fees: you pay on the first day of class;
+ 3,900 Down-payment on **Total Tuition of $13,900.00**
$5,000 Due by the first day of class.
+ 8,900 Balance due in monthly payments (see below) **
$13,900 TOTAL FOR COURSE
FULL TIME PAYS 12 PAYMENTS OF $741.67 PER MONTH
PART TIME PAYS 24 PAYMENTS OF $370.84 PER MONTH

****

MANICURING 600 clock hours:
$ 100 Registration fee: you pay on the day you sign up;
600 Books and Equipment fees: you pay on the first day of class;
+3,300 Down-payment on **Total Tuition of $7,000.00**:
$4,000 Due by the first day of class.
+3,000 Balance due in monthly payments (see below) **
$7,000 TOTAL FOR COURSE
FULL TIME PAYS 5 PAYMENTS OF $600.00 PER MONTH
PART TIME PAYS 10 PAYMENTS OF $300.00 PER MONTH

****

COSMETOLOGY INSTRUCTOR TRAINING 600 clock hours:
$ 100 Registration fee: you pay on the day you sign up;
250 Books: you pay on the first day of class;
+3,650 Down-payment on **Total Tuition of $7,000.00**:
$ 4,000 Due by the first day of class.
+ 3,000 Balance due in monthly payments (see below) **
$7,000 TOTAL FOR COURSE
FULL TIME PAYS 5 PAYMENTS OF $600.00 PER MONTH
PART TIME PAYS 10 PAYMENTS OF $400.00 PER MONTH

****

MASSAGE THERAPY 600 clock hours:
$ 100 Registration fee: you pay on the day you sign up;
300 Books: you pay on the first day of class;
+4,600 Down-payment on **Total Tuition of $8500.00**:
$ 5,000 Due by the first day of class.
+3,500 Balance due in monthly payments (see below) **
$8,500 TOTAL FOR COURSE
FULL TIME PAYS 5 PAYMENTS OF $700.00 PER MONTH.

PART TIME PAYS 10 PAYMENTS OF $350.00 PER MONTH (15 hrs. per week)
PART TIME PAYS 8 PAYMENTS OF $437.50 PER MONTH (26.5 hrs. per week)

**Methods of payment to be made by cash, check, money order, credit card and title IV funds.

****

OTHER DIRECT COSTS that are not included in your Enrollment Agreement Total Charges: _____

{You must pay for these costs yourself; neither Title IV Federal Financial Aid (Federal Pell Grant) nor the District-participating High Schools provide funds for these expenses.

DIRECT COSTS OF ATTENDANCE Continued

COSMETOLOGY, MANICURING, AND COSMETOLOGY INSTRUCTOR TRAINING STUDENTS:

* $15.00 Michigan State Board of Cosmetology student registration fee
* Uniform-top according to the Dress Code for your course – estimated cost $29.00
* AFTER GRADUATION: $167.00 Licensing Examination Fee
  $63.00 License and Application Fee (First Year License)

MASSAGE THERAPY STUDENTS:

** $264.90 First year's license and application fee (Paid to the State of Michigan upon graduation)*
** $265 License Examination Fee (Paid to testing service)*
** $65 estimated Fingerprinting/Background Check (Paid to Fingerprint servicer)*
** 49.99 Michigan implicit bias training*
*Set of Colored Pencils for your Anatomy Coloring Book – estimated cost $5.00
*Creams and Lotions – unscented and no oil – estimated cost $10.00

APPLIES TO ALL STUDENTS – OVERTIME CHARGES:
If you do not graduate before your contract expiration date, Overtime Charges must be paid in full within 5 business Days of contract expiration in order for you to continue toward completion of the course. You cannot clock hours until this debt is paid in full, or arrangements made to make payments. Charges are defined as **$6.00 per hour times the hours required to complete the course requirements**.

INDIRECT COSTS OF ATTENDANCE:

Before you start training you should be planning how you will provide for your living expenses while you are in school. The following list will give you a starting place to BUILD A BUDGET for costs you may incur. We will use a Cosmetology course as an EXAMPLE for how to "Build A Budget". Include:

- Lock for your locker – estimated cost $5.00
- Note-taking materials and blue or black ink pen – estimated cost $5.00
- Replacement equipment if you lose or break any after the first day
- Transportation costs to and from the school

IF YOU ARE DRIVING YOURSELF:

# of days of class per week times 2 trips per day times # weeks in course times $ .34 per mile times # of miles one way from home to school equals your estimated transportation costs for your course.

EXAMPLE FOR A FULL TIME (30 HOURS PER WEEK) COSMETOLOGY STUDENT WHO LIVES FIVE MILES ONE WAY FROM THE SCHOOL:

5 X 2 X 50 X $ .34 X 5 miles = $850.00 estimated transportation costs

IF YOU ARE USING PUBLIC TRANSPORTATION:

* or Bay City area students using Bay Metro Transit bus system the cost is $.80 per one way trip times 2 trips per day times # of weeks in course equals your estimated transportation costs for the course you are taking.

* For Saginaw area students using Saginaw Transit Authority Regional Services (STARS) bus system the cost is $1.00 per one way trip times 2 trips per day times # of weeks in course equals your estimated transportation costs for the course you are taking.

EXAMPLE FOR A FULL TIME (30 HOURS PER WEEK) COSMETOLOGY STUDENT:
$.80 X 2 X 5 X 50 = $400.00 estimated transportation costs

PERSONAL EXPENSES
Part of your budget should include $159.00 per month for the number of months in your course for personal expenses.

INDIRECT COSTS OF ATTENDANCE Continued:

EXAMPLE FOR A FULL TIME (30 HOURS PER WEEK) COSMETOLOGY STUDENT:
12 months times $159.00 per month = $1908.00 for personal expenses

ROOM AND BOARD EXPENSES
Use the following budget figures for your situation:
SINGLE STUDENT LIVING WITH PARENTS = $271 PER MONTH
SINGLE STUDENT NOT LIVING WITH PARENTS = $528 PER MONTH
STUDENT WITH DEPENDENTS = $528 PER MONTH

EXAMPLE FOR A FULL TIME (30 HOURS PER WEEK) COSMETOLOGY STUDENT WITH OR WITHOUT DEPENDENTS WHO DOES NOT LIVE WITH THEIR PARENTS:
12 months times $528 per month = $6336 for personal expenses

CHILD CARE COSTS as applicable
{The following examples of costs are taken from the Michigan Department of Social Services Child Day Care Services Program brochure revised 10/94 for Bay, Saginaw, and Midland counties Shelter Area V. Your actual costs may differ depending on type of service selected (public or private) and number of children.}

DAY CARE CENTER RATES PER HOUR
CHILD AGE 0 TO 2.5 YEARS = $2.65
CHILD AGE OVER 2.5 YEARS = $2.10

FAMILY, GROUP, AND RELATIVE HOMES
CHILD AGE 0 TO 2.5 YEARS = $ 2.00
CHILD AGE OVER 2.5 YEARS = $2.00

DAY CARE AIDES ALL AGES PER HOUR $1.50

EXAMPLE OF COSTS FOR A THREE YEAR OLD CHILD OF FULL TIME (30 HOURS PER WEEK) COSMETOLOGY STUDENT USING A DAY CARE CENTER:
30 hours of care needed per week
X50 weeks in Cosmetology course
1500 hours times $2.65 per hour = $3975 child care costs for course

EXAMPLE BUDGET TOTALS: (Your actual costs may be different!)

Enrollment Agreement Charges	$13,900.00	
State Board student registration fee	15.00	
Uniform (average expense)	29.00	
Lock and school supplies	10.00	
Licensing Exam fee	167.00	
License fee first year	+ 63.00	$14,184 DIRECT EXPENSES
Transportation expenses	$ 850.00	
Personal expenses	1908.00	

Room and board	6336.00	
Child care costs	3975.00	$13,069 INDIRECT EXPENSES

TOTAL Cost of Living Budget for the course is $27,253 for 12 months, OR $2,271.09 per month.

BAYSHIRE BEAUTY ACADEMY'S **START DATES**

(Dated Catalog Insert Page 40 updated 1/1/2026)

BAYSHIRE BEAUTY ACADEMY'S STAFF:

School Director & Limited Cosmetology Instructor: James F. Goodrow
Cosmetology Clinic Manager/Senior Cosmetology Instructor: Jan Heil
Cosmetology Instructors: Alexa Schreiber, Tiffany Lederer, Lisa Goodrow, Jan Heil, Jenae Prell, James Goodrow
Substitute Cosmetology Instructor: Courteney Ishmel, Lauren Slavik, Connie Metiva
Massage Therapy Instructors: Michelle Oswald Substitute Massage Instructors: Sarah Rievart, Savannah Everson
Nail Instructor: Lisa Wurm Substitute Limited Nail Instructor: Sherry Harper
Director of Admissions and Financial Aid & Timekeeper: Jenae Prell

BAYSHIRE CLASS START DATES:

FULL TIME COSMETOLOGY:	PART TIME COSMETOLOGY:
February 18, 2025	February 18, 2025
June 17, 2025	June 17, 2025
October 7, 2025	October 7, 2025

FULL TIME MANICURING:	PART TIME MANICURING
TBD	February 18, 2025
	June 17, 2025
	October 7, 2025

COSMETOLOGY INSTRUCTOR TRAINING FULL OR PART TIME

Scheduled as needed or upon demand when class minimums can be enrolled.

FULL TIME MASSAGE THERAPY:	PART TIME MASSAGE THERAPY:
TBD	February 18, 2025
	June 17, 2025
	October 7, 2025

*** NOTE:** All class start dates are subject to change dependent on minimum enrollment being met per class.

^^^

COSMETOLOGY BRUSH-UP:

For those with a current Michigan Cosmetology license who have been away from the profession for a while and want to prepare to return to work. A maximum of 150 clock hours may be designed to meet the needs of the individual, as determined by a personal interview. The cost will be $9.27 per clock hour of training plus cost of Equipment and/or Books if needed, and Registration Fee {15% times (Tuition plus Equipment and/or Books cost) equals Total Cost}.

> **NOTE:** Cosmetology Brush-up is **NOT** for those who have **NEVER** been licensed by the State of Michigan before. The applicant must complete a TRANSFER of credit for work completed from the school they attended to Bayshire. The Transfer Letter to be sent from the school they attended to Bayshire Beauty Academy should include all hours completed, Written and Practical Final Examination grades, all Theory grades completed, and a record of all Minimum Practical Applications completed.

A diploma from the attended school might substitute for the required Transfer data, depending on the date, and could be obtained (for a fee) from the State of Michigan's Board of Cosmetology. In this instance, the student will then have to complete Bayshire Beauty Academy's requirements to graduate in order to apply for the Licensing Examination through Bayshire Beauty Academy.

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DRESS CODE dated Catalog Insert Page 42 (Revised 01/1/2024)

* Cosmetology & Manicuring students: **Solid Black Scrub top and bottoms**

* Massage Therapy students: **Solid Burgundy/Black Scrub top and bottoms**

A BAYSHIRE OR CHI® PARTNERED T-SHIRT or SWEATSHIRT may be worn

ALL STUDENTS MUST WEAR THEIR SCRUB TOP AND BOTTOM OR SMOCK *(best found on Amazon)* AND NAME TAG *(school issued)*

ALLOWED

TOPS

- Scrub/Bayshire attire top worn at all times with name tag *(or in lieu of these, a Bayshire T-shirt or sweatshirt may be worn)
- **CLEAN AND NEAT**
- Any color shirt or sweatshirt may be worn underneath.

BOTTOMS

- **In good shape AND CLEAN**

SHOES

- MUST WEAR **A CLOSED TOE / CLOSED HEEL** SHOE

Accessories are allowed in jewelry, scarfs, and ornamentation of the hair.

NOT ALLOWED

- It is not allowed to be out of a Black **Scrub**/Bayshire attire top and Black **Scrub** pants. If you are out of uniform you will be sent home to change.

TOPS

- NO armpits showing on ANY shirts
- NO plunging necklines
- NO midriffs showing
- NO offensive logoed tops

BOTTOMS

- NO holes or thin pants to see undergarments

SHOES

- NO open toe or open back
- NO flip flop or sandal

Staff can require a student to punch out and return home for a more appropriate choice if their selection of clothing.

Reminder: This is job training and in the workplace if you arrive out of dress code you could be fired.

- **A nametag MUST BE WORN. Student may be required to purchase a replacement if it is missing ($1.50).**
- **Worn-out Uniform-tops should be replaced.**
- **Please be aware that upon graduation, the Work Site of your choice may require a more Professional dress standard than the one required at the School.**

******The School may occasionally schedule special times or circumstances that the students will be allowed to dress outside the policy requirements such as for Fashion Shows, Holidays such as Halloween, or other "Casual Day" designations. ******

DRESS CODE dated Catalog Insert Page 43 (Revised 1/1/2024)

* Cosmetology Instructor Trainee:

The Scrub-top color is **any color except BLACK and any color scrub bottoms** or professional attire.

A nametag is required by Michigan State Board of Cosmetology, it will be provided by the School.

Footwear: A flat-sole **closed toe/heel-shoe** style for good support for standing over long periods of time. In order to avoid the possibility of cuts, hair-slivers, and spread of illness, open-toed or open-heeled shoes or sandals are not permitted while working or walking through the Clinic. No "Flip-Flop" style shoes (anchored by a strap between the toes).

A "staff-type" nametag MUST BE WORN by Paid Staff identifying them as an Instructor. A nametag MUST BE WORN by an Instructor Trainee and they may be required to purchase a replacement nametag if their original one is missing. ALL clothing worn must be clean, relatively wrinkle-free, without rips or holes, and appropriate to a professional/business setting. Worn-out or stained Scrub-tops should be replaced. Bayshire Beauty Academy's Paid Staff can require an Instructor Trainee to punch out and return home for proper Scrub top, bottoms, or if they are missing a required item.

Please be aware that upon graduation, the Work Site of your choice may require a more professional dress standard than the one at this School. Paid Staff and Instructor Trainees must strive to provide a professional role model for the Cosmetology, Manicure, or Massage Therapy students they "supervise".

Bayshire Beauty Academy's Completion, Pass and Placement Rate for 2024:

Student Right to Know Statistics:
Cosmetology and Related Personal Grooming:
*58 Scheduled to complete in 2024**
*36 of the 58 students completed as of November 296, 2025**
** This count does not include vocational students*
36/58= 62.07% GRADUATION RATE
Massage Therapy:
9 students scheduled to complete in 2024
*8 of the 9 students completed as of November 29, 2025**
8/9= 88.89% GRADUATION RATE

Cosmetology and Related Personal Grooming:
36 Students are eligible for employment
*25 of the 36 students obtained jobs within their field of study as of November 29, 2025**
25/36= 75.00% PLACEMENT RATE
Massage Therapy*:*
8 Students are eligible for employment
*3 of the 8 students obtained jobs within their field of study as of November 29, 2025**
3/8= 37.50% PLACEMENT RATE

Cosmetology and Related Personal Grooming:
25 of the 25 graduate students took the licensing exam for the first time as of November 29, 2025.
25 of those students passed the final portion of the licensing exam by the date of submission of the annual report.
25/25= 100.00% LICENSURE RATE
Massage Therapy:
4 of the 4 graduates took the final licensing exam for the first time as of November 29, 2025.
4 of those students passed the final portion of the licensing exam by the date of submission of the annual report
4/4= 100.0% LICENSURE RATE

These rates are compiled from the most recent Annual Report submitted to NACCAS and are updated annually.
The classes listed below are offered as post graduate classes. Contact Admissions for more information.

INTRO TO DAY SPA **80 hours ($320)**
Students will learn sanitation, anatomy, massage strokes, equipment, body treatments, professional ethics, skin pathologies, herbology, aromatherapy, waxing and retailing as they apply to a day spa setting.

TRADITIONAL THAI MASSAGE **30 hours ($120)**
Students will learn eastern philosophy, sen lines, doshas, marmas, proper body positioning, postural alignment, body stances and breathing techniques.

AROMATHERAPY **5 hours ($150)**
Class will include information on all of the following areas of aromatherapy: the sense of smell, therapeutic properties of essential oils, contraindications for using essential oils, blending techniques, client care, body treatments, health and safety, and retailing.

BACH FLORAL REMEDIES **2 hours ($150)**
Dr. Bach believed that flowers are for healing of the body emotionally. Come and learn how these colorless and tasteless remedies can assist in balancing your body.

CHAKRA STONES & CRYSTALS **3 hours ($150)**
Class will include learning the locations of the major chakras, the elements guiding them and their aspects. Students will learn the colors associated with each chakra and how color affects us. Students will do a chakra balancing sequence.

FORMS OF CLEANSING **2 hours ($150)**
This class will cover benefits of cleansing and fasts, and how often to do them, as well as what types are recommended. We clean our house every spring. Why not our bodies?

HEAD-NECK-SHOULDERS **2 hours ($150)**
Specific techniques for muscles in the head, neck, and shoulders. Muscles injured in whip lash accidents.
Students will learn some causes for headaches and techniques to help relieve symptoms.

HEALTHY GIFTS WITH AROMATHERAPY **2 hours ($150)**
How about making and giving gifts that will actually assist in improving our health? We'll be making homemade bath salts, shower gels, and perfumes.

HERBOLOGY **2 hours ($150)**
Herbs are healing foods for our bodies and excellent supplements for strengthening organs and body systems. Come and learn how they can be therapeutic.

HOT STONE THERAPY MASSAGE: **4 hours ($150)**
learn the beneficial and relaxing affects of hot stone therapy. Class will include information on equipment needed, massage techniques, stone placement, and chakras.

IRIDOLOGY **2 hours ($150)**
We will be studying the iris of the eye to determine tissue weakness and the body's predisposition to weakness.

KINESIOLOGY **6 hours ($150)**
Class will include articulations, joints, joint movements, origin and insertions, actions, palpating and positioning for PNF techniques.

KNEAD A FRIEND **4 hours ($150)**
Come and learn basic massage techniques for relaxation and stress relief. How aroma therapy can be used in massage. This is a fun class for couples.

LYMPHATICS **4 hours ($150)**
Students will learn the basic functions of the lymphatic system. They will learn the influence massage has on the system. Lymphatic massage strokes will be learned and a lymphatic massage will be performed by the students.

MYOFASCIAL AWARENESS **6 hours ($150)**
This technique focuses on mechanical and reflexive connective tissue function. Light and deep touch can be used as well as cross fiber friction. This class will help the student identify areas of restriction and teach the student how to modify their massage techniques to affect change.

NUTRITIONAL COUNSELING **2 hours ($150)**
Students will learn how to balance their own pH, eat healthier, and establish proper digestion. This class will also expose you to herbs as healing foods and supplements for strengthening organs and body systems.

POLARITY & SUBTLE ENERGY **6 hours ($150)**
Class will cover eastern philosophies including Yin and Yang and the aspects for each. Students will learn the five elements and their aspects. Also the body's meridians and the elements that regulate them.

REFLEXOLOGY **6 hours ($150)**
Class will explain the reflex principle to healing the body. Reflexology uses manipulation applied to an area away from the disorder to affect change. Class will cover reflex points on the hands and feet. It will cover the bones and joints in the foot and how stimulation affects the entire body.

REIKI I **5 hours ($150)**
Students will learn about history of Reiki, positive and negative energy, meridians, seven major chakras and the aspects of each chakra, and auras.

REIKI II **5 hours ($150)**
Students will learn the Reiki hand positions, the Reiki symbols, distance healing techniques, attunement, and a basic chakra balancing session.

SPORTS MASSAGE **4 hours ($150)**
Class will include Pre and Post event techniques. Students will learn to recognize different types of tissue damage, maintenance massage formats, and injuries associated with specific sports.

YOGA **3 hours ($150)**
Class will teach mental concentration, muscular control, breathing and relaxation techniques. A routine may include stretching and balancing to improve posture.