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# WELCOME TO DORSEY SCHOOL OF BEAUTY

## A MESSAGE FROM THE PRESIDENT

### *Welcome to our school!*

Thank you for choosing Dorsey School of Beauty to further your education and prepare for your new career. We take great pride in providing our students with a positive learning environment that includes smaller classes taught by credentialed instructors with real-world experience. We truly care and encourage you to be the very best that you can be in your academic, professional, and personal endeavors.

Training at Dorsey School of Beauty is hands-on and performance based, using simulated work environments to ensure you are equipped with the practical skills needed to meet the demands of your chosen beauty field. We want you to graduate from Dorsey School of Beauty with the knowledge, skills, attitude, and work ethic that will make you a success. We look forward to seeing you walk across the stage at graduation with pride in your accomplishments and the skills and knowledge you have gained to start your new career.

Sincerely,



John Barnes

President and CEO

## HISTORY

Established in 1975 as Taylor Town School of Beauty, the school specializes in providing cosmetology training. Located in the Taylor Town Shopping Center, the school has over 12,000 square feet divided for clinic and instructional purposes meeting Michigan Board of Cosmetology requirements. Over the years, both instructors and administration have worked continuously to provide quality cosmetology education and facilities. Dorsey School of Beauty strives to provide a creative training environment, leading to pampered clients and a more beautiful world.

## MISSION

The entire staff of Dorsey School of Beauty strives to prepare men and women for the best possible career opportunities in various fields. We are committed to providing quality career education and positive reinforcement to enable the individual development of self-esteem, self-reliance, discipline, and confidence in all graduates coupled with an obligation to the communities in which they live and work.

## OBJECTIVES

In support of our mission, the following measurable objectives have been developed:

- Continually update the curriculum to provide programs that meet the needs of the community.
- Offer students the opportunity to develop a foundation of skills and abilities that satisfy the performance requirements of employers.
- Develop each students' self-confidence and interpersonal skills.

- Provide a pleasant and professional atmosphere conducive to learning that provides experience in operating equipment and software typical of that currently being used in the workplace.
- Provide a dedicated, competent, and caring faculty and staff.
- Offer community involvement activities designed to stimulate student involvement in the community.
- Assist students to secure training-related employment.

## ACCREDITATION AND APPROVALS

The goal of accreditation is to ensure that education provided by institutions of higher education, like Dorsey School of Beauty, meets or exceeds an acceptable level of quality. Dorsey School of Beauty is accredited by the National Accrediting Commission of Career Arts & Sciences, Inc.:



The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy, including those offered via Distance Education.

Dorsey School of Beauty is licensed in the State of Michigan by:

Michigan Department of Licensing and Regulatory Affairs  
Michigan State Board of Cosmetology  
Bureau of Professional Licensing  
P.O. Box 30018, Lansing, MI 48909  
(517) 241-9221

## **ADMISSIONS INFORMATION**

### **APPLICATION PROCEDURES**

Admissions inquiries may be directed to Dorsey School of Beauty or by visiting our website at <http://www.dorsey.edu/taylor-campus/>. Applications for admission may be completed online or by contacting Dorsey School of Beauty to arrange a convenient appointment with an admissions representative. A career planning session will be scheduled to review Dorsey School of Beauty's career programs and the applicant's attitude, motivation, and commitment to training. The enrollment process is complete when the applicant commences training.

### **COURSE REGISTRATION**

Students accepted into a Dorsey School of Beauty program will be registered for courses in a sequence that allows the student to complete their program by the graduation date stated in their enrollment agreement. A new student who does not post attendance by the third scheduled day of their program will have their enrollment cancelled.<sup>1</sup>

### **ADMISSIONS POLICY**

Requirements for admission to Dorsey School of Beauty are: (1) documentation of a high school diploma or its equivalent (for example, a General Education Development "GED" High School Equivalency Certificate or evidence of completion of home schooling), (2) a career planning session with a Dorsey School of Beauty admissions representative, and (3) the desire, interest and motivation to succeed. Dorsey School of Beauty does not admit "Ability to Benefit" students.

### **FOREIGN HIGH SCHOOL DIPLOMA POLICY**

Students enrolling into Dorsey School of Beauty with a foreign diploma or transcript must have their diploma evaluated prior to enrollment. The purpose of this evaluation is to provide proof that the diploma or transcript is equivalent to a United States high school diploma.

- Student must provide a copy of their diploma.
- If the diploma is in a foreign language, the student must also provide a copy of the diploma's translation. The translation must be completed by a professional agency.
- Dorsey School of Beauty will assist students in the evaluation process. Each diploma or transcript and translation must be sent out to be evaluated by an authorized and approved evaluator. The student is responsible for the cost of each evaluation.
- Once Dorsey School of Beauty has received the evaluation results that the diploma is equivalent to a U.S. high school diploma the student is able to enroll.

- If the student's evaluation results show that the diploma is not equivalent to a U.S. high school, the student is not eligible to attend Dorsey School of Beauty.

The State of Michigan Board of Cosmetology requires cosmetology license applicants to be at least 17 years of age; therefore, Dorsey School of Beauty requires an applicant to be at least 17 years of age by their contracted graduation date. Additional requirements for cosmetology instructor license applicants includes current licensure as a cosmetologist.

Good moral character and documentation of high school credential earned is required for licensure by the Michigan Bureau of Professional Licensing, and therefore gainful employment, in the State of Michigan. Dorsey School of Beauty reserves the right to deny acceptance to an applicant with any criminal convictions.

An exception to the admissions policy may be made when Dorsey School of Beauty accommodates students associated with a "Teach-Out Agreement" between Dorsey School of Beauty and the closing school. Dorsey School of Beauty does not solicit or recruit students already attending or admitted to another school offering a similar program of study.

### **HYBRID PROGRAM DELIVERY**

Students enrolled in programs utilizing hybrid delivery are responsible to ensure reliable internet access is consistently available during designated distance education courses.

### **ENROLLMENT AGREEMENT**

The enrollment agreement signed by each student reflects the current program offerings and fees, and is an addendum to this catalog.



### **EDUCATIONAL CREDIT**

Dorsey School of Beauty may grant educational credit provided the student documents successful completion of a curriculum in cosmetology from a licensed school of cosmetology within the previous 3 years; a maximum of 115 hours may be granted towards completion of the esthetician curriculum and a maximum of 70 hours may be granted toward completion of the manicuring curriculum.

<sup>1</sup> Pending mitigating circumstances approved by the campus managing director.

Dorsey School of Beauty may grant educational credit towards completion of the cosmetology instructor curriculum provided the student documents successful completion of any limited specialist instructor curriculum and holds a current limited specialist instructor license; a maximum of 300 hours may be granted.

Educational credit and any tuition adjustment must be determined by the managing director prior to the student attending Dorsey School of Beauty.

### **TRANSFER OF CLOCK HOURS AND MINIMUM PRACTICAL APPLICATIONS (MPAs) TO DORSEY SCHOOL OF BEAUTY**

Students transferring from other institutions may receive credit for hours and/or MPAs previously earned at the discretion of Dorsey School of Beauty, taking into consideration the results from a written and practical assessment exam administered by the school, hours earned as confirmed via affidavit from the State of Michigan Board of Cosmetology or documentation received verifying hours earned in another State, and MPAs earned as confirmed by an official transcript from the issuing institution. Transfer hours granted, MPAs accepted, and any tuition adjustment must be determined by the managing director prior to the student attending Dorsey School of Beauty.

### **RE-ADMISSION OF WITHDRAWN STUDENTS**

After withdrawal, a student may be allowed to return and complete training subject to a review of the circumstances surrounding the original withdrawal. Students applying for re-admittance to Dorsey School of Beauty will be evaluated according to current Satisfactory Academic Progress (SAP) standards and will re-enter in the same SAP status as at the time of withdrawal. Students permitted to reenter are required to complete their program in accordance with the **MAXIMUM TIMEFRAME (PACE OF COMPLETION) REQUIREMENTS** detailed in the **SATISFACTORY ACADEMIC PROGRESS (SAP)** section of this catalog.

Students re-entering after an interruption of 180 days or more may receive credit for hours previously earned at the discretion of Dorsey School of Beauty, taking into consideration the results from a written and practical assessment exam administered by the school and hours previously earned. Credit for hours previously earned and per hour charges must be determined by the managing director prior to the student resuming attendance at Dorsey School of Beauty. All students re-admitting must be approved by a campus re-admittance committee. Students are encouraged to apply for re-admittance a minimum of two (2) weeks prior to the date in which they wish to return.

### **RE-ADMISSION FOR MILITARY SERVICE MEMBERS**

A re-entering student who was required to withdraw because of active military status will be promptly re-entered with no advance notice required by the student if re-entering within five (5) years of completion of service, unless unusual circumstances require the institution to admit the student at a later date. Re-entry will be processed into his/her same program of study at the same enrollment status and with the same number of hours previously completed. If that program is no longer offered, the student will be re-admitted to the program that is most similar in terms of content and program hours unless the student requests admission to a different program. If the school assesses that

additional academic preparation is required before resuming active enrollment, this will be provided by the school at no charge to the student. In all cases, the student will be charged the same tuition and fees that would have been assessed at the time the student left the school for active military service. Students may contact the managing director for more information about this policy and eligibility, or when ready to re-enroll.

## **COSMETOLOGY PROGRAM**

### **PROGRAM DESCRIPTION**

The cosmetology diploma program provides training of 1,500 hours, during which the student is taught a basic knowledge of all phases of cosmetology, and attains a working knowledge of shop management, good ethics and the importance of good grooming. Upon graduation, students will have had the opportunity to gain a thorough knowledge of art principles, hair styling, hair cutting and shaping, hair coloring, thermal waving and curling, permanent waving, chemical relaxing, shampooing, manicuring, scalp and facial treatments and once licensed may work as an entry level cosmetologist under numerous job descriptions. Cosmetology career opportunities in private, chain or department store salons include positions such as hair stylist, wig dresser, manicurist, platform stylist, permanent wave specialist, make-up artist, hair colorist, salon owner, salon manager, style director, and theatrical hairstylist. Cosmetology career opportunities in business and industry include positions such as manufacturer representative, beauty products supervisor, beauty magazine columnist, school director, and beauty supply salesperson.

### **PROGRAM OBJECTIVES**

To prepare students for a successful cosmetology career by:

- Instilling good ethics, both personal and professional
- Emphasizing foundational cosmetology skills and knowledge
- Introducing current trends, equipment and products
- Requiring a thorough understanding of anatomy and physiology of the skin, face, head, hands, and feet
- Requiring a thorough understanding of chemistry concepts as they apply to cosmetology
- Employing regulated safety precautions, sanitation, and sterilization
- Highlighting the principles and practices of salon management
- Presenting the rules and regulations of the State of Michigan Board of Cosmetology
- Prepare students to sit for the Michigan Board of Cosmetology licensing exam

### **PROGRAM REQUIREMENTS**

<b>Course Number</b>	<b>Course Name</b>	<b>Clock Hours</b>
COS101	Introduction to Cosmetology	450
COS102	Cosmetology I	450
COS103	Cosmetology II	300
COS104	Cosmetology III	300
	Total Program Hours Required for Graduation	1,500

## **COURSE DESCRIPTIONS**

### **COS101 INTRODUCTION TO COSMETOLOGY**

The course begins with a brief history of cosmetology and takes the student through to the look of today's licensed cosmetologist. A road to success, both personally and professionally is highlighted. Michigan law is discussed in detail throughout this course. Students are introduced to all subjects within the cosmetology program, starting with infection control, including basic science concepts associated with the profession, up through all aspects of hair care, skin care, and nail care. This course contains 450 total hours, with 200 hours of theory (lecture delivered via distance education) and 250 hours practical (lab on ground).

### **COS102 COSMETOLOGY I**

This course addresses the necessary objectives of a first level senior student. A hands-on approach is taken with continued theory concepts to reinforce best practices. Students enter the clinic floor and provide services and applications to the public with direct oversight of their instructor. Students will be presented with a continued emphasis on infection control and a thorough overview of manicuring and pedicuring. A major component of the course focuses on all aspects of hair care, from the principles of hair design through cleaning, cutting, styling, chemical treatment and coloring. This course contains 450 total hours, with 200 hours of theory (lecture delivered via distance education) and 250 hours practical (lab on ground). Prerequisite: COS101

### **COS103 COSMETOLOGY II**

This course provides students with the opportunity to hone their service and applications skills in the clinic. Special attention is given to building student confidence with skill competency and client interaction. Students will sit for their first of many mock state exams to prepare them for state licensure. Theory is a constant component of the course with skin care, including hair removal, facials and make-up, being looked at in detail. Chemical textures services, manicures and pedicures are also a major focus of the course. A continued emphasis is placed on infection control and refining individual techniques for hair cutting, hair coloring. This course contains 300 total hours, with 75 hours of theory (lecture delivered via distance education) and 225 hours practical (lab on ground). Prerequisite: COS102

### **COS104 COSMETOLOGY III**

The final course in the cosmetology program is focused on preparing students for state licensure. A thorough review of all theory is presented, culminating in a final theory test for the course and program. Instructors work with students to fine tune their application and service skills in the clinic. Students work

toward completion of the minimum practical applications, as required by the state. This course prepares the student for employment and discusses the facets of the salon as a business. This course contains 300 total hours, with 50 hours of theory (lecture delivered via distance education) and 250 hours practical (lab on ground). Prerequisite: COS103

## **METHOD OF INSTRUCTION**

Of the total 1,500 hours of study, 425 hours is devoted to theory (delivered via distance education), 965 hours are allotted to practical work (in both classroom and clinic on ground, by performing beauty services on human head and mannequins), and 110 hours are unassigned for special instructions.

Theory content is taught through distance education using methods such as reading, live virtual lectures, computer-based learning activities, guest presenters and videos. Theory is evaluated on a regular basis through on-going tests and evaluation techniques, as well as specified level examinations. The student must pass a comprehensive theory and practical examination before they graduate from the program. Students are required to have an in-person performance evaluation after every 10% of the distance education component, which may have a variety of formats including written assessments or practical applications. Practical content is taught on campus only. Content is taught using methods such as hands-on demonstrations by faculty and hands-on practice by students using mannequins. Practical work consists of instruction to develop skills, which is regularly evaluated, complete with demonstrations conducted by instructors, guest presenters, and field trips. The students interaction with the instructor through distance education is documented by the instructor.

All transcripts and other documents will identify the portion of the curriculum that was delivered through distance education.

## **COSMETOLOGY STUDENT LEVEL DEFINITION**

Dorsey School of Beauty defines a junior student as a cosmetology student who has completed less than 450 clock hours of instruction and is yet permitted to work on the general public. Dorsey School of Beauty defines a senior student as a cosmetology student who has completed 450 hours of instruction in both theory and practical and is permitted to begin to practice on the general public in the clinic. Per the State of Michigan Board of Cosmetology, under no circumstances may a cosmetology student practice on the public until completing at least 350 hours of instruction in the general cosmetology curriculum, including both theory and practical hours.

## **COSMETOLOGY KIT, EQUIPMENT AND BOOKS**

The school will furnish all necessary materials and supplies to senior students who perform work on patrons. All equipment, materials, and supplies not included in student kit is property of the school. The following equipment and textbooks are furnished to all students (note kit content may be substituted based on circumstances such as product availability):

7" Marcel Hard Rubber Comb	Dylan Bearded 19" Manikin	Styling Comb Narrow Ruled (12)
Butterfly Clamp 3" 12/Card Wide	Tint Bowl Black (2)	Rattail Comb Fine Teeth (12)
Left Replacement Hand For Bx916-1	3pc Translucent Dye Brush Set	Nano Titanium 3/4" Marcel Curling Iron
Cold Wave Rods - Long White	Uni-Cord Combo; 6 Pc Comb Set	Rubber Base Styling Brush -9 Row
Duck Bill Clips Steel 12/Bag	Styling Comb 7" Narrow Ruled	State Board Nail Polish Kit

Shear And Razor Kit  
 Rubberized Super Grip Clips- 4/Pk  
 Naomi Afro Manikin 20" Brown  
 Spray Bottle - 12oz.  
 Classic Manicure Bowl - Black  
 Bridgette Budget Manikin 16-17"  
 Vinyl Shampoo Cape W/ Stay Dry Back

9-1/4" Pintail Carbon Comb-Fine Teeth  
 Tourmaline Ceramic Rect Cush Brush  
 Boar/Nylon Flexible Detangling Brush  
 Boar/Nylon 2.25" Ceram/Ionic Brush  
 Dual Purpose Curl Clips 80/Bx  
 Round Neck Brush 7 Row Black  
 Multi- Purpose Cape- Jetset Blk

Pro Nano 1" Titanium Straight Iron  
 Pro Nano Titanium Midsize Dryer  
 Bamboo Cosmetic Brush Set - 5 Pc  
 Make Up Collection, White  
 Non Slip Slant Tip Tweezer  
 Xlrg Deluxe Tote W Telescopic Handle  
 Sam li Brown Manikin W/ H-222 Holder

**COSMETOLOGY CURRICULUM**

Subject matter for cosmetology curriculum outlined below meets current Michigan State Board of Cosmetology requirements:

<b>Subject Area:</b>		<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Total Hours</b>	<b>Minimum Practical Application</b>
(a)	Health and safety related to hair care services, manicuring services, skin care services, and natural hair cultivation that include all of the following topics: (i) Anatomy and physiology. (ii) Chemical safety. (iii) Diseases and disorders. (iv) Laws and rules. (v) Occupational safety. (vi) Personal hygiene. (vii) Sanitation. (viii) Equipment, supply, and tool safety.	100	100	200	Health and safety must be included in all practical applications.
(b)	Hair care services and natural hair cultivation that include all of the following topics: (i) Arranging. (ii) Artificial Hair. (iii) Bleaching. (iv) Cleansing. (v) Curling. (vi) Cutting. (vii) Coloring and bleaching. (viii) Dressing. (ix) Perming. (x) Relaxing. (xi) Singeing. (xii) Straightening. (xiii) Tinting. (xiv) Waving. (xv) Natural hair cultivation.	250	800	1050	425
(c)	Esthetic services that include all of the following topics: (i) Beautifying the skin using cosmetic preparations, chemicals, and liquids, including body wrapping. (ii) Cleansing the skin with hands and equipment. (iii) Temporary hair removal. (iv) Facials, makeup, and eyelashes.	50	75	125	25
(d)	Manicuring services that include all of the following: (i) Artificial nails, extensions, and repairs.	50	75	125	25

(ii) Manicuring.				
(iii) Pedicuring.				
Total Hours	450	1050	1500	475

## **CURRICULUM SUBJECT AREA DESCRIPTIONS**

### ***Sanitation/Patron Protection***

Infection control principles and practices are thoroughly discussed with an emphasis on OSHA regulations. The *Laws and Rules Relating to the Practices of Barbering and Cosmetology* manual is used as a guide to highlight State regulations in the salon industry.

### ***Facials***

Introduction to the anatomy and physiology of the face and skin coupled with basic chemistry concepts related to skin and application of cosmetics. Proper skin care techniques, various facial treatments and application of makeup is discussed and practiced. OSHA, safety precautions, infection control and patron protection are emphasized throughout.

### ***Hairdressing***

A comprehensive look at the factors that govern hair design and the various styles frequently used in the industry. Anatomy and physiology of the head is discussed. Arranging, cutting, dressing, curling, pressing, artificial hair and finger waving, natural hair cultivation are performed. An emphasis is placed on safety precautions and patron protection.

### ***Scalp and Hair Treatments***

Chemistry concepts are presented as the foundation for scalp and hair treatments. Anatomy and physiology of the head is discussed. Shampooing, conditioning, and general hair and scalp treatments are performed. OSHA, safety precautions, infection control and patron protection are emphasized throughout.

### ***Hair Coloring***

Chemistry concepts are presented as the foundation for hair coloring techniques and procedures. Anatomy of the hair is presented in conjunction with chemical products utilized for hair coloring. Color theory coupled with identifying natural levels and tones is presented to highlight both the science and art involved in the process. OSHA, safety precautions, infection control and patron protection are emphasized throughout.

### ***Chemical Hair Restructuring***

Chemistry concepts are presented as the foundation for chemical hair restructuring techniques and procedures. Topics include permanent waving, relaxing and curl re-forming. OSHA, safety precautions, infection control and patron protection are emphasized throughout.

### ***Applied Chemistry/OSHA***

Infection control principles and practices are thoroughly discussed with an emphasis on OSHA regulations. Chemistry basics are presented and applied to the work of a cosmetologist.

### ***Applied Anatomy and Physiology***

Anatomy and physiology of the body systems with a focus on skin, head, face, hands and feet. The structure of the hair and nails are reviewed, as well as a look into the diseases and disorders of the hair, scalp and nails as it relates to cosmetology. Sanitation, disinfection and patron protection are discussed.

### ***Manicuring / Pedicuring***

An extensive view of the anatomy and physiology of the hands and feet with an emphasis on the nails. Nail diseases and disorders are identified. Nail technology equipment and products are introduced. OSHA, safety precautions, infection control and patron protection are emphasized throughout. Nail procedures, pre- and post-service and performed.

### ***Artificial Nails***

An introduction to artificial nail products and options. Basic chemistry concepts are reviewed. Application of nail tips is performed. OSHA, safety precautions, infection control and patron protection are emphasized throughout.

### ***Unassigned Hours***

Product demonstrators showcase alternative products and equipment throughout the program. A look into salon management, job seeking skills and life skills are highlighted throughout.

## **COSMETOLOGY INSTRUCTOR PROGRAM**

### **PROGRAM DESCRIPTION**

The cosmetology instructor diploma program provides training of 500 hours, during which a variety of cosmetology instruction techniques are taught. Upon graduation the trainee instructor will have had the opportunity to gain a thorough knowledge of the cosmetology curriculum, course outlining and development, lesson planning, teaching techniques, teaching aids, developing, administering and grading examinations, laws and rules, record keeping, school administration, practice teaching in clinic and theory classrooms treatments and once licensed may work as a Cosmetology instructor under numerous job descriptions. Cosmetology instructor career opportunities in education include positions such as cosmetology and nail technician instructor, school director, state board member and state board inspector.

### **PROGRAM OBJECTIVES**

To prepare students for a successful career as a cosmetology instructor by:

- Instilling good ethics, both personal and professional
- Re-enforcing foundational cosmetology skills and knowledge
- Requiring a thorough understanding of the cosmetology curriculum
- Developing individuals skilled in the practice of course outlining and lesson plan development
- Emphasizing preferred teaching techniques and assessment strategies
- Providing practice in teaching both theory and practical applications in a clinic setting
- Presenting the rules and regulations of the State of Michigan Board of Cosmetology



- Prepare students to sit for the State of Michigan Board of Cosmetology licensing exam

## **PROGRAM REQUIREMENTS**

The cosmetology instructor program totals 500 clock hours and consists of two courses, INST101 Cosmetology Instructor I (250 hours) and INST102 Cosmetology Instructor II (250 hours).

## **COURSE DESCRIPTIONS**

### **INST101 COSMETOLOGY INSTRUCTOR I**

This course introduces the student to the personal and professional qualities and of a master educator. Students have the opportunity to learn all aspects of student education from the ideal learning environment through various learning styles, classroom management, teaching methods and techniques, lesson planning, and educational aids. Students have the opportunity to learn how to best present material and how to assess and advise their cosmetology students. Special attention is given to teaching in the salon and how to create the optimal, real-life experience for the cosmetology student. The course finishes by preparing students for careers and employment as a cosmetology instructor. This course contains 250 total hours, with 100 hours of theory (lecture delivered through distance education) and 150 hours practical (lab on ground).

### **INST102 COSMETOLOGY INSTRUCTOR II**

This course takes the cosmetology instructor student to the next level. This course details the fine points of being an educator such as building relationships with those around you, learning how to integrate humor into your everyday, identifying success strategies for a lifelong career, building teams, communicating

confidently and achieving learner results. Student retention performance assessment are defined and explored. This course contains 250 total hours, with 50 hours of theory (lecture delivered via distance education) and 200 hours practical (lab on ground). Prerequisite: INST101

## **METHOD OF INSTRUCTION**

Of the total 500 hours of study, 150 hours is devoted to theory (delivered via distance education). 350 hours are allotted to instruction of practical work (on ground).

Theory content is taught through distance education using methods such as reading, live virtual lectures, computer-based learning activities, guest speakers and videos. Theory is evaluated on a regular basis through on-going tests and evaluation techniques, as well as specified level examinations. Students are required to have an in-person performance evaluation after every 10% of the distance education component, which may have a variety of formats including written assessments or practical applications. Practical content is taught on campus and consists of field trips, as well as instructional skill development as practiced in clinic, which is observed and evaluated by program instructors.

## **STATE OF MICHIGAN LICENSING OPTIONS**

A student seeking a full instructor license must also have at least three (3) years of practical experience in natural hair cultivation, hair care services, skin care services, and manicuring services, at least one (1) year of which shall be in a cosmetology establishment. The Michigan Board of Cosmetology may issue a limited instructor's license to an individual who meets all of the requirements except the practical experience component.

## **COSMETOLOGY INSTRUCTOR CURRICULUM**

Subject matter for cosmetology instructor curriculum outlined below meets current State Board of Cosmetology requirements:

<b>Subject Area:</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Total Hours</b>	<b>Minimum Practical Application</b>
<b>Orientation and Review of Cosmetology Curriculum</b>	<b>25</b>	<b>50</b>	<b>75</b>	<b>20</b>
<b>Introduction to Teaching</b>	<b>30</b>	<b>0</b>	<b>30</b>	<b>0</b>
<b>Course Outlining and Development</b> Lesson Planning, Teaching techniques, Teaching aids, Developing, administering, and grading examinations	<b>80</b>	<b>85</b>	<b>165</b>	<b>20</b> a minimum of 5 services in each category
<b>Laws and Rules</b> Record keeping, School Administration	<b>15</b>	<b>10</b>	<b>25</b>	<b>70</b>
<b>Teaching</b> Assisting in the clinic and theory classrooms	<b>0</b>	<b>75</b>	<b>75</b>	<b>15</b>
<b>Practice Teaching in the Clinic and Theory Classrooms</b>	<b>0</b>	<b>130</b>	<b>130</b>	<b>25</b>
<b>TOTALS</b>	<b>150</b>	<b>350</b>	<b>500</b>	<b>150</b>

## **CURRICULUM SUBJECT AREA DESCRIPTIONS**

### ***Orientation and Review of the Cosmetology Curriculum***

A review of the cosmetology curriculum is continued throughout the program of study. All aspects of cosmetology principles and

practices are discussed for purpose in application to reinforce effective and compliant teaching.

### ***Introduction to Teaching***

Presentation and development of teaching and assessment strategies. Introduction to learning theory and educational methods.

**Course Outlining and Development**

A comprehensive look at the components of a cosmetology program. Utilization of multiple program models to lay a foundation for the essential criteria required for course outlining and course development.

**Laws and Rules**

The *Laws and Rules Relating to the Practices of Barbering and Cosmetology* manual is used as a guide to highlight state regulations in the salon industry.

**Teaching**

Assist teaching theory to students in a classroom setting and practical skills in a clinic setting. Take on the role of a teacher’s assistant. Continuous observation by instructor.

**Practice Teaching in the Clinic and Theory Classrooms**

Teach students theory in a classroom setting and practical skills in a clinic setting. Take on role of a teacher. Continuous observation by instructor.

Assist teaching theory to students in a classroom setting and practical skills in a clinic setting. Take on the role of a teacher’s assistant. Continuous observation by instructor.

**Practice Teaching in the Clinic and Theory Classrooms**

Teach students theory in a classroom setting and practical skills in a clinic setting. Take on role of a teacher. Continuous observation by instructor.

**BOOKS**

The instructor’s manual, workbook and state board exam review book are included in total tuition and fees. All other equipment and materials used are furnished by the school and remain the property of the school.

**ESTHETICIAN PROGRAM**

**PROGRAM DESCRIPTION**

The 750-hour esthetician diploma program is designed to provide the scientific knowledge, artistic principles, and hands-on practice needed to become a skin care professional. Hands-on training includes skills such as facials, body treatments, wraps, rejuvenation therapies, non-abrasive peels, and hair removal. Artistic principles presented include eyelash enhancement, cosmetic color therapy, and corrective makeup. Scientific knowledge, including training in skin pathology, microbiology, and knowledge of the muscles, bones, and nerves of the face, neck, and shoulders, complete a necessary foundation in preparation for the State of Michigan licensure examination. Once licensed, estheticians may provide services such as analyzing customer skin care needs, discussing treatments and products, performing a variety of facial treatments, advising on skin care and makeup techniques, and promoting skin care products. Estheticians may work in a spa, salon, dermatology office, department store, cruise ship, resort or as a representative of a product line.

**PROGRAM OBJECTIVES**

To prepare students for a successful esthetics career by:

- Instilling good ethics, both personal and professional
- Emphasizing foundational esthetic skills and knowledge
- Introducing current trends, equipment and products
- Requiring a thorough understanding of anatomy and physiology of the skin, and the muscles, bones, and nerves of the face, neck and shoulders.
- Requiring a thorough understanding of basic chemistry concepts as they apply to esthetic products
- Employing regulated safety precautions, sanitation, and sterilization
- Highlighting the principles and practices of salon management
- Presenting the rules and regulations of the State of Michigan Board of Cosmetology
- Prepare students to sit for the Michigan Board of Cosmetology esthetics licensing exam

**PROGRAM REQUIREMENTS**

Course Number	Course Name	Clock Hours
EST110	Introduction to Esthetics*	125
EST112	Skin Sciences*	125
EST114	Make Up and Advanced Treatments*	125
EST116	Eyelash and Eyebrow Enhancements*	125
EST118	Esthetician Career and Spa Management*	125
EST120	Esthetics: Capstone	125
Total Program Hours Required for Graduation		750

**COURSE DESCRIPTIONS**

**EST110 INTRODUCTION TO ESTHETICS**

The course begins with a brief overview of the history of skincare and the Esthetics profession. Professional practices pertaining to infection control, personal hygiene, and public health safety within the scope of the EPA and OSHA regulations will be covered in this course. Basic bacteriology and knowledge of other infectious agents and associated communicable diseases are covered along with the methods of facility sanitization. A general overview of the human body; including anatomy, physiology and histology of the skin will be presented. Performing skin analysis and recognizing contraindications to services while performing basic facials will be addressed in this course. Students will discuss the morphology of hair and its growth stages as well as temporary and permanent hair removal. The basic practical manipulation of the face for cleansing and hair removal will continue to be reinforced throughout the program. This course contains 125 total hours, with 70 hours of theory (lecture delivered via distance education) and 55 hours practical (lab on ground). Prerequisite: None

**EST112 SKIN SCIENCES**

In this course, students will continue to reinforce their understanding of facial treatments, including hair removal. Students will have an opportunity to continue a discussion of anatomy and the basic function of the systems of the body. A thorough discussion will be presented on disorders and diseases

of the skin and how to identify these conditions. Students will be instructed on performing spa massage techniques and how to use the different types of facial machines. In addition, students will discuss product ingredients and the proper use of the equipment and products relating to these various treatment techniques. This course covers basic chemistry, mechanical and electrical concepts including equipment safety. This course contains 125 total hours, with 70 hours of theory (lecture delivered via distance education) and 55 hours practical (lab on ground). Prerequisite: EST110

#### **EST114 MAKE UP AND ADVANCED TREATMENTS**

This module introduces the students to the different types of cosmetics and their uses, the understanding of cosmetic color therapy, and consulting with clients to determine their needs and preferences. Students will be able to identify different facial types and demonstrate basic makeup procedures for any occasion make up as well as corrective makeup. We will also emphasize the applications of advanced treatments such as body exfoliation, laser technology, light therapy, and ultrasonic technology. Students will have the opportunity to discuss the benefits of proper nutrition and the understanding of vitamins and minerals. This course will reinforce how nutrition relates to healthy skin. This course contains 125 total hours, with 70 hours of theory (lecture delivered via distance education) and 55 hours practical (lab on ground). Prerequisite: EST112

#### **EST116 EYELASH AND EYEBROW ENHANCEMENTS**

This course begins with a brief overview of important historical moments in the use of eyelash enhancements and artificial lashes. It will outline the scope of practice for an eyelash technician and how to safely enhance the appearance of the natural lashes while maintaining their health and integrity. Eyelash technicians should have a thorough understanding of the structure and function of the eyes, eyelids, eyelashes, and eyebrows to protect the health of the eye while still performing beautiful, proportioned services. Understanding infection control principles and practices is necessary when dealing with the public. Practicing the basics of cleaning and disinfecting and following federal and state rules will be discussed in this course. Upon the completion of this course, you should understand necessary steps to run a lash business, how to maximize your income and set expectations that can be maintained throughout your career. This course contains 125 total hours, with 70 hours of theory (lecture delivered via distance education) and 55 hours practical (lab on ground). Prerequisite: EST114

#### **EST118 ESTHETICIAN CAREER AND SPA MANAGEMENT**

This module covers the skills necessary to meet the daily and long-term challenges of successfully managing today's spa environment. Students are presented the elements of effective management including motivation of staff and the maintenance of long-term strategic vision and drive. Marketing strategies and selling of products and retail services will be included in this course. An in-depth study of State Cosmetology Board laws and regulations along with requirements for licensure will be included. A focus on preparing the student for an esthetician career including professional standards, ethical practices, and the key to successful interactions with clients, supervisors, and co-workers are presented. Resume writing, interview techniques and job search strategies will also be covered in this module. This course contains 125 total hours, with 70 hours of theory (lecture delivered via distance education) and 55 hours practical (lab on ground). Prerequisite: EST116

#### **EST120 ESTHETICS: CAPSTONE**

This course is designed to assist students in preparing for the state licensure examination. You will be provided with information that will guide you through preparing for and taking the practical and written portion of the licensure examination. Esthetician state board practice exams will be given and reviewed weekly throughout the course. Student application and client services will continue throughout the course. This course contains 125 total hours, with 70 hours of theory (lecture delivered via distance education) and 55 hours practical (lab on ground). Prerequisite: EST118

#### **ESTHETICIAN STUDENT LEVEL DEFINITION**

Dorsey School of Beauty defines a junior student as an esthetician student who has completed less than 188 clock hours of instruction and is not yet permitted to work on the general public. Dorsey School of Beauty defines a senior student as an esthetician student who has completed 188 hours of instruction, including both theory and practical hours, and is permitted to begin to practice on the general public in the clinic. Per the State of Michigan Board of Cosmetology, under no circumstances may a skin care student practice on the public until completing at least 25% of the hours required by the esthetician curriculum, including both theory and practical hours.

#### **METHOD OF INSTRUCTION**

Of the total 750 hours of study, 420 hours is devoted to theory (delivered via distance education), 330 hours are allotted to practical work (in both classroom and clinic on ground, by performing services on chair massage head mannequins and in our on-ground beauty clinic.

Theory content is taught through distance education using methods such as reading, live virtual lectures, computer-based learning activities, guest presenters and videos. Theory is evaluated on a regular basis through on-going tests and evaluation techniques, as well as specified level examinations. The student must pass a comprehensive theory and practical examination before they graduate from the program. Students are required to have an in-person performance evaluation after every 10% of the distance education component, which may have a variety of formats including written assessments or practical applications. Practical content is taught on campus only. Content is taught using methods such as hands-on demonstrations by faculty and hands-on practice by students using mannequins. Practical work consists of instruction to develop skills, which is regularly evaluated, complete with demonstrations conducted by instructors, guest presenters, and field trips. The students interaction with the instructor through distance education is documented by the instructor.

All transcripts and other documents will identify the portion of the curriculum that was delivered through distance education.

#### **ESTHETICIAN KIT, EQUIPMENT AND BOOKS**

The school will furnish all necessary materials and supplies to senior students who perform work on patrons. All equipment, materials and supplies not included in student kit is property of the school. The following equipment and textbooks are furnished to all esthetician students (note kit content may be substituted based on circumstances such as product availability):

- Bioelements® Deluxe Esthetic Student Kit

- 9 pc. Facial Tool Kit
- 3 pc Silicone Mask Applicator Set

- Daria Massage Training Head
- Lash Extension Kit

## **ESTHETICIAN CURRICULUM**

Subject matter for esthetician curriculum outlined below meets current State Board of Cosmetology requirements:

<b>Subject Area:</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Total Hours</b>	<b>Minimum Practical Application</b>
<b>Health and safety related to esthetic services that include all of the following topics:</b> <ul style="list-style-type: none"> <li>a) Anatomy and physiology</li> <li>b) Chemical safety</li> <li>c) Diseases and disorders</li> <li>d) Laws and rules</li> <li>e) Occupational safety</li> <li>f) Personal hygiene</li> <li>g) Sanitation</li> <li>h) Equipment, supply, and tool safety</li> </ul>	<b>50</b>	<b>50</b>	<b>100</b>	<b>100</b> Health and safety, sanitation and patron protection must be included in all practical applications
<b>Esthetic services that include the following topics:</b> <ul style="list-style-type: none"> <li>a) Beautifying the skin using cosmetic preparations, chemicals, and liquids, including body wrapping</li> <li>b) Cleansing the skin with hands and equipment</li> <li>c) Temporary hair removal</li> <li>d) Facials, makeup, and eyelashes</li> </ul>	<b>125</b>	<b>175</b>	<b>300</b>	<b>50</b>
<b>Unassigned Hours</b> *Pending rules to be promulgated by State of Michigan Board of Cosmetology	<b>200*</b>	<b>150*</b>	<b>350*</b>	<b>0*</b>
<b>TOTALS</b>	<b>375</b>	<b>375</b>	<b>750*</b>	<b>150*</b>

## **CURRICULUM SUBJECT AREA DESCRIPTIONS**

### ***Sanitation/ Patron Protection***

Professional practices pertaining to infection control, personal hygiene and public health safety within the scope of the EPA and OSHA regulations will be covered in this course. The *Laws and Rules Relating to the Practices of Barbering and Cosmetology* manual is used as a guide to highlight State regulations in the salon industry.

### ***Mechanical and Electrical Equipment Safety***

The nature of electricity, types of electric current and principals of electrical equipment safety are covered. Electrotherapy and LED therapy and their skin benefits are covered. Different types of facial equipment and how each piece of equipment is used as well as contraindications. The purchase, maintenance and safe use for various equipment is studied.

### ***Anatomy and Disorders***

A general overview of the human body; including anatomy, physiology and histology of the skin will be presented. Anatomy and physiology of the body systems with a focus on skin pathology, microbiology, and knowledge of the muscles, bones, and nerves of the face, neck, and shoulders. A thorough

discussion will be presented on various disorders and diseases of the skin and how to identify these conditions.

### ***Artistic Principles / Make-Up***

Introduces the different types of cosmetics and their uses, cosmetic color therapy, and consulting with clients to determine their needs and preferences. Identification of different facial features, demonstrate of basic make-up procedures for any occasion, and corrective makeup technique.

### ***Facial / Skin Care Techniques***

Performing various facial services, spa massage techniques and the use the different types of facial machines. In addition, product ingredients and the proper use of the equipment and products relating to these various treatment techniques are covered.

### ***Chemistry/OSHA***

Chemistry basics are presented and applied to the work of an esthetician including the effects of acid, alkaline, and pH on the skin, the difference among solutions, suspensions, and emulsions, contraindications of chemical exfoliation procedures, chemical peels, and microdermabrasion, all incorporating an emphasis on compliance with OSHA regulations.

### ***Unassigned Hours***

Product demonstrators showcase alternative products and equipment throughout the program. A look into professionalism, job seeking skills and life skills are highlighted throughout.

## **MANICURING PROGRAM**

### **PROGRAM DESCRIPTION**

The hybrid manicuring diploma program includes training of 600 hours and provides students with the opportunity to obtain a basic understanding of manicuring techniques including plain manicure, nail art, oil manicure, nail repair, and artificial nail application treatments. During which a variety of manicuring skills are taught, as well as shop management, pedicuring, and sanitation. The manicuring program features a combination of classroom instruction and on-campus hands-on training. By the end of the program, each graduate will have had the opportunity to obtain the knowledge and experience required to prepare them to enter this exciting profession. Once licensed, a graduate may work as an entry-level manicurist under numerous job descriptions.

Manicuring career opportunities in private, chain or department store salons include positions such as manicurist, platform manicurist, salon owner, nail technician director, and theatrical nail technician.

Manicuring career opportunities in business and industry include positions such as manufacturer representative, beauty products supervisor, beauty magazine columnist, school director, and beauty supply salesperson.

### **PROGRAM OBJECTIVES**

To prepare students for a successful manicuring career by:

- Instilling good ethics, both personal and professional
- Emphasizing foundational manicuring skills and knowledge
- Introducing current trends, equipment, and products
- Requiring a thorough understanding of anatomy and physiology of the skin, hands, and feet
- Requiring a thorough understanding of chemistry concepts as they apply to manicuring
- Employing regulated safety precautions, sanitation, and sterilization
- Presenting the rules and regulations of the Michigan Board of Cosmetology
- Prepares students to sit for the State of Michigan Board of Cosmetology licensing exam

### **PROGRAM REQUIREMENTS**

The manicuring program totals 600 clock hours and consists of three courses, MANI110 Manicuring I (200 hours), MANI112 Manicuring II (200 hours), and MANI103 Manicuring III (200 hours).

### **COURSE DESCRIPTIONS**

#### **MANI110 MANICURING I**

This course introduces the student to the history and opportunities of the nail profession. It prepares the student for the profession by addressing life skills, professional image

building and professional communication suited to the salon business. Students are taught the application of skill by building a foundation of knowledge about infection control, anatomy and physiology of the skin and nails, nail disease and disorders, basics of chemistry and electricity, an understanding of nail product chemistry and an introduction in the fundamental techniques involved in a basic nail techniques. This course contains 200 total hours, with 116 hours of theory (lecture delivered via distance education) and 84 hours practical (lab on ground). Prerequisite: None

#### **MANI112 MANICURING II**

This course prepares students for proficiency in the skills used by nail professional. All aspects of manicuring and pedicuring are addressed and performed, including electric filing nail tips and wraps, monomer liquid and polymer powder nail enhancements and UV gels. As a nail technician, you should develop a thorough understanding of manicuring, advanced techniques, and the regulations for the scope of practice (SOP) within the state of Michigan. This course contains 200 total hours, with 116 hours of theory (lecture delivered via distance education) and 84 hours practical (lab on ground). Prerequisite: MANI110

#### **MANI114 MANICURING III**

This course provides the student an opportunity to focus on preparation for state licensing and employment opportunities. Students will review the state licensing examination process, including state board practical and theory objectives. Students will have an opportunity to participate in mock state board exams, including a mock state board practical and theory examination. Students will prepare an employment portfolio and understand characteristics needed to thrive in a service profession. This course contains 200 total hours, with 116 hours of theory (lecture delivered via distance education) and 84 hours practical (lab on ground). Prerequisite: MANI112

### **METHOD OF INSTRUCTION**

Of the total 600 hours of study, 348 hours is devoted to theory (classroom study), 252 hours are allotted to practical work (in both classroom and clinic, by performing beauty services on human hands and manikins).

Theory content is taught through distance education using methods such as reading, live virtual lectures, computer-based learning activities, guest presenters and videos. Theory is evaluated on a regular basis through on-going tests and evaluation techniques, as well as specified level examinations. The student must pass a comprehensive theory and practical examination before they graduate from the program. Students are required to have an in-person performance evaluation after every 10% of the distance education component, which may have a variety of formats including written assessments or practical applications. Practical content is taught on campus only. Content is taught using methods such as hands-on demonstrations by faculty and hands-on practice by students using mannequins. Practical work consists of instruction to develop skills, which is regularly evaluated, complete with demonstrations conducted by instructors, guest presenters, and field trips. The students interaction with the instructor through distance education is documented by the instructor.

All transcripts and other documents will identify the portion of the curriculum that was delivered through distance education.

## MANICURING STUDENT LEVEL DEFINITION

Dorsey School of Beauty defines a senior student as a manicuring student who has completed 150 hours of MANI110 Manicuring I (with instruction in both theory and practical) and is then

permitted to begin to practice on the public in the clinic. Per the State of Michigan Board of Cosmetology, under no circumstances may a manicuring student practice on the public until completing at least 150 hours (25%) of instruction in the manicuring curriculum, including both theory and practical hours.

## MANICURING CURRICULUM

Subject matter for manicuring curriculum outlined below meets current State Board of Cosmetology requirements:

Subject Area:	Theory Hours	Practical Hours	Total Hours	Minimum Practical Application
<b>Sanitation/Patron Protection</b> Laws and Rules; Personal Hygiene Salon Management Mechanical & Electrical Equipment Safety	50	50	100	100 (Sanitation and patron protection shall be included in all services)
<b>Anatomy and Disorders</b>	25	0	25	0
<b>Artistic Principles</b>	10	0	10	0
<b>Manicuring / Pedicuring Techniques</b>	20	50	70	40
<b>Chemistry/OSHA</b>	15	0	15	0
<b>Artificial Nails/Extensions/Repairs</b>	25	105	130	50
<b>Unassigned Hours</b> *Pending rules to be promulgated by State of Michigan Board of Cosmetology	155*	95*	250*	0*
<b>TOTALS</b>	<b>300</b>	<b>300</b>	<b>600*</b>	<b>190*</b>

## CURRICULUM SUBJECT AREA DESCRIPTIONS

### ***Sanitation/ Patron Protection***

Infection control principles and practices are thoroughly discussed with an emphasis on OSHA regulations. The *Laws and Rules Relating to the Practices of Barbering and Cosmetology* manual is used as a guide to highlight State regulations in the salon industry.

### ***Anatomy and Disorders***

Anatomy and physiology of the body systems with a focus on skin, hands, and feet. Nail anatomy and growth are reviewed, as well as a look into the diseases and disorders of the skin and nails as it relates to nail technology. Sanitation, disinfection, and patron protection are discussed.

### ***Artistic Principles***

Teaches students to relate basic color principles to nail technology. Nail adornments and other related products are reviewed. Application of these products is practiced and evaluated. Understanding and listening to client preferences is highlighted.

### ***Manicuring/Pedicuring Techniques***

An extensive view of the anatomy and physiology of the hands and feet with an emphasis on the nails. Nail diseases and disorders are identified. Nail technology equipment and products are introduced. OSHA, safety precautions, infection control and patron protection are emphasized throughout. Nail procedures, pre- and post-service and performed.

### ***Chemistry/OSHA***

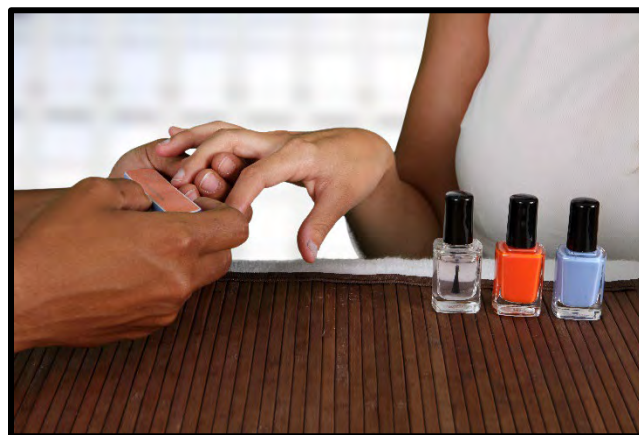
Infection control principles and practices are thoroughly discussed with an emphasis on OSHA regulations. Chemistry basics are presented and applied to the work of a nail technologist.

### ***Artificial Nails/Extensions/Repairs***

A comprehensive exploration of the variety of artificial nails. Chemistry concepts are coupled with the products used in creating and applying artificial nails and extensions and making repairs. Demonstration and practical application of artificial nails are conducted.

### ***Unassigned Hours***

Product demonstrators showcase alternative products and equipment throughout the program. A look into professionalism, job seeking skills and life skills are highlighted throughout.



## **MANICURING KIT, EQUIPMENT AND BOOKS**

The school will furnish all necessary materials and supplies to senior students who perform work on patrons. All equipment, materials and supplies not included in student kit is property of the school. The following equipment and textbooks are furnished to all students (note kit content may be substituted based on circumstances such as product availability):

6-piece manicure set	10 emery boards	Manicure bowl, Dappen dish	Duffel bag and carrying case
Diamond coated file	4 file/buffer in one	Assorted nail tips and forms	Stylist smock
Fingernail and toenail clippers	Orangewood stick	Base/top/nail strength	Nail polish drier
Electric nail file	OPI mini cuticle nipper	Nail adhesive, bond-aid	5 table towels; 50 nail wipes
#6 and #7 nail sculpting brush	Soak-off gel lacquer	Nail service spray	Liquid hand soap & sanitizer
Manicure nail brush	Acetone polish remover	Foot file, set of toe separators	1 practice finger
Brilliance block	Manicure textbook	Michigan Cosmetology Law Book	1 mannequin hand
OPI product workbook, system instructions, polish remover nail lacquer and 2 oz NAS		Avolex mani instructions, exfoliating treatment, nail and cuticle oil, moisture lotion	

## **TRAINING PERIOD, TUITION, AND SCHEDULE**

For students enrolling into the Cosmetology program at Dorsey School of Beauty, the training period, tuition, and schedule is stated below:

PROGRAM / SOC CODES	CLOCK HOURS	TOTAL TUITION <sup>(2)</sup>	TOTAL COURSE FEES <sup>(3b)</sup>	TOTAL TUITION AND FEES	LICENSE EXAM AVAILABLE <sup>(4)</sup>
Cosmetology, Day / 39-5012 <sup>(1)</sup>	1,500	\$26,250	\$2,700	\$28,950	Yes
Cosmetology, Evening / 39-5012 <sup>(1)</sup>					

FULL TIME SCHEDULE	TRAINING PERIOD <sup>(6)</sup>		DAILY HOURS <sup>(5)</sup>	DAYS EACH WEEK	HOURS PER WEEK
	Contact Time	Scheduled Over Approximately			
Cosmetology, Day	50 Weeks	54 Weeks	9:00am – 3:30pm	Monday – Friday	30
Cosmetology, Evening	50 Weeks	54 Weeks	4:00pm – 10:30pm	Monday – Friday	30

<sup>(1)</sup> Cosmetology program tuition is billed by payment period. TOTAL TUITION AND FEES listed reflects student charges for completing the TOTAL CLOCK HOURS of their program, which includes 50 weeks of contact time scheduled over approximately 54 weeks including breaks (TRAINING PERIOD).

<sup>(2)</sup> TOTAL TUITION includes a uniform fee of \$23 and mandatory State of Michigan registration fee of \$15. Cosmetology tuition includes \$175 textbook fee and \$420 kit fee. See 4. below for additional information on textbook and supply purchase opt-out information.

<sup>(3a)</sup> Student will be charged a course fee of \$600 for each course enrolled, including courses repeated due to failure or withdrawal.

<sup>(3b)</sup> Student will be charged a course fee of \$675 for each course enrolled, including courses repeated due to failure or withdrawal.

<sup>(4)</sup> Dorsey School of Beauty will pay the cost one-time for graduates of this program to challenge the State of Michigan licensure exam, contingent upon the graduate meeting Dorsey School of Beauty's exam preparation requirements, which vary by program.

<sup>(5)</sup> DAILY HOURS include a scheduled one-half hour (30 minute) lunch break each day student is present over 5 consecutive hours.

<sup>(6)</sup> Should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.



For students enrolling into the Esthetician or Manicuring program at Dorsey School of Beauty, the training period, tuition, and schedule is stated below:

PROGRAM / SOC CODES	TOTAL CLOCK HOURS	TOTAL TUITION <sup>(1)</sup>	TEXTBOOK FEES <sup>(2)</sup>	KIT FEE <sup>(2)</sup>	TOTAL COURSE FEES	TOTAL TUITION AND FEES <sup>(3)</sup>	LICENSE EXAM AVAILABLE <sup>(4)</sup>
Esthetician, Day / 39-5094 <sup>(1)</sup>	750	\$4,995	\$300	\$500	n/a	\$5,795	Yes
Esthetician, Evening / 39-5094 <sup>(1)</sup>							
Manicuring, Day / 39-5092 <sup>(1)</sup>	600	\$4,800	\$300	\$300	n/a	\$5,400	Yes
Manicuring, Evening / 39-5092 <sup>(1)</sup>							

For cosmetology and manicuring re-entry and transfer students, refer to footnote (5) below.

FULL TIME SCHEDULE	TRAINING PERIOD <sup>(7)</sup>		DAILY HOURS <sup>(6)</sup>	DAYS EACH WEEK	HOURS PER WEEK
	Contact Time	Scheduled Over Approximately			
Esthetician, Day	30 Weeks	36 Weeks	9:00 am – 3:45 pm 9:00 am – 3:45 pm	<u>Tuesday - Friday</u> On-Ground (2 days/week) Distance Education (2 days/week)	25
Esthetician, Evening	30 Weeks	36 Weeks	4:00 pm – 10:45 pm 4:00 pm – 10:45 pm	<u>Tuesday - Friday</u> On-Ground (2 days/week) Distance Education (2 days/week)	25
Manicuring, Day	20 Weeks	24 Weeks	9:00 am – 5:00 pm 9:00 am – 2:30 pm	<u>Monday - Friday</u> On-Ground (2 days/week) Distance Education (3 days/week)	30
Manicuring, Evening	20 Weeks	24 Weeks	5:15 pm – 10:45 pm 2:45 pm – 10:45 pm	<u>Monday - Friday</u> On-Ground (3 days/week) Distance Education (2 days/week)	30

<sup>(1)</sup> Tuition includes a uniform fee of \$25 and mandatory State of Michigan registration fee of \$15.

<sup>(2)</sup> See 5. below for additional information on textbook and kit purchase opt-out information. Textbook fees include electronic device.

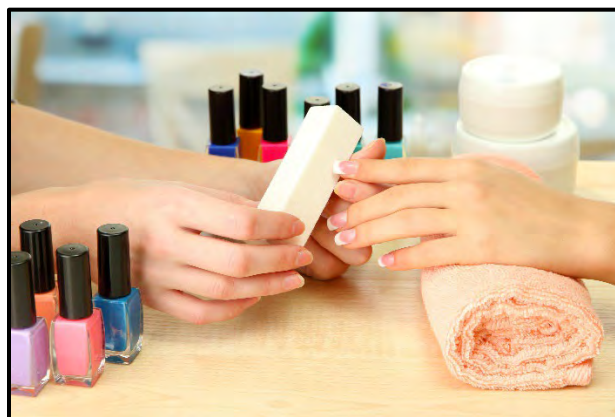
<sup>(3)</sup> Total tuition and fees are billed upfront. TOTAL TUITION AND FEES listed reflects charges to a STUDENT for completing the TOTAL CLOCK HOURS of their program.

<sup>(4)</sup> Dorsey School of Beauty will pay the cost one-time for graduates of this program to challenge the State of Michigan licensure exam, contingent upon the graduate meeting Dorsey School of Beauty’s exam preparation requirements, which vary by program.

<sup>(5)</sup> See 2. above for requirements for acceptance of pre-enrollment hours. TUITION AND FEES charged varies depending on credit granted for hours previously earned as determined by the Managing Director prior to STUDENT attending Dorsey School of Beauty.

<sup>(6)</sup> DAILY HOURS include a scheduled one-half hour (30 minute) lunch break each day STUDENT is present over 5 consecutive hours.

<sup>(7)</sup> Should the student complete the program earlier than the estimated timeframe stated in the contract, the student’s financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.





For students beginning the Cosmetology Instructor program at Dorsey School of Beauty before July 1, 2024, the training period, tuition, and schedule is stated below:

PROGRAM / SOC CODES	TOTAL CLOCK HOURS	TOTAL TUITION <sup>(2)</sup>	TEXTBOOK FEES <sup>(3)</sup>	KIT FEE	TOTAL COURSE FEES	TOTAL TUITION AND FEES <sup>(5)</sup>	LICENSE EXAM AVAILABLE <sup>(4)</sup>
Cosmetology Instructor, Day / 39-5012 <sup>(1)</sup>	500	\$4,830	\$165	n/a	n/a	\$4,995	Yes
Cosmetology Instructor, Evening / 39-5012 <sup>(1)</sup>							
For re-entry and transfer students, refer to footnote (6) below.							

FULL TIME SCHEDULE	TRAINING PERIOD <sup>(9)</sup>		DAILY HOURS <sup>(7)</sup>	DAYS EACH WEEK	HOURS PER WEEK
	Contact Time	Scheduled Over Approximately			
Cosmetology Instructor, Day	15 Weeks <sup>(7)</sup>	17 Weeks <sup>(7)</sup>	See footnotes (6) and (7) below		
Cosmetology Instructor, Evening	42 Weeks <sup>(7)</sup>	45 Weeks <sup>(7)</sup>			

- <sup>(1)</sup> Cosmetology Instructor students are billed upfront. TOTAL TUITION AND FEES listed reflects charges to a student for completing the TOTAL CLOCK HOURS of their program.
- <sup>(2)</sup> Tuition includes a uniform fee of \$35 (cosmetology instructor) and mandatory State of Michigan registration fee of \$15.
- <sup>(3)</sup> See **INSTRUCTIONAL TOOLS AND EQUIPMENT** under **ACADEMIC INFORMATION** for additional information on textbook and supply purchase opt-out information.
- <sup>(4)</sup> Dorsey School of Beauty will pay the cost one-time for graduates of this program to challenge the State of Michigan licensure exam, contingent upon the graduate meeting Dorsey School of Beauty’s exam preparation requirements, which vary by program.
- <sup>(5)</sup> TUITION AND FEES charged varies depending on credit granted for hours previously earned as determined by the Managing Director prior to student attending Dorsey School of Beauty.
- <sup>(6)</sup> DAILY HOURS include a scheduled one-half hour (30 minute) lunch break each day student is present over five (5) consecutive hours in the manicuring and cosmetology instructor programs.
- <sup>(7)</sup> Cosmetology Instructor students are individually scheduled for a minimum of 12 hours per week and a maximum of 35 hours per week. The TRAINING PERIOD of 17 weeks is based on STUDENT attendance of 35 hours per week; the TRAINING PERIOD of 45 weeks is based on student attendance of 12 hours per week.
- <sup>(8)</sup> Should the student complete the program earlier than the estimated timeframe stated in the contract, the student’s financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.



## ACADEMIC CALENDAR – COSMETOLOGY & MANICURING

<u>Module</u>	<u>2025</u>	<u>2026</u>
<b>Winter A Begins</b>	<b>January 6</b>	<b>January 12</b>
<i>*Martin Luther King, Jr. Day</i>	<i>January 20</i>	<i>January 19</i>
<b>Winter B Begins</b>	<b>February 17</b>	<b>February 23</b>
<b>Spring A Begins</b>	<b>March 31</b>	<b>April 6</b>
<b>Spring B Begins</b>	<b>May 12</b>	<b>May 18</b>
<i>*Memorial Day Break</i>	<i>May 24-May 26</i>	<i>May 23-May 25</i>
<i>*All Faculty In-Service – No Classes</i>	<i>TBD</i>	<i>TBD</i>
<i>Juneteenth</i>	<i>June 19</i>	<i>June 19</i>
<b>Summer A Begins</b>	<b>June 23</b>	<b>June 29</b>
<i>*Independence Day Break</i>	<i>July 4-July 6</i>	<i>July 3-July 5</i>
<b>Summer B Begins</b>	<b>August 11</b>	<b>August 17</b>
<i>*Labor Day Break</i>	<i>August 30-September 1</i>	<i>September 5-September 7</i>
<i>*All Faculty In-Service – No classes</i>	<i>TBD</i>	<i>TBD</i>
<b>Fall A Begins</b>	<b>September 29</b>	<b>October 12</b>
<b>Fall B Begins</b>	<b>November 10</b>	<b>November 23</b>
<i>*Thanksgiving Holiday</i>	<i>November 27-November 30</i>	<i>November 26-November 29</i>
<i>*No classes:</i>	<i>December 23-January 1</i>	<i>December 24-January 1</i>

### SCHOOL CALENDAR, HOLIDAYS

*\*Indicates no class scheduled on those dates.*

### FACULTY / STAFF IN-SERVICE MEETINGS

Two in-service meetings for daytime faculty and one in-service meeting for evening faculty will be held each year. Classes will be cancelled during these in-service meetings; dates will be announced. Graduation ceremonies are scheduled bi-annually to occur each spring and fall.

## ACADEMIC CALENDAR – ESTHETICIAN

<u>Module</u>	<u>2025</u>	<u>2026</u>
<b>Winter A Begins</b>	<b>January 7</b>	<b>January 13</b>
<i>*Martin Luther King, Jr. Day</i>	<i>January 20</i>	<i>January 19</i>
<b>Winter B Begins</b>	<b>February 18</b>	<b>February 24</b>
<b>Spring A Begins</b>	<b>April 1</b>	<b>April 7</b>
<b>Spring B Begins</b>	<b>May 13</b>	<b>May 19</b>
<i>*Memorial Day Break</i>	<i>May 24-May 26</i>	<i>May 23-May 25</i>
<i>*All Faculty In-Service – No Classes</i>	<i>TBD</i>	<i>TBD</i>
<i>Juneteenth</i>	<i>June 19</i>	<i>June 19</i>
<b>Summer A Begins</b>	<b>June 24</b>	<b>June 30</b>
<i>*Independence Day Break</i>	<i>July 4-July 6</i>	<i>July 3</i>
<b>Summer B Begins</b>	<b>August 12</b>	<b>August 18</b>
<i>*Labor Day Break</i>	<i>August 30-September 1</i>	<i>September 5-September 7</i>
<i>*All Faculty In-Service – No classes</i>	<i>TBD</i>	<i>TBD</i>
<b>Fall A Begins</b>	<b>September 30</b>	<b>October 13</b>
<b>Fall B Begins</b>	<b>November 11</b>	<b>November 24</b>
<i>*Thanksgiving Holiday</i>	<i>November 27-November 30</i>	<i>November 26-November 29</i>
<i>*No classes:</i>	<i>December 23-January 1</i>	<i>December 24-January 1</i>

### SCHOOL CALENDAR, HOLIDAYS

*\*Indicates no class scheduled on those dates.*

### FACULTY / STAFF IN-SERVICE MEETINGS

In-service meetings for faculty may be held each year. Classes will be cancelled during these in-service meetings; dates will be announced. Graduation ceremonies are scheduled bi-annually to occur each spring and fall.

## ACADEMIC INFORMATION

### COURSE NUMBERING SYSTEM

The course numbering system reflects a prefix which identifies the field and a numbering system that is assigned to each course. Under each course description the course prerequisite identifies classes required before the class is attempted. The course co-requisite identifies classes required either before the class is attempted or at the same time the course is attempted. The numbering system is independent and does not reflect prerequisites and co-requisites.

### PROGRAM CHANGES AND IMPROVEMENTS

Dorsey School of Beauty consistently strives to improve and update our programs to keep current with changes in industries in which we train. We use two primary methods to effect curriculum changes: 1) Program Advisory Committee meetings are conducted annually, made up of employers and experts from the industry. These committees give feedback and recommendations for updates to programs that the school considers for implementation; and 2) Curriculum review meetings are conducted periodically; curriculum review committees are comprised of program-specific instructors and the Campus Support Center education department. When planned changes or updates occur, they are published in a catalog addendum that is available to students on Dorsey School of Beauty's website at <https://www.dorsey.edu/dsbt/catalog/> and then included in the next printed version of the catalog. Please contact the Campus Support Center director of education and career services for more information on upcoming changes or updates to programs.

### GRADING SCALE

Course grades are assigned according to the scale below:

<u>PERCENTAGE</u>	<u>GRADE</u>
80.00-100%	Passing
Below 80.00%	Failure
Transfer Hours	TRANS
Withdraw Passing	WP
Withdraw Failing	WF
Incomplete	IN

- In each course, students must progress towards completion of the State of Michigan mandated minimum practical applications (MPAs) required for graduation.
- Students must maintain an 80% average theory grade. Theory grades are based on tests taken throughout the course. If a student scores below an 80% on any given exam, the student is remediated with an instructor and is required to retake the exam until a minimum of 80% is met.
- Transfer hours and educational credit hours accepted by the school and confirmed by the State of Michigan Board of Cosmetology affidavit, or documentation received verifying hours earned from a different State, are reflected in the student's academic record as TRANS. Transfer hours do not count towards a student's cumulative grade point average, but are included in the calculation of maximum time frame as part of satisfactory academic progress determination.
- Withdraw Passing (WP) - Indicates when a student withdrew from a course in which the student was progressing satisfactorily.

- Withdraw Failing (WF) - Indicates when a student withdrew from a course in which the student was not progressing satisfactorily.
- Incomplete (IN) - Issued for a maximum period of two weeks when a student has not successfully completed all required coursework after attending all required course hours. The student shall be permitted two weeks after attending all required course hours to complete and submit all required coursework; a final grade shall be calculated accordingly. Hours attended in excess of required course hours remain associated with the current course and are not counted towards the subsequent course.
- All failed courses must be repeated; a student may not progress in the program until the failed course is successfully completed in its entirety.
- In the event a student fails and then repeats a class, the failing grade will remain as a class attempted and is included in the calculation of maximum time frame as part of satisfactory academic progress determination; however, only the most recent posted grade is included in the calculation of a student's grade point average.
- Students have two weeks following the end of an academic period to request a grade change, dispute hours, or submit missing coursework for that course. A final grade will be calculated accordingly. If there is any change, SAP is recalculated using the new grade.

### SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress (SAP) must be maintained to meet both the institution's academic policy and for eligibility of Federal Title IV. Both academic and attendance requirements (Rate of Progress and Maximum Timeframe) are assessed at the end of each academic period, regardless of Title IV eligibility. This policy is applied consistently to all full-time and part-time students enrolled in all programs. Applicants are informed of this policy prior to enrollment. Students meeting both attendance (Rate of Progress/Maximum Timeframe) and academic performance are considered to be making satisfactory progress until the next evaluation. Students will be informed of their SAP status when calculated, including SAP Met, Warning, and/or Probation (appeal required and approved or denied). A student is able to meet with educational leadership at each campus to access SAP evaluation results and ask any questions.

### ACADEMIC REQUIREMENTS

Academic requirements are evaluated using each student's minimum cumulative grade point average (CGPA) calculated using all grades earned in courses that apply to the student's current program of study. Dorsey School of Beauty students are required to maintain a CGPA of at least 80%, and progress towards completion of the number of state-mandated Minimum Practical Applications. Additionally, cosmetology students are required to successfully complete the percentage of tests as shown below:

<u>Course</u>	<u>Percentage of Tests Successfully Completed to Pass Course</u>
COS101	75%
COS102	80%
COS103	90%
COS104	100% of Tests in All Courses

Please note the cosmetology instructor, manicuring, and esthetician students must successfully complete 100% of tests before progressing on to their next course.

Course grades are assigned according to the scale below:

<u>PERCENTAGE</u>	<u>GRADE</u>
80.00-100%	Passing
Below 80.00%	Failure
Transfer Hours	TRANS
Withdraw Passing	WP
Withdraw Failing	WF
Incomplete	IN

In all cases, if a grade of “failing” (F) or “incomplete” (IN) is earned in any course, the student must meet with a designated member of the academic team. An incomplete grade is a temporary grade that must be replaced by a final grade within two weeks. A withdraw grade is given when a student permanently withdraws from a course. All grades count towards Rate of Progress/Maximum Timeframe. See the ACADEMIC INFORMATION section of this catalog for the Dorsey School of Beauty grading scale.

#### MAXIMUM TIMEFRAME (PACE OF COMPLETION) REQUIREMENTS

Each program is designed to be completed in a specific period depending on specific course requirements. The maximum timeframe for completion of any program is 1.5 times the standard length of the program. A student exceeding the maximum time frame for completion will be terminated from the program and will not be eligible for Title IV financial aid. To re-enroll, a financial agreement not utilizing Title IV funds would be required.

Academic periods are defined by the number of hours completed using the table below. All cosmetology related evaluations must be completed within seven school days. The Academic Year is defined as 900 hours over 30 weeks.

Progress is evaluated for every student at specific points as listed in the chart below for hours actually completed. Attendance is based on 67% (without rounding) of actual attendance evaluated against scheduled hours. If attendance is 67% or greater, then the student is progressing at a pace to ensure completion within the maximum timeframe.

PROGRAM HOURS CONTACT TIME	No. of Hours Completed		Maximum Timeframe in Weeks Completed
	Evaluation Points in Hours/Weeks:	Academic Period:	
Cosmetology 1500 Hours 50 Weeks	450 Hours / 15 Weeks	0-450	75
	900 Hours / 30 Weeks	451-900	
	1200 Hours / 40 Weeks	901-1200	
Manicuring 600 Hours 20 Weeks	300 Hours / 10 Weeks	0-300	30
	600 Hours / 20 Weeks	301-600	
Cosmetology Instructor 500 Hours 16.7 Weeks	250 Hours / 8.3 Weeks	0-250	62.5* Or less dependent upon scheduled hours per week

Esthetician 750 Hours 30 Weeks	375 Hours / 15 Weeks	0-375	45
	750 Hours / 30 Weeks	376-750	

#### ACADEMIC WARNING

**Students failing to meet any of the SAP requirements at the end of an academic period will not be eligible for Federal Title IV funds until placed on Academic Warning.** Academic Warning status will be for one academic period and will be determined based on:

- Failure to meet the minimum cumulative grade point average, and/or
- Failure to progress at a pace to ensure completion within the maximum timeframe.

Students will be notified in writing and a copy of this notification is maintained in the student’s file using the Notice of Academic Warning, which will be signed by the student, a school official, and a financial aid advisor.

Students may not appeal an Academic Warning.

- Students on Academic Warning are eligible to receive Federal Title IV funds for one additional academic period.
- An interim review of each student’s academic status will be conducted and the student counseled. A student who cannot reasonably be expected to meet SAP academic and pace of completion requirements will be counseled appropriately, possibly including a recommendation for termination.**
- Students may not be placed on Academic Warning for consecutive academic periods.
- A student failing to meet the SAP requirements at the end of the Academic Warning period will be terminated from school and lose eligibility for Federal Title IV funds; however, the student may file an appeal to remain in school and regain Federal Title IV eligibility.

#### ACADEMIC WARNING COMPLETION

At the end of the Academic Warning, the managing director will notify the student of the student’s SAP status by providing the student with:

- A letter notifying the student of successful completion of the Academic Warning, or
- A copy of the Academic Warning Requirements Not Met form, which will be signed by the student, a school official and a financial aid advisor. At this point, the student will not be eligible for Federal Title IV funds until and unless an appeal is granted. If the appeal is denied, the student will not be held liable for the educational costs incurred during the new academic period.

#### SATISFACTORY ACADEMIC PROGRESS APPEAL PROCEDURES

A student may appeal the Academic Warning Requirements Not Met determination by submitting the Student Academic Probation Appeal Application to the school’s managing director. The managing director is responsible for making a recommendation on the appeal and electronically scanning the appeal to the director of education for review by the SAP Appeal Committee. Appeals for loss of eligibility following an Academic Warning must be submitted within seven (7) school days from the end of the academic period. Appeals submitted outside of this deadline may be accepted and considered but may be applied for a subsequent academic period.

The appeal must explain the circumstances that the student believes would have a bearing on the student's reinstatement, including why the student failed to meet SAP requirements and what has changed that will allow the student to meet SAP requirements at the next academic period. Some acceptable circumstances for a SAP appeal include:

1. Illness of student
2. Loss of family member
3. Transportation or childcare issues
4. Unexpected medical care of a family member
5. Military duty
6. Emergency response team member responsibilities
7. Other special circumstances beyond the student's control

Each student is required to document the reason for their appeal for the consideration of the SAP Appeal Committee; failure to adequately document may be the basis for denial. The student must provide documentation that supports the reason for the appeal and how the situation has changed to ensure it does not interfere with the student's progress moving forward. The documentation must show that SAP will be met by the end of the next evaluation period or include an Academic Plan with a deadline of when SAP will be met. The committee will review the student's written appeal, academic record, attendance record, and may call upon the student, managing director and/or the student's instructors for additional information. Based on this review, the committee will determine if the student will remain in school, and under what conditions as specified in the Academic Plan. This academic plan will ensure, if followed, that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe based on the individual student's contract (150% of contracted hours). The student's Maximum Timeframe cannot be exceeded. If the appeal is granted, financial aid eligibility will be reinstated.

#### **SATISFACTORY ACADEMIC PROGRESS APPEAL OUTCOME**

The student will be notified in writing of the final decision of a SAP appeal and a copy of this notification is maintained in the student's file.

1. Students who have appealed may remain in school until the determination of the appeal but will not be eligible for Federal Title IV funds until and unless the appeal is granted. If the appeal is denied, the student will not be held liable for the educational costs incurred during the new academic period.
2. Only if the student can reasonably be expected to meet SAP criteria within one academic period should Academic Probation be granted. An exception to this may be granted if the student is placed on an Academic Plan as part of Academic Probation. This plan must be completed using the Academic Plan form and must outline conditions to ensure that the student is able to meet the SAP standards by a specific time.
3. If the student's appeal is granted, the student will be allowed to remain in school and the student's eligibility for Federal Title IV funds will be reinstated.
4. The student will be placed on Academic Probation for one academic period unless the student is placed on an Academic Plan. If a student is on an Academic Plan as part of their probation, the duration is outlined in the Academic Plan. The student's progress in meeting the terms of the Academic Plan must be reviewed each

academic period. A student exceeding the maximum time frame for completion will be terminated from the program and will not be eligible to re-enroll, unless an appeal to be placed on SAP probation is approved with an academic plan. This academic plan will ensure, if followed, that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

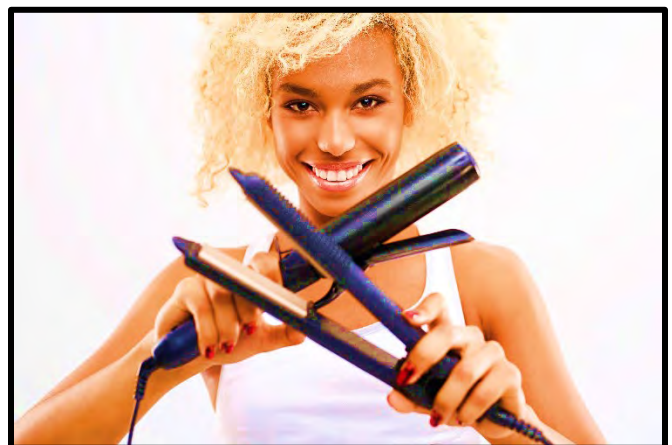
5. The committee's decision along with any conditions of approval will be electronically scanned to the managing director who will be responsible for communicating the decision to the student and placing the documentation in the student's academic file.
6. The decision of the committee is final.
7. A second appeal for the same incident is not permitted.

#### **ACADEMIC PROBATION**

Students who lose eligibility due to not meeting the SAP requirements and who successfully appeal the loss of eligibility will be placed on Probation for at least one academic period. If appeal is granted the student is placed on Probation and remains eligible for financial aid. Students on probation may be subject to an Academic Plan. Students must be evaluated against the syllabi of any courses attended as well as the Academic Plan conditions.

#### **ACADEMIC PLAN**

A student exceeding the maximum time frame for completion will be terminated from the program and will not be eligible to re-enroll. Academic Plans will ensure, if followed, that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe permitted for the individual student. Students placed on an Academic Plan may continue eligibility beyond one academic period, based on specified criteria in the student's plan that will result with the student meeting the SAP requirement at the end of the Academic Plan. An Academic Plan will outline the specific actions and timelines each student must complete in order to meet SAP standards; the period covered in the academic plan may extend beyond the student's term or payment period, but never beyond their maximum timeframe. Students that are progressing successfully at each checkpoint of their academic plan will remain in satisfactory progress and eligible for financial aid. If the student is not able to maintain the requirements of their Academic Plan, the student will be terminated from the program without the ability to appeal the decision. Students not meeting this requirement will also not be eligible for financial aid. Students may appeal to have their Academic Plan revised.



## END OF PROBATION

At the end of the Academic (SAP) Probation period, the managing director will notify the student of the outcome of the student's probationary period by providing the student with either a letter notifying the student of successful completion of the Academic (SAP) Probation period or a Notice of Termination from the school. A second appeal for the same incident is not permitted.

At the end of the Academic Probation period, the managing director will notify the student of the outcome of the student's probationary period by providing the student with:

1. A letter notifying the student of successful completion of the Academic Probation period, or
2. Notice of termination for failing to meet SAP requirements.

## RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS

1. A student can re-establish SAP and financial aid eligibility by making all standards after being on Warning or Probation, or by having a SAP Appeal approved.
2. SAP can only be re-established at a subsequent evaluation point.

## MISCELLANEOUS

- Student Applications for Re-admittance – Students applying for re-admittance will be evaluated for the likelihood to meet current SAP standards.
- Transfer Hours and MPAs - Transfer hours from another institution accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when Maximum Time Frame has been exhausted.
- SAP evaluation periods for transfer students occur as follows (SAP evaluation periods are based on actual contracted hours at the institution):
  1. Subtract hours being transferred from an external institution from the total hours of program
  2. If the balance is less than 900, the evaluation period is at the mid-way point of Dorsey contracted hours
  3. If the balance is greater than 900, the evaluation points are at 450 Dorsey hours, 900 Dorsey hours, and the midpoint of the balance of Dorsey contracted hours
- Transfer MPAs will not be included in CGPA.
- Course Repetition – In the event a student repeats a course, all attempts (failed or passed) remain as a course attempted and is included in the calculation of maximum timeframe. Only the last grade for a course is included in the CGPA.
- Grade Point Average – Each student's cumulative grade point average will remain with the student throughout the student's time at the institution. This applies to students who withdraw and later readmit, changes in programs of study, and students who graduate from one training program and readmit into an additional program. Note that only courses included in a program are to be included in the SAP calculation for that program.
- Non-credit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.
- Students dismissed for not meeting SAP standards are permitted to return without Title IV eligibility or use.

## IMPACT OF SAP ON STUDENT RE-ADMITTANCE

Students who withdraw prior to completion of the program and wish to re-enroll at the institution into the same program will

return in the same satisfactory academic progress status as at the time of withdrawal.

## ACADEMIC REVIEW

A student questioning the accuracy of his/her grade point average, or subsequent termination of training, may request a review of the matter by the school's managing director or designated member of the academic team. Upon review, a determination will be made as to the legitimacy of the student's concern and appropriate action will be taken. If the student is dissatisfied with the determination, the student may make an appeal to the corporate vice president of education and career services, who shall render a final determination.

## APPLICATION OF STANDARDS

These satisfactory academic progress standards apply to all students, day or evening.

Dorsey School of Beauty operates in accordance with standards established by the Michigan Department of Labor and Regulatory Affairs. Students may file complaints with the State of Michigan at [www.michigan.gov/pss](http://www.michigan.gov/pss).



## ATTENDANCE POLICIES

Dorsey School of Beauty is dedicated to preparing individuals for promising career opportunities, and as stated in our mission statement, reinforcing the "development of self-esteem, self-reliance, discipline, and confidence in all graduates." Because of the fast-paced environment and hands-on design of our courses, Dorsey School of Beauty has found that good attendance is clearly linked to successful completion of course work and preparation for a successful career. Additionally, employers tell us that an important consideration in hiring and promoting an employee is the demonstration of punctuality and regularity of attendance.

On the day a course has been successfully completed, students may only post attendance up to the remaining hours required for course completion. For example, up to the 450th hour of attendance for COS101 or COS102 and up to the 300th hour of attendance for COS103 or COS104. On the day of course completion, hours attended beyond the course requirement are not valid and will be removed from the student's record. It is the responsibility of the student to proactively plan the hours of attendance required on the day of course completion.

Dorsey School of Beauty student attendance is evaluated at the end of every module, but always on a cumulative basis. Cumulative attendance is rounded to the nearest whole number. Cosmetology

and Manicuring students attending 70% or better of scheduled hours are on track. Students attending between 65% - 69% of scheduled time will be placed on Attendance Warning. Students attending below 65% will be immediately terminated and may be permitted to return only after at least one module away from school and after completing a detailed readmittance process. Esthetician program courses must be completed at 100% attendance in order to pass a course. Make-up time will be available to student who miss, but this time will be limited and posted on campus regarding availability.

- Class sizes are limited by state law and Dorsey insists on prompt and regular attendance at both theory and practical classes during all scheduled hours. Students must sign in upon arrival and sign out when leaving for the day; sign in/out sheets will be confirmed by the instructor. Each student must sign in/out for themselves. No student may allow another person to sign in or out on behalf of that student. No credit shall be given to students leaving the campus during assigned hours once that student has clocked in
- Attendance percentages are rounded to the nearest whole number. Attendance must be reviewed by the 7<sup>th</sup> calendar day of every new module.
- Cosmetology and Manicuring ONLY: for any module that a student falls below 70% for that module, but is above 70% cumulatively, the student will be put on Attendance Alert. This will be done in writing using the appropriate form, including the student's and campus representative's signature. NOTE: the 70% benchmark may be adjusted by Campus Support Center Education personnel on a modular basis for extenuating circumstances.
- Cosmetology and Manicuring ONLY: If a student's cumulative attendance is measured at a module's end between 65 - 69%, that student will be put on Attendance Warning until his/her cumulative attendance improves to 70% or better at the end of a module. This will be done in writing using the appropriate form, including the student's and campus representative's signature.
- New Cosmetology students may not miss more than twelve (12) scheduled hours unless otherwise indicated by Campus Support Center each module (with make-up time permitted and included) of COS101 during the first two weeks of the term or their enrollment will be cancelled.
- Students may request to attend make-up hours sessions as scheduled by the campus. Any student wishing to "bank" hours by attending more hours in advance than scheduled, must realize this may have a negative impact on his/her financial aid eligibility. A discussion with a financial aid representative should take place prior to attending more total hours than are scheduled.
- Any student who is absent for 14 consecutive calendar days, excluding observed holidays and breaks, will be officially dismissed from school. In extremely rare cases, this may be mitigated if approved by the Vice President of Operations and Vice President of Education & Career Services.
- Michigan State Board of Cosmetology regulations limit a student's attendance to no more than 7 hours per day, and no more than 40 hours per week.
- **Attendance Warning**  
Dorsey School of Beauty students are expected to attend school daily until the completion of their scheduled program. When a

student fails to meet the minimum 70% attendance requirements within a module the student will be placed on Attendance Warning status the following module. The student will have one module to meet the required 70% attendance rate while on Attendance Warning. Students meeting these requirements upon completion of the module will be in good attendance standing. Students ending the Attendance Warning module with less than 70% attendance will be required to submit an appeal to be placed on **Attendance Probation** as outlined below. Failure to submit an appeal will result in the student being withdrawn; the student will receive a Notice of Termination from Dorsey School of Beauty. If a student fails to meet attendance in a subsequent module, the student will have to appeal to be placed on **Attendance Probation** as outlined below.

- **Attendance Probation Appeal Process**

In order to continue in the School of Beauty program on Attendance Probation status, the student must file an appeal indicating the mitigating circumstances and resolution of the issues resulting in the student's inability to meet the 70% attendance requirements. The student has 7 school days from the last day of the module to submit the appeal and will remain active in the program until a response to the appeal has been given. An Attendance Appeal can only be submitted one time during a student's course of study. If an appeal is denied, the student will be withdrawn from school and will receive a Notice of Termination from Dorsey School of Beauty.

- **Attendance Probation**

If the appeal is approved, the student will be on Attendance Probation for one module. The student then has one final module to achieve the 70% attendance rate. If the student successfully achieves a 70% attendance rate the student will be considered in good attendance standing. If a student does not meet the minimum requirements for a third consecutive module, the student will be withdrawn from school and will receive a Notice of Termination from Dorsey School of Beauty. A one-time extension may be granted by the Campus Support Center based on documentation of the mitigating circumstances including resolution and may include an attendance plan.

- Satisfactory academic progress takes precedence over the School of Beauty attendance requirements. A student exceeding the maximum time frame for completion will be terminated from the program and will not be eligible to re-enroll (see **MAXIMUM TIME FRAME SAP REQUIREMENT**).

## **SCHOOL CLOSURE**

In the event of a class cancellation or school closure due to an emergency such as a power outage or snow day, Dorsey School of Beauty has established the following set of resources to keep students informed:

1. Students can check for school closure information with the major local television stations in their area.
2. School closures will also be posted on [www.dorsey.edu](http://www.dorsey.edu) (in the Events box on the homepage) and on the Facebook page: [www.facebook.com/DorseySchoolofBeautyTaylor](https://www.facebook.com/DorseySchoolofBeautyTaylor).
3. Dorsey School of Beauty will update its "Emergency Alert Hotline". Students may call (855) 630-1012 to receive updates on school closures.

We ask students to consult these resources prior to calling one of our campus locations or reaching out to us via social media. We will make every effort to respond to individual student inquiries, but we ask students to utilize one of the resources above as a "first



line of defense.” The decision to cancel classes or close a campus is one that is given tremendous thought and consideration throughout our organization and we take a number of factors into account when making such decisions.

#### **OTHER ATTENDANCE POLICY INFORMATION**

##### ***Excused Absences***

An absence due to illness, death in the immediate family or other unavoidable circumstances must be reported to the school prior to the scheduled start time. Each student is required to notify the school if the student will be tardy or absent. Scheduled appointments for doctor/dentist or family engagements may be pre-arranged in advance with administrative staff and logged in attendance records. Students will still lose hours not attended even for pre-arranged absences or tardiness. Following absences due to illness, a physician’s verification may be required for return to school at the discretion of the managing director.

When appropriately documented, Dorsey School of Beauty will grant excused absences for the following reasons: jury duty, military duty, and subpoenaed court appearance. Excused absences do not count against a student’s perfect attendance; however, the hours absent will need to be made up. The school’s records will show that the student was not in attendance on those dates.

##### ***Make-up Work***

Make-up work is associated with any missed or failed assignments. All written, theory and practical work must be made up promptly so that final grades may be entered promptly. Make-up hours must be made up as originally scheduled (i.e., missed on-ground must be made up on-ground, missed distanced education must be made via distance education). Students should provide written documentation of an absence of two (2) days or more to the managing director or lead instructor.

All make-up work must be scheduled and approved with the managing director or lead instructor. Students absent on the day of an exam will be permitted to make up the exam in the make-up hour after regular scheduled classes. Students that have failed exam grades must re-take the exam during scheduled make-up time with a passing grade before advancing to the next course.

#### **GRADUATION REQUIREMENTS**

A Dorsey School of Beauty diploma is awarded to a student successfully completing all required program hours, passing all examinations with a grade of at least 80%, and completion of all MPAs according to the MPA Schedule. Upon receipt of graduate’s diploma, they may file an application to the State Board of Cosmetology for permission to take the State licensing examination.

#### **INSTRUCTIONAL TOOLS AND EQUIPMENT**

Dorsey School of Beauty includes the cost of textbooks and supplies required for each program in the total tuition and fees billed to students. Textbooks and supplies are provided at competitive market rates as appropriate to each student’s course-specific schedule, and are delivered timely to ensure each student has the required course materials when needed. Students have the opportunity to opt-out of receiving all textbooks and supplies

directly from school, and to assume all responsibility for these purchases. This option is only available to students prior to starting a new program and is effective for the duration of each program enrollment, and may not be reversed, even during any period of re-entry into the same program. Students who opt-out are choosing to assume full responsibility for purchasing and obtaining all textbooks and supplies required for their program of study; students unprepared for class as a result of their opt-out decision will not receive accommodations from the school, including staff and faculty, as a result of their decision. Information on textbook and supply pricing by program is accessible on the school website at [www.Dorsey.edu](http://www.Dorsey.edu) on the Student and Consumer Information page. All other general supplies are the responsibility of the student.



## **FINANCIAL AID INFORMATION<sup>2</sup>**

### **INSTITUTIONAL SCHOLARSHIPS**

#### **GREAT START PROGRAMS SCHOLARSHIP**

To encourage student commitment, Dorsey School of Beauty offers the Great Start Scholarship for new students in select programs. Students must be in an active school status at the time of each award. The scholarship is awarded at the campus (institutional aid) from a limited allocation of funds and will be awarded to eligible students until the allocation for the calendar year has been met.

Students must first apply for Federal Student Aid funds using the FAFSA on the Web application. This institutional scholarship is intended to help new students reduce or eliminate the need to utilize a private loan, including the Dorsey Institutional Loan. To remain eligible to receive the disbursement students must be in an active school status. Each disbursement of the Great Start Scholarship will be posted to a student’s account at the end of the applicable completed term. This scholarship can only be used to cover direct cost incurred by the student (e.g., tuition, fees, textbooks, etc.). It cannot be used to cover other educationally related expenses that a student may have (e.g., travel, room & board, etc.). If eligible Great Start Scholarship recipients receive other forms of financial aid funds that cover all the direct institutional costs for any term of their program, the recipient will not be eligible to receive the scholarship.

Students must sign the “Great Start Scholarship Commitment” form to have a “Great Start” at Dorsey School of Beauty, and meet the following eligibility criteria:

- Maintain 3.0 CGPA,

<sup>2</sup> Information in the grants, scholarships, loans and tuition financing summaries do not apply to the Manicuring or Cosmetology Instructor

programs, due to the short nature of these programs. However, students in all programs have the option of securing private funding.

- Maintain at least 90% attendance in each course (course requirements may be higher), and
- Be in good financial standing (current on payments, no outstanding financial aid issues, etc.).

The Cosmetology program at Dorsey School of Beauty is eligible for the Great Start Programs Scholarship in the amount of \$500.

The first (1st) scholarship payment of \$250 will be awarded to students after completion of the first payment period/term, the second (2nd) scholarship payment of \$250 will be awarded to students after completion of the second payment period/term, up to the maximum amount of \$500 per student. The amount awarded to each student will be determined by the amount needed to cover their institutional charges for the payment period/term.

Student must enroll for the entire program of study to be eligible for the Great Start Scholarship. Transfer students and students readmitting into a Dorsey School of Beauty program with transfer credits or hours previously earned are not eligible.

### **KAREN CORTIS - LEADS SCHOLARSHIP**

The Karen Cortis – LEADS Scholarship is awarded based on the following criteria:

Dorsey School of Beauty, in cooperation with the Ohio-Michigan Association of Career Colleges and Schools (OMACCS), is offering the Karen Cortis – LEADS Scholarship to ten (10) new students who have recently graduated from a high school in Michigan or Ohio. Students must first apply for Federal Student Aid using the FAFSA on the Web application. The primary objective of this scholarship is to provide students with the education and training necessary to obtain a job in a Michigan business or industry, and encourage students to learn more about leadership in their communities and in Michigan. Scholarship recipients will receive up to \$2,500. Finances for the scholarships are borne by Dorsey School of Beauty and no state or federal funds are involved.

Who is eligible for the Karen Cortis – LEADS Scholarship?

- This scholarship is available annually to any current high school senior graduating from any Michigan or Ohio high school by June.
- The applicant only needs a “C” average or better to apply. Students do not have to demonstrate financial need.
- Each applicant must be nominated by a local civic or community leader or by a current member of the Michigan Legislature.
- Any recipient of a scholarship must be able to meet Dorsey School of Beauty’s entrance requirements.
- The scholarship recipient must start classes either the summer or the fall term following their high school graduation.

The Karen Cortis – LEADS Scholarship amount awarded will be allocated over the length of the program. Scholarships are not transferable from one program to another, and funds may be used for tuition, fees, and other institutional charges only. A scholarship committee will select the winner for the scholarship. The recipient must meet the requirements of the institution offering the scholarship. Scholarship recipients will be notified in May and recipient information will be posted on the OMACCS website at [www.omaccs.org](http://www.omaccs.org).

To apply for the Karen Cortis – LEADS Scholarship applicants will go to the OMACCS scholarship website: [www.omaccs.org/scholarships](http://www.omaccs.org/scholarships) and follow the steps below:

- 1) Select Dorsey School of Beauty from the participating schools listed, and then select the program of their choice.
- 2) Complete the information on the Scholarship Application and obtain the appropriate signatures.
- 3) Submit two current letters of recommendation from teachers, counselors, employers, or others, with your application.
- 4) A copy of your high school transcript (grades) and attendance records for the past 4 semesters and verification of your grade point average (GPA) signed by the school guidance counselor or principal, must accompany each application.
- 5) Submit a written statement of approximately 250 words describing why you want a career in the field you have listed on this application and how you would be successful in this field. This can be typed or handwritten, but must be on the standard 8 ½” X 11” paper. Your name, address, phone number and high school name should be printed in the upper left-hand corner.
- 6) Complete the Nomination Form. Choose a civic leader from your community or from the Michigan General Assembly to nominate you for this scholarship. Examples could include: local elected officials, community project leaders, business leaders but no family members, teachers, priests, or pastors. Send a note or call your chosen leader to introduce yourself and what you are doing. If they agree, send them a short note with the Nomination Form by email, fax, or U.S. Mail.

NOTE: This form should be returned to you or your counselor from your nominator and then submitted with your application. Scholarship submission deadlines are posted on the OMACCS website. Applications are to be submitted to: Ohio-Michigan Association of Career Colleges and Schools at the following address:

2109 Stella Court, Suite 125, Columbus, OH 43215  
Phone: 614.487.8180 Fax: 614.487.8190

This institutional scholarship is intended to help some students reduce or eliminate the need to utilize a private loan, including the Dorsey Institutional Loan. To remain eligible to receive the disbursement, students must be in an active school status. Disbursements of the Karen Cortis – LEADS Scholarship will be posted to a student’s account at the end of each completed term. This scholarship can only be used to cover direct cost incurred by the student (e.g., tuition, fees, textbooks, etc.). It cannot be used to cover other educationally related expenses that a student may have (e.g., travel, room & board, etc.). If eligible Karen Cortis – LEADS Scholarship recipients receive other forms of financial aid funds that cover all or a portion of the direct institutional costs of the program, the recipient will not be eligible to receive the full amount of the scholarship.

### **VICKIE HARNESS COURAGE SCHOLARSHIP**

Awarded quarterly to one student at each Dorsey campus who demonstrates great courage and determination to overcome obstacles and continue their education with a positive spirit and outlook. This scholarship honors Vickie Harness, who served as Dorsey’s Information Technology Director for 12 years before succumbing to cancer in 2020. Vickie continued to work to support Dorsey students and staff until the day she passed, and always did so with a positive, forward-focused attitude, refusing to let her challenges impact her commitment to others. This scholarship recognizes students who demonstrate similar courage similar in pursuing their goals.

**Eligibility requirements:**

- Student must be enrolled
- Must have financial need
- Student must complete the Free Application for Federal Student Aid (FAFSA)
- Student must be nominated by a Dorsey staff or faculty member

**Award amount:**

- \$500

**Fund availability:**

- One scholarship will be awarded at each campus the first month of each quarter.
- The Scholarship is awarded at the campus (institutional aid) from a limited allocation of funds and will be awarded to eligible students until the allocation for the calendar year has been met

**Evaluation, selection and notification:**

- nominations will be reviewed and awarded by the Managing Director of the campus
- scholarship recipients will be notified by the Managing Director

**MILITARY AWARD SCHOLARSHIP**

Dorsey School of Beauty will offer two (2) annual scholarships per campus to any active duty member or honorably discharged veteran of any United States military service branch for attendance at that campus. The value of this scholarship is \$1,000, and awards will be made by the Dorsey School of Beauty Scholarship Committee. The purpose of the Military Award Scholarship is to help those with military service receive a career education and make the transition from military to civilian life. A maximum of one (1) scholarship may be awarded to any single applicant.

***Dorsey Cosmetology Instructor Program Scholarship Eligibility Requirements***

- The scholarship applicant must have proof of a current cosmetology license
- The applicant must provide a resume and document at least two years’ experience in the field of Cosmetology
- The applicant must submit a typed, double-spaced essay in an easy-to-follow format. The content of the essay must provide comprehensive responses to provided questions that supports the major points of the questions. The essay should be a minimum of 500 words long. The content of the essay will be assessed, and the results are used as a condition of eligibility for the cosmetology instructor scholarship program.
- The applicant must interview with the campus scholarship committee
- Two professional references must be submitted on the day of the scheduled interview on the reference form provided.

Reference criteria for review are as follows:

- ✓ One reference must be a current client related reference
- ✓ One professional reference from employer, teacher, or peer
- Any recipient of a scholarship must be able to meet Dorsey School of Beauty entrance requirements.

The Dorsey Cosmetology Instructor Program Scholarship amount awarded will be allocated over the length of the program. Scholarships are not transferable from one program to another,

and funds may be used for tuition, fees, and other institutional charges only. A scholarship committee will select the winner(s) for the scholarship. Scholarship recipients are expected to maintain exceptional attendance, a passing grade point average, and strictly abide by the student code of conduct. If scholarship recipients do not maintain noted guidelines, the scholarship can be revoked.

Funds for this scholarship are limited and the availability and timing of funds are at the sole discretion of Dorsey School of Beauty.

**GRANTS**

**INSTITUTIONAL GRANTS**

Institutional grants are intended to help reduce or eliminate the need to utilize a private loan, including the Dorsey Institutional Loan. To remain eligible to receive the disbursement, students must be in an active school status. Disbursements of the Ruth Dorsey Grant and the Veterans Grant will be posted to a student’s account at the end of each completed term. This grant can only be used to cover direct cost incurred by the student (e.g., tuition, fees, textbooks, etc.). It cannot be used to cover other educationally related expenses that a student may have (e.g., travel, room & board, etc.). If eligible institutional grant recipients receive other forms of financial aid funds that cover all or a portion of the direct institutional costs of the program, the recipient will not be eligible to receive the full amount of the grant.

**RUTH DORSEY GRANT**

The Ruth Dorsey Grant is awarded based on the following criteria:

Students must first apply for Federal Student Aid funds using the FAFSA on the Web application. Students that are not eligible to receive Pell Grant may be eligible to receive the Ruth Dorsey Grant. If a student becomes Pell Grant eligible for any term/payment period after the Ruth Dorsey Grant has been awarded, the student will no longer be eligible for the full amount of the grant.

The grant is awarded at the campus (Institutional Aid) from a limited allocation of funds and will be awarded to eligible students until the allocation for the calendar year has been met. It is awarded by term/payment period up to the maximum program eligibility amount, based on the total number of clock hours in the student’s program of study as follows:

<u>Clock Hour Program</u>	<u>Maximum Award Amount</u>
1500 hours or more	\$1,200 (up to \$600 per payment period)

If student becomes eligible for a Pell Grant for the same term/payment period that they received the Ruth Dorsey Grant, any portion of the Ruth Dorsey Grant not needed to cover institutional charges will be returned to the program.

**VETERANS GRANT**

The Veterans Grant is awarded based on the following criteria:

Students who are veterans or spouse of a veteran must first apply for Federal Student Aid funds using the FAFSA on the Web application. The Veterans Grant will be awarded to any active duty member or honorably discharged veteran of any United States military service branch, and their spouse. This grant awards up to \$1,000. The purpose of the grant is to help those with military service and their spouse, receive a career education and make the transition from military to civilian life. A maximum of one (1) grant may be awarded to any single applicant.

The Veterans Grant is awarded at the campus (Institutional Aid) from a limited allocation of funds and will be awarded to eligible

students until the allocation for the calendar year has been met. Applicants must provide documentation to their financial aid office that confirms they are a veteran or a spouse of a veteran. The grant is awarded by term up to the \$1,000 maximum for each student. The amount disbursed each term will be determined by the amount needed to cover the institutional charges for the term, up to the full eligibility amount.

### **Maximum Award Amount**

\$1,000

If eligible Veterans Grant recipients receive other forms of financial aid funds that cover all the direct institutional costs for the program, the recipient will not be eligible to receive the full amount of the grant.

### **FEDERAL PELL GRANT**

The Pell Grant is provided by the U. S. Department of Education to eligible students. Eligibility is determined by the student's financial need and is for the purpose of defraying educational costs. Generally, Federal Pell Grant funds do not have to be repaid. The maximum Pell Grant award for the 2020-2021 award year (July 1, 2020 to June 30, 2021) that an eligible student may receive is \$6,345 per year. To apply, students must complete the Free Application for Federal Student Aid (FAFSA on the Web), which is located at <https://studentaid.gov/h/apply-for-aid/fafsa> or the FAFSA Mobil App.

Students who receive a Pell Grant are subject to a life-time aggregate that they cannot exceed. As of 7/1/12, the aggregate limit is 600% of the student's total Pell Grant eligibility; students can monitor their aggregate balance **at** <https://studentaid.gov>.

Also, see information about Unusual Enrollment History (UEH), on the next page

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)**

Federal SEOG is an award made by the school (Campus-Based Aid) from limited funds provided by the U.S. Department of Education. The SEOG must be awarded to students with exceptional financial need (that is, students with the lowest expected family contribution (EFC)) and gives priority to students who receive Federal Pell Grants. Generally, the SEOG does not have to be repaid. Dorsey School of Beauty has established SEOG awards that may range between an annual maximum of \$2,000 and a minimum of \$400.

### **FEDERAL STAFFORD LOAN PROGRAM**

Effective July 1, 2013, interest rates will be established each year for Direct Subsidized, Direct Unsubsidized, and Direct PLUS loans for which the first disbursement is on or after July 1 through the following June 30. The rate will be the sum of a uniform "index rate" plus an "add-on" that varies depending on the type of loan (Subsidized/Unsubsidized or PLUS) and the borrower's grade level (undergraduate or graduate/ professional). Thus, interest rates will be the same for Direct Subsidized Loans and Direct Unsubsidized Loans taken out by an undergraduate student. The interest rate for a loan, once established, will apply for the life of the loan – that is, the loan will be a fixed-rate loan.

For Subsidized and Unsubsidized loans for undergraduate students first disbursed on or after July 1, 2020 and before July 1, 2021 the fixed interest rate is 2.75%. Borrowers with other outstanding loans may be eligible to consolidate eligible loans into one consolidated payment. Students should refer to their Loan Entrance counseling package for additional information.

### **DIRECT SUBSIDIZED STAFFORD LOAN**

The Subsidized Stafford Loan program provides low interest loans through the U.S. Department of Education's Direct Loan Program. The maximum annual loan amount for the first academic year is \$3,500 for undergraduate students, less origination and other fees (if applicable). The federal government pays the interest while the borrower is in school. Borrowers of subsidized Stafford Loans first disbursed on or after July 1, 2014 are once again eligible for an interest subsidy during the 6-month grace period. Interest does not begin to accrue until the student leaves school or anytime that their enrollment drops below a halftime status, and after the grace period has ended. Subsidized Federal Stafford loans provide many flexible repayment plans as outlined in the loan counseling materials. Payments are based on the repayment plan selected by the student.

### **DIRECT UNSUBSIDIZED STAFFORD LOAN**

If a student does not qualify for a full or partial Subsidized Stafford Loan based on financial need, or needs additional loan funding, they may qualify for an Unsubsidized Stafford Loan through the U.S. Department of Education's Direct Loan Program. The federal government does not pay the interest on unsubsidized loans while the student is in school. Student loan borrowers are responsible for all interest that accrues on the loan while enrolled, during the grace period, and any deferment periods. Students may elect to make interest payments while in school to avoid the capitalization of interest and lower the overall repayment debt. Loan repayment begins six months after leaving school, or six months after a student elects to attend less than half time.

Independent students can borrow up to \$9,500 (Subsidized and Unsubsidized combined) for the first academic year. Dependent students can borrow up to \$5,500 (Subsidized and Unsubsidized combined) for the first academic year.

### **DIRECT PLUS LOAN (FOR PARENTS)**

The Direct PLUS loan is available to parents who wish to apply for additional assistance for their dependent child's education. A parent's decision not to apply for a PLUS loan does not guarantee the dependent student may receive additional financial aid assistance. The amount of the PLUS loan cannot exceed the student's cost of attendance less other student aid awarded. PLUS loans through the Federal Direct Loan Program disbursed on or after July 1, 2020 and before July 1, 2021 will have a fixed rate of 5.30%. Loan repayment begins immediately after the final loan disbursement for the loan period is made; however, parents may apply for a deferment. Payments will include both principal and the interest that accumulates.

See the summary of loan information below; students should contact their Financial Aid Administrator to receive further information regarding the maximum Federal Stafford annual loan amounts for second or subsequent academic years.

### **FEDERAL STAFFORD LOAN PROGRAM SUMMARY**

#### ***Direct Subsidized Stafford Loan***

The federal government pays the interest on a subsidized student loan during: in-school status of at least half-time, the grace period and authorized deferment periods. Prior to 7/1/14, some borrowers may be responsible for the interest during the grace period.

#### **Loan Limits:**

- First Year - \$3500
- Second Year – \$4500
- Third or Fourth Year - \$5500

### **Additional Direct Unsubsidized Stafford Loan (Dependent Students whose parents were not denied a PLUS loan)**

The student is responsible for interest charged during all periods, including while attending school, during grace period and deferment period.

#### Loan Limits:

- First Year - \$2000
- Second Year - \$2000
- Third or Fourth Year - \$2000

### **Direct Unsubsidized Stafford Loan (Independent Students and Dependent Students whose parents were denied a PLUS loan)**

The student is responsible for interest charged during all periods, including while attending school, during grace period and deferment period.

#### Loan Limits:

- First Year - \$6000
- Second Year - \$6000
- Third or Fourth Year - \$7000

### **AGGREGATE LIMITS FOR SUBSIDIZED/UNSUBSIDIZED LOANS**

Type of Loan	Subsidized Limit	Aggregate Limits (Subsidized and Unsubsidized)
Dependent Undergraduate	\$23,000	\$31,000
<i>(Excludes students whose parents cannot borrow PLUS)</i>		
Independent Undergraduate	\$23,000	\$57,500
<i>(Includes dependent students whose parents cannot borrow PLUS)</i>		
Direct Plus Loan – Eligibility based on approved credit check, cost of attendance and other financial aid awarded.		Cost of Attendance less other financial aid awarded.

### **UNUSUAL ENROLLMENT HISTORY (UEH)**

In an effort to prevent fraud and abuse in the Federal Student Aid programs, beginning in the 2013-14 award year the U.S. Department of Education implemented the Unusual Enrollment History (UEH), to monitor the enrollment history of recipients of Pell grant program funds. Effective for the 2015-16 award year, this monitoring is now extended to also include recipients of the Direct Stafford Loan program funds. Students with unusual enrollment (UEH) histories may be flagged during the application for Federal Student Aid process. Some students may have legitimate reasons for their unusual enrollment history, so institutions are required to request documentation from students, to determine if there are valid reasons for the unusual enrollment history. This UEH flag needs to be resolved before students can receive additional Federal Student Aid.

### **ADDITIONAL LOAN OPTIONS**

#### **PRIVATE EDUCATIONAL LOANS**

Students have a variety of options if they choose to apply for private loans. Dorsey School of Beauty does not use a preferred lender list; we provide students with a list of private education loan lenders that have offered private loans to our students over the past four years. Students should select a private lender of their choice; they are not required to use any of the lenders we have listed. Dorsey School of Beauty will promptly process the application for any lender that is selected by students. Students and parents should first apply for Federal Student Aid before resorting to private educational loans.

### **DORSEY SCHOOL OF BEAUTY INSTITUTIONAL LOAN**

Dorsey School of Beauty also offers a private institutional loan to eligible students who have a gap in their Federal Student Aid and the amount of their institutional tuition and fees. This institutional loan can only be used to cover direct cost incurred by the student (e.g., tuition, fees); it cannot be used to cover other educationally related expenses that a student may have (e.g., travel, room & board, etc.). Students should contact their financial aid office for additional information.

### **OTHER BENEFITS AND JOB TRAINING OPPORTUNITIES**

#### **TUITION REIMBURSEMENT**

Dorsey School of Beauty will accommodate any student eligible for employer or employee-related benefits to secure the benefits by completing required forms and submitting required performance reports or other documentation. The student is responsible, however, for all tuition charges incurred with training in the event reimbursement requests are not honored as expected.

#### **MICHIGAN REHABILITATION SERVICES (MRS)**

This State agency provides vocational rehabilitation services to Michigan citizens that are physically or mentally impaired. MRS may arrange, provide, or purchase the services necessary to achieve an individual's employment plan. Further information can be obtained through Dorsey School of Beauty or Michigan Rehabilitation Services at 1-800-605-6722.

#### **MICHIGAN MERIT AWARD**

Eligibility for the Michigan Merit Award has now expired for all students unless they have served or are currently serving in the military. Students serving in the military should contact the Student Scholarships and Grants Division at 1-888-4-GRANTS (1-888-447-2687), for information on claiming this award. Additional information on the Michigan Merit Award is available at <http://www.michigan.gov/mistudentaid/>.

#### **WORKFORCE INVESTMENT ACT (WIA)**

If you are "unemployed" or "underemployed," you may be eligible to receive a training fund voucher (ITA) to reduce your educational costs. For information, contact a Dorsey School of Beauty location for directions to your local Workforce Development Board office.

#### **UAW TUITION ASSISTANCE PLAN**

Dorsey School of Beauty is approved to participate in the tuition assistance and scholarship programs provided by UAW-Chrysler, UAW-Ford, and UAW-GM for employees, retirees, and their eligible dependent children.

### **FINANCIAL AID OFFICES AND STAFF**

Dorsey School of Beauty has a financial aid office with a financial aid advisor available during regular school hours. The financial aid staff is prepared to advise students and their families on the availability of aid, determine eligibility, and guide applicants through the entire process. The application, processing, awarding, and refunding of financial aid can be confusing; therefore, we invite students to call on our staff for assistance.

### **PREVENTION OF FINANCIAL AID/SCHOLARSHIP FRAUD**

Every year, millions of high school graduates seek creative ways to finance the markedly rising costs of a college education. In the process, they sometimes fall prey to scholarship and financial aid scams. On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA

enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud. It also charged the Department, working in conjunction with the Federal Trade Commission (FTC), with implementing national awareness activities, including a scholarship fraud awareness site on the ED web site.

According to the FTC, perpetrators of financial aid fraud often use these telltale lines:

- The scholarship is guaranteed or your money back.
- You can't get this information anywhere else.
- I just need your credit card or bank account number to hold this scholarship.
- We'll do all the work.
- The scholarship will cost some money.
- You've been selected to receive a 'scholarship' in a contest you never entered.

To file a complaint, or for free information, students or parents should contact the Federal Trade Commission student response center at 1.877.FTC.HELP (1.877.382.4357) or visit: [WWW.FTC.GOV/SCHOLARSHIPSCAMS](http://WWW.FTC.GOV/SCHOLARSHIPSCAMS).

### ACADEMIC YEAR DEFINITION

For purposes of processing Federal Student Aid, Dorsey School of Beauty programs' academic year is defined as follows:

- Cosmetology Clock hour program defined as 900 hours and 30 weeks

### PAYMENT PERIODS

Financial aid funds are disbursed to students throughout their enrollment in school by payment periods. For clock hour programs, the payment period is the period of time it takes a student to successfully complete both half the number of clock hours and half the number of weeks of the academic year or program, or the remaining portion of a program that is more than one-half of an academic year but less than a full academic year.

### REFUND AND CANCELLATION POLICIES

Dorsey School of Beauty's policy adheres to the refund and cancellation policies of applicable state, federal, and accrediting agencies.

#### INSTITUTIONAL CANCELLATION POLICY

Dorsey School of Beauty applies the following institutional cancellation policy to all applicants:

- (1) If the applicants Enrollment Agreement is rejected or not accepted by the school, all tuition and fees paid by the applicant will be returned within thirty (30) days.
- (2) If the applicant cancels or terminates their Enrollment Agreement with the school within three (3) business days of signing the contract, regardless whether or not the student has started training, all tuition and fees paid by the applicant will be returned within thirty (30) days.
- (3) If the applicant cancels the Enrollment Agreement after three (3) business days of signing but prior to entering classes, all tuition and fees paid by the applicant will be returned within thirty (30) days.
- (4) If the program is canceled subsequent to a student's enrollment and before instruction has begun, all tuition and fees paid by the applicant will be returned with thirty (30) days.

The postmark date on written notification or the date the notification is delivered to the school in person, or the date the school is notified verbally by the student will determine the cancellation date. Dorsey School of Beauty's policy adheres to the refund policies of applicable state, federal, and accrediting agencies.

#### INSTITUTIONAL REFUND POLICY FOR STUDENT WITHDRAWN OR TERMINATED FROM TRAINING

The Institutional Refund policy applies to all students who withdraw or are terminated for any reason, by either party, including the student's decision, course or program cancellation, or closure of the school after the beginning of the program. The postmark date on written notification or the date the notification is delivered to the school in person, or the date the school is notified verbally by the student will determine the official withdrawal date. The postmark date on written notification, or the date the notification is delivered to the student in person determines the official termination date.

The unofficial withdrawal date will be determined by the student's last date of attendance; the school monitors clock hour attendance at least weekly. The Institutional Refund Calculation is based on the percentage of scheduled program hours in the payment period, prior to the student's last date of attendance. The calculation is not based on the hours attended nor hours earned, see the schedule below.

% of Scheduled Hours In Payment Period Prior To Last Date Of Attendance	% of Tuition For Payment Period Retained By School
0.01 to 59%	0.01 to 59.99%
60 to 100%	100%

Clinic and product fees, kit fee and textbook charges are not included in tuition cost, these fees are billed separately are non-refundable and not included in the institutional refund calculation.

The Institutional Refund calculation is determined on a pro rata basis. For example, if a student was scheduled for 30% of the hours in the payment period prior to the last date of attendance, the school will retain 30% of the tuition for the payment period. Students scheduled for 60% or more hours of the payment period will be charged the full tuition for the payment period. The refund ratio is calculated by dividing the number of hours the student was scheduled, by the total number of hours in their payment period, and applying this ratio to the tuition for the payment period. The payment period is the period of time it takes a student to successfully complete both half the number of clock hours and half the number of weeks of the academic year or program, or the remaining portion of a program that is more than one-half of an academic year but less than a full academic year.

Any tuition amount not retained by the school will be deducted from the amount of tuition that was billed for the payment period. For example, if the school retained 30% of the tuition billed for the payment period, the amount billed is reduced by 70%. Students are responsible for any balances due to the school for unpaid institutional charges.

Refunds due to the student who withdraws or is terminated from school is mailed in the form of a paper check within forty-five (45) days of the date the school determined that the student officially or unofficially withdrew, or was terminated. The school maintains

student ledger accounts and reconciled bank statements as evidence that institutional refunds are issued to and received by the recipient in a timely manner.

If the school cancels a course or program, and ceases to offer instruction after students have enrolled and instruction has begun, the school either will participate in a Teach-Out Agreement or provide pro rata refunds to students transferring to another school based on clock hours accepted by the receiving school. If the school closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the school will make arrangements for all students; the school either will participate in a teach-out agreement or pro rata refunds.

#### ***Students not receiving Federal Title IV Financial Aid***

Students who do not receive Federal Student Aid that withdraw or are terminated from school will be solely subject to the Institutional Refund Policy described above.

#### ***Students receiving Federal Title IV Financial Aid***

Students receiving Federal Student Aid that withdraw or are terminated from school will be subject to the Institutional Refund Policy described above, in addition to the Return to Title IV Calculation Policy described below.

The school or the student may be required to return some of the federal funds awarded to the student as described below. The student may also be eligible for a refund of a portion of tuition paid to Dorsey School of Beauty for the payment period. If the student received financial assistance from an outside source, a portion of the refund may be returned to that or other sources from which assistance was received. Any funds in excess of those (1) returned to Title IV aid, or (2) due and payable to Dorsey School of Beauty shall be used to repay other private sources and the student in proportion to the amount received from each non-federal source.

#### **RETURN OF TITLE IV FUNDS POLICY**

Students considering withdrawing from school should contact the Financial Aid Office to determine the amount of federal student assistance funds, if any, that must be returned on the student's behalf. Any student electing to withdraw from school is responsible for any balance due and payable to the school as a result of the Return to Title IV calculation. See the Withdrawal Procedures section of this catalog.

The U.S. Department of Education requires schools to determine the amount of federal student aid the student earned if they withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, Direct PLUS Loans and Federal Supplemental Educational Opportunity Grants (FSEOGs).

#### ***Withdrawal and Withdrawal Determination Dates***

A student's withdrawal date is always the last date of academic attendance as determined by the attendance records. This date is used for all students who cease attendance, including students who unofficially and officially withdraw.

Students absent from all classes for 14 consecutive calendar days, including weekends and excluding breaks between mods or terms of five (5) consecutive days or more, will be unofficially withdrawn from school (See ATTENDANCE POLICIES under ACADEMIC INFORMATION in this catalog). The date of determination for unofficially withdrawn students is no later than 14 days after the student's last date of attendance. If the date a student provides official withdrawal notification to the school is prior to the date the school would regularly determine to be the student withdrawal

date, the date of determination is the date of the student's notification.

#### ***Calculating the Days or Hours Completed***

In determining the percentage of the payment period completed for a student who withdraws from a credit-hour program offered in modules, the school includes in the denominator (the total number of calendar days in the payment period) all days within the period that the student was scheduled to complete (including those completed by the student) prior to ceasing attendance, excluding any scheduled breaks of at least five (5) consecutive days when the student was not scheduled to attend a module or other course offered during that period of time.

For a clock-hour program, the percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the day the student withdrew, by the total number of clock hours in the same period.

Non-standard term, credit-hour programs with terms that are not substantially equal in length have two defined payment periods: one for Title IV grant funds, and one for Direct Loan funds. However, only one payment period may be used in determining earned Title IV grant and loan funds for a student who withdraws; in this case the payment period used in the R2T4 calculation is the Direct Loan payment period that ends later.

#### ***Calculating the Amount of Title IV Funds Earned by Student***

The amount of funds earned is based on the amount of time the student completes during the payment in which they withdrew. The payment period is defined by the type of program the student is enrolled in; standard, non-standard or clock hour. See the Payment Period section of this catalog for definitions.

If a student received (or the school received on the student's behalf) less assistance than the amount that is earned, the student may be able to receive those additional funds. If more assistance was received than was earned, the excess funds must be returned.

#### ***How the Return of Title IV Calculation Works***

The Return to Title IV calculation is determined on a pro rata basis. For example, if a student completed 30% of their payment period or period of enrollment, they earn 30% of the assistance they were originally scheduled to receive. Students completing 60% of the payment period or period of enrollment, earn all the assistance that they were scheduled to receive for that period. This process must be completed no later than 45 days after it is determined that the student withdrew.

#### ***Post-Withdrawal Disbursements***

If the student does not receive all of the funds earned prior to their withdrawal, they may be due a post-withdrawal disbursement. Dorsey School of Beauty must offer any amount of a post-withdrawal disbursement that is not credited to the student's account within 30 days of the date of determination.

If the post-withdrawal disbursement includes loan funds, the school must obtain the student (and parent in the case of PLUS funds) permission before it can disburse them and disburse the funds within 180 days of the date of determination.

The student may choose to decline some or all of the loan funds so that they do not incur additional debt. The school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees and textbook charges billed by the school. However, Dorsey School of Beauty needs permission from the student to use the post-withdrawal grant

disbursement for all other school charges (if any). It may be in the best interest of the student to allow the school to use the funds to reduce the debt at the school.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed once the student withdraws, because of other eligibility requirements. For example, if the student is a first time, first-year undergraduate student and they have not completed the first thirty (30) days of their program prior to withdrawal, the student will not receive any Direct Loan funds that they would have received had they remained enrolled past the 30th day.

#### ***Unearned Title IV Funds***

Dorsey School of Beauty is required to return any required excess funds. The amount of the excess funds the school returns is the lesser of the:

- Institutional charges multiplied by the unearned percentage of the funds, or
- Entire amount of the excess funds.

If Dorsey School of Beauty is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that a student (or the student's parent for a PLUS loan) must return, the student repays as regular monthly loan payments in accordance with the terms of the promissory note. That is, the student (or student's parent) makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that a student must return is called an overpayment. In the event of a grant overpayment, the maximum required for the student to repay is 50% of the grant received, or were scheduled to receive. In addition, regulations clarify that students are not required to repay grant overpayments, which are \$50 or less. Students responsible for a grant overpayment must make arrangements with the School or US Department of Education to repay the funds. Failure by the student to repay the required overpayment will result in a loss of future Federal Student Aid (Title IV programs).

Title IV funds are returned to the program from which the student received aid during the payment period, in the following order:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants
- Federal Supplementary Educational Opportunity Grants
- Iraq and Afghanistan Service Grant

#### ***Timeframe for the Return of Title IV Funds***

Dorsey School of Beauty must return funds it is responsible for returning as a result of the R2T4 calculation. All unearned funds for which the school is responsible are returned as soon as possible but no later than 45 days from the determination of a student's withdrawal, to the Department electronically. In minor cases funds may be returned by issuing a check within 45 days of the date the school determined that the student withdrew and the date on the cancelled check shows that the bank endorsed that check no more than 60 days after the date the school determined that the student withdrew.

The Return to Title IV Funds policy is distinct and separate from the Institutional Refund policy. Students should refer to the Refund Policy section of this catalog for information regarding any

additional refund calculations the school is required to perform. Students are responsible for any balances due to the school for unpaid institutional charges.

#### **FINANCIAL AID WEBSITE**

Additional financial aid information and resources are available on the Dorsey School of Beauty financial aid web page at <https://www.dorsey.edu/dsbt/financial-aid/financial-aid-news-and-updates/>. The Dorsey School of Beauty website also contains a copy of our Annual Notice – Availability of Consumer Information. Dorsey School of Beauty provides a notice directly to all potential students during the enrollment process.

Dorsey School of Beauty also provides an annual notice directly to all enrolled students describing the availability of the consumer information. This notice contains a brief description of the various disclosures and how to obtain the full disclosures. All disclosures are available on the exact electronic website listed in the notice. Students may also request a physical copy from the sources outlined in the notice.

#### **GENERAL FINANCIAL INFORMATION**

##### **TUITION AND FEES**

Current tuition and fees charged are outlined by program on Dorsey School of Beauty Enrollment Agreement and Application for Admission, and on the Dorsey School of Beauty website at [www.dorsey.edu/taylor-campus](http://www.dorsey.edu/taylor-campus). For detailed information, refer to the **TRAINING PERIOD, TUITION, AND SCHEDULE** section of this catalog. For the student's information, individual textbook costs and the Consumer Information Supplement are also posted on Dorsey School of Beauty's website. Each applicant is accepted with the understanding that the student has registered for the entire program of study.

##### **CASH PAYMENT POLICY**

As a commitment to training, all Dorsey School of Beauty students should be prepared to make cash payment towards their tuition cost. This payment will reduce the amount of loans that a student needs to borrow. We recommend a minimum payment of \$500. A one-time cash payment may be made. Arrangements can also be made for financing tuition at no additional cost; Dorsey School of Beauty will accommodate students with a tuition balance by allowing monthly payments. These payments are due in accordance with arrangements made in advance with the school's financial aid office. Payment methods may include cash, check, money order, credit card or through non-federal agency or loan programs.

##### **FINANCIAL OBLIGATIONS**

Training and educational services are suspended when financial obligations are not satisfied, including, but not limited to, tuition payments, financial aid documents, returned check charges, and late payment fees. Schedules, employment services, and additional documents and services are withheld and will not be released to any institution or individual until all financial obligations have been met.

For the following programs (Cosmetology Instructor, Esthetician and Manicuring), grade reports, official and unofficial academic transcripts, and diplomas are withheld and will not be released to any institution or individual until all financial obligations have been met.



## **STUDENT SERVICES**

Students are encouraged to take advantage of all services offered to enhance learning in their program of choice; please contact the campus managing director for further information.

### **CAREER SERVICES**

Dorsey School of Beauty maintains an impressive graduate employment rate serving as its hallmark since 1934. Thousands of Dorsey School of Beauty graduates have launched new, exciting, and rewarding careers with many of southeast Michigan's leading employers. Dorsey School of Beauty graduates are well prepared to enter the workplace and assume the tasks and challenges associated with their new careers.

Dorsey School of Beauty's Career Services Coordinators are prepared to help you with your transition from career training into your field of interest by:

- Assisting with writing a professional resume
- Assisting with interview tips and techniques
- Sharing employment opportunities in your specific field
- Providing ongoing guidance and support throughout your search process

To register for employment assistance, please contact the Career Services Department at your Dorsey School of Beauty campus location. You may also email us at [CareerServices@Dorsey.edu](mailto:CareerServices@Dorsey.edu).

Employment assistance is available only to those students who have successfully completed all requirements of their training program and are in good financial standing with the school. Licensure must be obtained from the State of Michigan to work in the field of Cosmetology, Esthetician, Manicuring or as a Cosmetology Instructor. It is understood by the student that job placement has not been guaranteed by Dorsey School of Beauty.

### **DISABILITIES ACCOMMODATION**

Dorsey School of Beauty is readily accessible to disabled students and complies with the Americans with Disabilities Act (ADA) and the Equal Employment Opportunity Commission (EEOC). Auxiliary

## **GENERAL INFORMATION**

### **ACADEMIC RECORDS**

All students receive a transcript and diploma once all graduation requirements are met. Dorsey School of Beauty maintains copies of all transcripts in our electronic student information system.

Requests for academic transcripts, a duplicate diploma, or copies of a student's file must be (1) in writing with student's signature or accompanied by the student's signed release, and (2) accompanied with a money order in the amount of \$20 for each official transcript and/or \$20 for a duplicate diploma or student file copy request.

For the following programs (Cosmetology Instructor, Esthetician and Manicuring), Dorsey School of Beauty reserves the right to withhold release of any/all academic documents for students or graduates with unresolved financial obligations to the school, or who are in default of any student loans, until all financial obligations have been met.

aids and services are available upon request for individuals with disabilities. The Michigan relay number for the Deaf and Deafened is 800-649-3777 V/TTY.

### **ENTRANCE AND EXIT LOAN COUNSELING**

Dorsey School of Beauty's financial aid department provides students with both entrance and exit loan counseling. If a student has any financial aid questions or concerns during their program, they are encouraged to meet with their campus financial aid representative.

### **PERSONAL AND FAMILY PROBLEM REFERRAL INFORMATION**

Information to assist students with personal and family problems such as referrals to mental health clinics, family counseling, homeless shelters, legal aid, etc. is available via WellConnect. WellConnect contact information is available via their website at [www.wellconnectbysrs.com](http://www.wellconnectbysrs.com) and from the managing director at the campus. Note that community services may vary based on availability.

### **STUDENT ORIENTATION**

Dorsey School of Beauty offers orientation to new and returning students to adapt the students to the institution. Included in the orientation is an informal introduction of key personnel, campus policies and procedures, and an opportunity to interact with peers.

### **TUTORING AND DEVELOPMENT**

Dorsey School of Beauty offer graduates tutoring and state board mock exams in preparation for their state board exams. Additionally, graduates are encouraged to participate in on-campus events and attend demonstrations at the school provided by outside vendors to enhance their development as new cosmetologist.

### **ADMINISTRATIVE PREROGATIVE**

Dorsey School of Beauty reserves the right to revise or alter programs of study including, but not limited to, adding or changing courses, cancellation of the start of any program in which there is insufficient registration, and make changes in administrative or instructional personnel as conditions warrant and the school deems necessary. Dorsey School of Beauty also reserves the right to modify or change courses within a program for the purpose of updating and enhancing training outcomes. Dorsey School of Beauty will disclose to students any plans for improving academic programs. Any modification of the student's application and contract, as contained in the catalog, shall be agreed to, in writing, by all parties.

### **ALCOHOL AND SUBSTANCE ABUSE POLICY**

Unauthorized drugs or alcohol are strictly prohibited on school premises. For the safety of fellow students, administrators, and prospective patients, students believed to be under the influence of drugs, alcohol, or other substances which could impair judgment, behaviors, and/or activities, may be required to take a

drug test. Dorsey School of Beauty reserves the right to suspend or dismiss any student soliciting illegal drugs.

Dorsey School of Beauty prohibits the use of all illegal and illicit drugs under federal or state law by all students and employees while at school or at work. The campus and all associated campus and workplace areas are designated as “Drug-Free.” The possession, sale, or the furnishing of alcohol or illegal or illicit drugs of any kind on campus is governed by the Student Code of Conduct found in this catalog. Students and employees are not allowed to bring alcohol, illicit or illegal drugs of any kind onto school premises, or be under the influence of alcohol, illicit or illegal drugs while on school premises. The National Minimum Drinking Age Act of 1984 required all states to raise their minimum purchase and public possession of alcohol to age 21.

Dorsey School of Beauty can provide employees and students with information on outside resources available to help with problems related to the misuse of alcohol and all forms of substance abuse for themselves or their family members. Contact the managing director for names of appropriate agencies, phone numbers, and additional information.

### ***Consumption and Possession of Marijuana***

All students, employees, and visitors are on notice that the Michigan Medical Marijuana Act (MMMA) and the Michigan Regulation and Taxation of Marijuana Act (MRTMA) conflicts with federal criminal laws governing controlled substances, as well as federal laws requiring institutions receiving federal funds, by grant or contract, to maintain drug-free campuses and workplaces. Dorsey of Beauty participates in federal grant programs which would be in jeopardy if those federal laws did not take precedence over state law. Thus, the use, possession, or cultivation of marijuana in any form and for any purpose on Dorsey School of Beauty’s property or premises violates the “Drug Free Schools Police Statement”. Dorsey School of Beauty will not allow the use, possession, or cultivation of marijuana on its property or premises or in / on Dorsey School of Beauty’s controlled environments, even if a student, employee, or visitor has been properly certified as a medical marijuana user. Students, employees, and visitors will be asked to dispose of or remove marijuana from Dorsey School of Beauty’s property or premises immediately.

Further, the MMMA and MRTMA states that employers are not required to accommodate employees who use medical marijuana; therefore employers have the right to refuse employment to anyone who fails a drug test. Additionally, the State of Michigan prohibits a person from undertaking any task under the influence of marijuana, when doing so would constitute negligence or professional malpractice, as in many areas of the medical field. As a result, drug testing may be required at any time by a prospective employer consistent with the laws of the State of Michigan and the requirements of potential employers.

### **ATTENDANCE POLICIES**

Please consult the **ACADEMIC INFORMATION, ATTENDANCE POLICIES** section of this catalog regarding Attendance Policies.

### **CAMPUS SAFETY PLAN**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, Dorsey School of Beauty has a campus safety plan to alert students and staff in the event of an emergency. This safety plan is designed to keep the campus community informed regarding safety and security issues in the event that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurs on or in the vicinity of the campus.

### **CAMPUS SECURITY**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, the institution maintains and administers the policies and procedures described in this document. In accordance with the Clery Act, all schools and colleges are required to publish and distribute standard procedures for reporting crime, educational programs for crime and sexual assault prevention, and certain crime rate statistics for the previous three calendar years to all potential applicants and employees, and to current students and employees.

This report will also include reported crimes occurring on-campus and on public property within or immediately adjacent to and accessible from the campus. A notice of the availability of the annual security report, including a link to report on the Dorsey School of Beauty website, is distributed to students and staff annually. The report will be made available upon request to every student and employee, and every prospective student or employee. Prospective students and employees may find this information, and all other campus security related policy information, posted online at the Dorsey School of Beauty website: <https://www.dorsey.edu/dsbt/disclosures/>.

### **CHILDREN**

Dorsey School of Beauty maintains an atmosphere conducive to learning and does not have provisions to accommodate children. It is the policy of the school that children should not be brought to orientation, classrooms, or left in lounges, offices, or any part of the school.



### **CLASSROOM EXPECTATIONS**

Dorsey School of Beauty students must attend all scheduled theory and demonstration classes, and bring pencil, paper, and text to class. Cosmetology, Manicuring and Cosmetology Instructor are clock-hour programs, and each hour must be used

for meaningful learning activities. Free time between clients during practical hours will be used for studying only materials related to cosmetology or mannequin practice. Students not using optional time productively will be required to “clock” out using the time clock system.

Students may not perform cosmetology-related services on themselves. Students may not receive cosmetology-related services without permission from an instructor, and may pay a nominal price for services rendered. Students may volunteer to receive services as a class project or demonstration. Dorsey School of Beauty assumes no responsibility for any negligence, carelessness, or lack of skill by one or more students and/or instructor(s) during the practice, demonstration and/or performance of any cosmetology-related service.

## **CONSUMER INFORMATION SUPPLEMENT**

Dorsey School of Beauty’s Consumer Information Supplement is available on the school website at <https://www.dorsey.edu/dsbt/disclosures/> or upon request.

## **COPYRIGHT INFRINGEMENT**

Copyright is a form of protection provided by the laws of the United States (title 17, US Code and 1976 Copyright Act) to authors of literary, dramatic, musical, artistic, and other intellectual works, both published and unpublished. The principle of “Fair Use” allows for the public to freely utilize portions of copyrighted material for purposes of commentary or criticism, including limited academic use. Complete information about copyright may be obtained from the U.S. Copyright Office, or online at [www.copyright.gov](http://www.copyright.gov).

Dorsey School of Beauty students and employees are not permitted to engage in activities that violate US copyright laws, including the unlawful reproduction or distribution of copyrighted material through physical or electronic means. Those found to violate these regulations will be subject to negative consequences up to and including termination. Records and evidence of such actions may also be shared with proper legal authorities for prosecution. Unauthorized distribution of copyrighted material, including peer-to-peer file sharing may be subject to civil and criminal liabilities. The penalties for violation may be found at [www.copyright.gov](http://www.copyright.gov).

## **DORSEY SCHOOL OF BEAUTY CLINIC**

Unpaid clinic participation is required of students as part of the Cosmetology and Manicuring curriculum. During this supervised clinic training, students will provide services to the public who will be charged for the services rendered by students.

## **ELECTRONIC COMMUNICATION DEVICES**

Appropriate conduct for the use of personal electronic communication devices (including but not limited to cell phones, tablets, Bluetooth headsets, etc.) in an educational and professional environment is expected as follows:

- 1) All personal electronic communication devices are to be either turned off or set to vibrate when entering the classroom unless directed otherwise by the course instructor for course-related assignments.

- 2) Text messaging should be used for emergencies only.
- 3) Bluetooth or other headsets are not to be connected to your ear or around your neck in the classroom.
- 4) Pictures, videos, or any other sort of recording are not to be taken of classroom activities, laboratory activities and/or your classmates unless authorized.
- 5) Social media should not be accessed during class time.

If you receive an emergency call that needs to be answered you may ask for permission to leave the room. While you are out of the classroom, you are considered absent according to classroom policy. If you must leave the school, quietly inform your instructor and the administrative assistant at the front desk. It is recommended that you provide your campus phone number to anyone who may need to reach you in case of an emergency.

## **FACILITIES**

The Taylor campus consists of two separate areas in the same building, both of which are handicap accessible. The main campus consists of 10,000 square foot and contains the clinic, classroom and laboratory space, a student lounge, a staff lounge and instructor work area, and administrative personnel. The main campus is utilized by students in all programs. The additional classroom space consists of 2,900 square feet and contains classroom and laboratory space utilized by the cosmetology program, as well as a computer laboratory available to students in all programs.

## **FAMILIARITY WITH SCHOOL REGULATIONS**

Prior to enrollment each student is provided with a Dorsey School of Beauty catalog and other various documents which set forth the policies and regulations under which the Dorsey School of Beauty operate. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not excuse noncompliance or infractions. Failure to abide by the Student Code of Conduct and Standards of Professional Appearance, Attendance Policies, failure to satisfy SAP requirements, failure to make payments in accordance with the agreed schedule, or failure to adhere to the Weapons Policy can result in discipline up to termination of enrollment. Failure to comply with the policies of Dorsey School of Beauty can be grounds for dismissal, pending investigation of circumstances involved.

## **FAMILY EDUCATIONAL RIGHT TO PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review your education records. Students should contact the education office to determine the location of appropriate records and the procedure for reviewing such records. A student should submit to the campus managing director a written request that identifies the record(s) the student wishes to inspect. The managing director will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was

submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request that records believed to be inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA, be amended. The request should be submitted in writing to the Dorsey School of Beauty official/office responsible for maintaining the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the request for change is denied, the student has a right to a hearing on the issue.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records. Generally, Dorsey School of Beauty must have written permission from the student before releasing any information from the student's record. FERPA does however authorize disclosure without consent in certain situations as listed below:

- Specified officials for audit or evaluation purposes;
- Representatives of the Secretary;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law, and
- School officials with legitimate educational interest.

A school official is a person employed by Dorsey School of Beauty in an administrative, supervisory, academic, research, or support staff position; or a person serving on the board of trustees; a person or company with whom the school had contracted (such as an auditor, attorney, or collection agency) or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Dorsey School of Beauty.

4. Upon request, Dorsey School of Beauty will disclose education records without consent to officials of another school in which the student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Dorsey School of Beauty to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

6. Directory Information

The school may release information without the student's consent where the information is classified as "Directory Information." The following categories of information have been designated by Dorsey School of Beauty as directory information:

- Name, Address
- Telephone listing
- Email address
- Photographs
- Diplomas, honors, awards received
- Major Field of Study

Students who do not want such information released without their consent should notify the education office or managing director of their campus.

## **LICENSING AND ACCREDITATION**

A student may request to see approval letters and certifications from the Michigan Department of Labor and Regulatory Affairs, Proprietary School Unit, the Michigan Board of Cosmetology, and NACCAS upon request to the school managing director.



## **LICENSURE REQUIREMENTS**

Licensure by the Michigan Board of Cosmetology is required for employment in cosmetology, esthetician, manicuring and cosmetology instruction in the State of Michigan. Dorsey School of Beauty encourages all students to challenge the state licensing exam, however, makes no promise or guarantee of a graduate's successful outcome of this examination. Student will service the public in a fair, honest, and open manner. If student has had a judgement of guilt in a criminal proceeding or a civil action, student must be rehabilitated, or the substance of their former offense is not reasonably related to the cosmetology occupation. Student is aware of that good moral character is required for licensure, and therefore gainful employment, in the State of Michigan. Dorsey School of Beauty has determined that its program curriculum is sufficient to fulfill educational requirements for licensure in the State of Michigan only. No educational determinations have been made for any other state, district, or US territory in regards to licensure requirements.

A student seeking a full instructor license must also have at least three (3) years of practical experience in natural hair cultivation, hair care services, skin care services, and manicuring services, at least one (1) year of which shall be in a cosmetology establishment. The Michigan Board of Cosmetology may issue a limited instructor's license to an individual who meets all of the requirements except the practical experience component.

## **LOCKER SPACE**

Locker space is provided for temporary storage of personal effects for each student in attendance. School property must not be stored in a student locker at any time. The lockers remain the property of Dorsey School of Beauty, and therefore should be offered for inspection upon request of the managing director. Lack of cooperation on the student's part does not relinquish school right to locker access.

## **NATIONAL VOTER REGISTRATION ACT**

Voter registration forms are available online at <https://www.michigan.gov/sos/elections/voting/register-to-vote..>

## **SCHOOL CLOSURE**

Please consult the “Academic Information” section of this catalog regarding school closure information.

## **SMOKING**

Dorsey School of Beauty campuses are “smoke-free.” Dorsey School of Beauty is dedicated to maintaining a smoke-free and tobacco-free work and educational environment. All Dorsey School of Beauty employees, students, visitors, guests, and contractors are required to comply with this policy, which shall remain in effect at all times.

In compliance with various regulations, to protect the health and safety of Dorsey School of Beauty faculty, staff, students, and visitors, and to create a healthier and cleaner school environment, this policy defines smoking and tobacco use to include the following:

1. “Smoking” is defined as the use of smoke-producing tobacco products, such as cigarettes, cigars, cigarillos, mini-cigars, and hookah.
2. Tobacco use is defined as the use of any tobacco product including cigarettes, cigars, cigarillos, mini-cigars, hookah, spit tobacco, snuff, and other smokeless products. “Smokeless products” include the use of e-cigarette, or “vaping”, electronic smoking devices or electronic nicotine delivery systems. FDA-approved cessation aids, such as nicotine patches and gum, are not included in this category.

Smoking and tobacco use, as defined above, is prohibited in all enclosed areas at Dorsey School of Beauty without exception. This includes common work areas, classrooms, conference and meeting rooms, private offices, hallways, employee lounges, student lounges, lunch areas, stairs, restrooms, and employer owned or leased vehicles and all other enclosed facilities. Additionally, smoking and tobacco use shall be prohibited within fifteen feet surrounding all entrances, ventilation systems and windows that may be opened or used for ventilation, so that persons are not negatively impacted by secondhand smoke.

Dorsey School of Beauty only permits smoking and tobacco use only in designated outdoor areas. In addition, tobacco users must dispose of smoking and tobacco-related waste in the appropriate receptacles. The cigarette receptacle must be used only for its intended purpose in order to reduce the possibility of other debris causing a fire. Students may only utilize outdoor areas during designated break times and are not permitted to leave class, laboratory, or clinic to use tobacco products.

## **SOCIAL SECURITY NUMBER PRIVACY POLICY**

Pursuant to Michigan’s Social Security Number Privacy Act (the “Act”), Dorsey School of Beauty will take measures reasonably necessary to ensure the confidentiality of its employees’ and students’ social security numbers and those collected from others in the ordinary course of the company’s business. Neither

the company nor any of its employees will unlawfully disclose social security numbers obtained during the ordinary course of business. The company will limit access to information or documents containing social security numbers to only those employees of the company whose job description requires the use of social security numbers. In addition, the company will strictly limit the display of social security numbers on computer monitors or printed documents, unless required by law or business necessity.

The company will not use social security numbers, more than four consecutive numbers from a social security number, or a derivation of them as personal identifiers, permit numbers, license numbers, or primary account numbers or for similar uses unless required by law. The company may use a social security number to perform an administrative duty related to employment or student’s financial aid, including, for example, to verify the identity of an individual; to detect or prevent identity theft; to investigate a claims, credit, criminal, or driving history; to enforce legal rights; or to administer benefits programs.

Students’ social security numbers are indefinitely maintained in a computer database per Department of Education regulations. The company will retain an employee’s social security number for the duration of the employee’s employment and for two years following the employee’s termination or for a longer period as required by law. The company will physically destroy documents that contain social security numbers but need to be discarded by shredding or another secure fashion. Social security numbers stored in a computer database that need to be removed will be deleted from all programs pursuant to techniques and standards commonly used for such purposes. All provisions of this policy are subject to the language of the Act.

## **STATEMENT OF NON-DISCRIMINATION AND NON-HARASSMENT**

It is the policy of Dorsey College to provide a working and learning environment free from discrimination or harassment. In accordance with state and federal law, discrimination, harassment, sexual harassment or sexual violence by members of the School community against members of the School community is unlawful and strictly not allowed based on the following: race, color, creed, sex, sexual orientation, gender identity or expression, religion, national or ethnic origin, disability, age, height, weight, familial status, marital status, partisan considerations, veteran status, or citizenship status.

All members of Dorsey College, regardless of their sexual orientation, gender, gender expression, or gender identity, have the right to engage in their college education, work, and other activities free from all forms of sex or gender-based discrimination or harassment, including sexual misconduct. Discrimination, harassment, sexual harassment or sexual violence by others against members of the school community should be reported immediately for suitable action.

This policy broadly encompasses the operation of the College’s educational programs and activities occurring on campus, at the campus support center, and during events and situations over which the school exercises substantial control such as externship sites, graduation/pinning ceremonies, during culinary or other school-related events, and on public property immediately

adjacent to Dorsey College including parking lots, sidewalks, and streets. This also encompasses the work environment of all Dorsey College personnel. Dorsey College is committed to ensuring that this zero-tolerance policy is effectively observed in all of the College's endeavors, and that every complainant receives appropriate support, respondents are treated as responsible only after receiving due process and fundamental fairness, and school officials serve impartially without bias for or against any party.

Title IX of the 1972 Higher Education Act (20 U.S.C. 1092) applies to schools, colleges and universities that receive any amount of federal funding. Title IX allows the U.S. Department of Education to investigate complaints, order remedies, and withhold funding from educational institutions in violation of sexual harassment under the Act. Enforcement of Title IX is administered by the Department of Education's Office of Civil Rights. Dorsey College's Title IX Coordinator is Ann Victoria Thomas, who can be contacted at 31799 John R Road, Madison Heights, MI 48071, Ph: 248.585.9200, ext. 11228, [athomas@Dorsey.edu](mailto:athomas@Dorsey.edu). Dorsey College will provide persons who have experienced sexual harassment ongoing remedies as reasonably necessary to restore or preserve access to the College's education programs or activities. Dorsey College will treat information that it receives in a manner that respects both the Complainant and the Respondent. Individual and community safety considerations will be balanced with the privacy interests of all involved, as well as the applicable legal requirements, when making decisions regarding such investigations and disclosures.

Dorsey College also prohibits differential treatment or discrimination against students and employees based on the student or employee's current, potential, or past parental, family, marital status, or pregnancy or related condition. Consistent with Title IX, Dorsey College also provides certain supports and modifications for persons who are experiencing pregnancy or pregnancy related conditions.

The Violence Against Women Reauthorization Act of 2013 amended the Clery Act (34 CFR §688.46) to further hold schools responsible for providing awareness and prevention campaigns and reporting crimes related to sexual assault, domestic violence, dating violence, and stalking. Enforcement of the Clery Act is administered by the Department of Justice through local and state law enforcement agencies.

Any student experiencing discrimination or harassment should follow the Student Grievance Policy outlined in the **GENERAL INFORMATION** section of this catalog. Additionally, any student who feels that they are being discriminated against for ANY reason, may call the Dorsey Hotline and remain anonymous by contacting 866-526-1053.

Students are also advised that recourse can be sought through the Equal Employment Opportunity Commission (EEOC), the Office for Civil Rights (OCR), the Michigan Department of Civil Rights (MDCR), or the Courts or other remedies allowable by law.

## **STANDARDS OF PROFESSIONAL APPEARANCE**

A well-groomed appearance significantly contributes to an individual's self-esteem and general performance; therefore, Dorsey School of Beauty asks all students to maintain a healthy, clean, and well-groomed appearance and avoid excessive, visible

body piercings and tattoos. All nose rings, tongue and lip rings must be removed while in the classroom, labs and while on the clinic floor. STUDENTS are required to wear a scrub set and name badge that identifies them as a Dorsey School of Beauty student. Students must wear close-toed shoes with backs, along with socks or nylons. Hats, caps, and casual attire (sweatshirts, T-shirts, jeans, shorts, jogging suits, yoga pants, flip-flops, etc.) are not considered proper attire and are unacceptable. All attire must be clean and pressed. Students are responsible for keeping their work area clean including student station, cabinet, locker, kit, classroom practice area, shampoo area, and the removal of hair from the floor. Additionally, kits must be fully equipped, sanitized and ready for inspection at all times. Students found out of uniform will be clocked out and sent home. Repeated violations may result in termination from school.

## **STUDENT CODE OF CONDUCT**

Dorsey School of Beauty graduates are recognized for their professional skills, confidence, conduct and appearance. Therefore, we ask your cooperation in ensuring the development of these qualities in all students.

### ***Professional Conduct Defined***

All students are expected to conduct themselves with civility and respect toward fellow students and staff. Student behavior which could interfere with other students' rights, safety, health, or right to learn are prohibited. Possession, use, or distribution of illegal drugs or alcohol are strictly prohibited on school premises. If a student, or family member, has a substance abuse problem, please consult the managing director for a list of community agencies providing counseling and assistance. Cheating and plagiarism are strictly prohibited. Behavior that is strictly prohibited also includes (but is not limited to): reporting to school under the influence of drugs or alcohol, threatening or intimidating behavior, possession of weapons, inappropriate use of cell phones or other electronic devices to record audio or video without prior campus approval, use of profanity, failure to comply with school policies or directives, and/or misuse of school or another's property.

Food and drink are allowed only in the student lounge or designated areas, unwanted items must be immediately discarded. Please be courteous and consume food and beverages prior to entering the classroom. There is positively no eating or drinking in any classroom, laboratory, clinic, or restroom.

Students are responsible for keeping their work area clean including student station, cabinet, locker, kit, classroom practice area, shampoo area, and the removal of hair from the floor. Kits must be fully equipped and sanitized and ready for inspection at all times. Lunch and break time will be scheduled at instructors' discretion. Student may not chew gum, eat, or drink during theory, mannequin practice or clinic classes.

A student who violates this Student Code of Conduct may lose academic credit, be counseled, issued a written warning, sent home for the day and/or be terminated from school; other actions may be implemented as determined appropriate to the offense. Dorsey School of Beauty reserves the right to suspend or dismiss any student any time for misconduct or when such

action is deemed to be in the best interest of the student or student body.

### **Respect of School Property**

Dorsey School of Beauty has the right to charge any student responsible for breakage, damage, or loss of equipment or materials. Theft of school property will result in immediate termination from the program, with no reimbursement of tuition to the student.

## **STUDENT AND LICENSEE PROHIBITIONS**

Per the State of Michigan Board of Cosmetology Administrative Rules, Part 7. R 338.2179g, Rule 79g(1): A student, apprentice, or licensee shall not do any of the following, and a licensee shall not allow another to do any of the following:

- (a) Use or possess methyl methacrylate monomers.
- (b) Abrade, roughen, buff, or file the nail plate to the extent that the nail bed is exposed or that deeply filed trenches or ridges in the nail plate are created.
- (c) Use a nail white pencil.
- (d) Use lump alum or a styptic pencil to stop bleeding.
- (e) Carry any equipment, tools, implements, or supplies in the pocket of a uniform.
- (f) Use the same powder puffs, makeup brushes, or cosmetic pencils on more than 1 patron.
- (g) Use an ultraviolet ray electrical sanitizer, unless the items placed in the sanitizer have been sanitized according to the rules promulgated by the department.
- (h) Use or possess a blade in the practice of manicuring or pedicuring.
- (i) Provide services that require a license without posting a current, unexpired, and valid license or permit for that person in the establishment where cosmetology services are being rendered.
- (j) Fail to provide proof of identity with a picture I.D. or alternative acceptable to the department at the time of an inspection, if requested by a department representative performing an inspection of the licensed establishment.

Standards for all programs are outlined at orientation. Students in violation of these rules will be sent home and marked absent for the day. Repeated violations may result in termination from school.

Felony conviction, misdemeanor conviction with the possibility of jail time, or practicing cosmetology or manicuring on the public outside of school may render student ineligible to take the State Board Examination. Good moral character is required for licensure, and therefore gainful employment, in the State of Michigan.

## **STUDENT GRIEVANCE POLICY**

The student grievance policy provides a process to facilitate resolution of student concerns. If a disagreement occurs, students should follow the following steps:

1. For course-specific academic concerns, a student should first attempt to resolve the difference with the course instructor. For non-academic concerns, a student should communicate with

their program director, academic dean, or campus managing director.

2. If a satisfactory solution cannot be achieved, or for a student with concerns of a non-academic nature, the student may choose to submit a formal grievance.

3. Formal grievances must be submitted to the campus academic dean, program director or managing director, as appropriate to the concern. Grievance submission must be in the form of a written letter and must contain a statement of the alleged violation(s), a statement of the student's desired resolution, and the student's name, address, and phone number. Although documentation of the alleged incident is not required as part of the grievance, reliable documentation and/or statements can assist Dorsey School of Beauty in a fair and accurate review of the grievance. In order to resolve the situation in a timely manner, the student is required to provide information promptly. If the student fails to provide requested information in a reasonable period of time (typically 10 working days), the grievance may be cancelled, and no further consideration will be given.

4. The written formal grievance will be investigated, and the determination will be provided in a timely manner to the student.

5. Any resolution that is unsatisfactory to the student may be appealed in writing to the vice president, education and career services at [Grievance@dorsey.edu](mailto:Grievance@dorsey.edu), whose decision in all matters will be final.

Dorsey School of Beauty operates in accordance with standards established by the following:

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

Michigan Department of Licensing and Regulatory Affairs  
Michigan State Board of Cosmetology  
Bureau of Professional Licensing  
P.O. Box 30244  
Lansing, MI 48909  
Telephone: (517) 241-9262

Students can file a complaint with the State of Michigan online at [www.michigan.gov/pss](http://www.michigan.gov/pss).

## **STUDENT TIME COMMITMENT**

Successful program completion will require additional study and/or lab time in excess of scheduled program hours. A student should recognize that course work, while attending Dorsey School of Beauty, will require, at minimum, one additional hour of study each day. Students need to consider how many hours remain in the week after deducting time for family obligations, eating, sleeping, recreation, and other extracurricular activities. Students who work while going to school should balance their work-related activities and obligations at home against the hours needed to study. Successful students utilize time management techniques such as those discussed at [WWW.TIME-MANAGEMENT-GUIDE.COM](http://WWW.TIME-MANAGEMENT-GUIDE.COM).

## **TRANSFER OF HOURS TO OTHER INSTITUTIONS**

Programs at Dorsey School of Beauty are designed to prepare graduates for the best possible career opportunities in each student's field of choice without determination of transferability of hours earned. Transfer, recognition, or acceptance of academic hours between institutions is always at the discretion of the receiving institution. Therefore, Dorsey School of Beauty does not promise or guarantee the transfer, recognition, or acceptance of any hours earned at Dorsey School of Beauty to other educational institutions. It is the responsibility of the student to contact the State of Michigan and/or any other postsecondary institution where the student may be considering enrolling following matriculation at school to determine whether hours earned at school will be accepted on transfer to that institution.

## **WEAPONS POLICY**

Dorsey School of Beauty maintains a zero-tolerance attitude towards firearms and other weapons on campus, Campus Support Center, and at sanctioned school events. In compliance with Michigan law (1931PA328 MCL750.227 and 1927PA372 MCL28.425o(2)), guns or other dangerous instruments (knives, chemical sprays, electrical discharge device, etc.) that are intended to be used as weapons are NOT to be carried into any Dorsey School of Beauty at any time. Recent amendment to Michigan's Public Act 372 of 1927 (2015PA16) regarding rights to carry concealed weapons does not exclude Dorsey School of Beauty's classrooms (MCL28.425o(1)(h)), and by extension all common areas such as hallways, entryways, and sidewalks. This is a zero-tolerance policy and failure to follow this policy will result in immediate termination/dismissal. Criminal charges may also be filed.

## **INSTITUTIONAL AND STAFF MEMBERSHIPS**

National Association of Financial Aid Administrators (NASFAA)  
Midwest Association of Student Financial Aid Administrators (MSFAA)  
Michigan Student Financial Aid Association (MSFAA)  
Ohio-Michigan Association of Career Colleges and Schools (OMACCS)

## **OWNERSHIP**

Dorsey School of Beauty is the "doing business as" name of Lindenwood Holdings, Inc., which is a Delaware LLC. Dorsey School of Beauty's sole member is Lindenwood Education System (LES), which is a Missouri nonprofit corporation recognized by the IRS as a Section 501(c)(3) tax-exempt organization. As such, donations to Dorsey School of Beauty are treated, for federal tax purposes, as charitable contributions and as permitted by law are tax-deductible. Dorsey School of Beauty is currently regulated by the U.S. Department of Education as a proprietary institution of higher education. Dorsey School of Beauty is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS). Other institutions of higher education within the LES are governed separately and maintain separate institutional accreditations. Any questions about the ownership and

governance of Dorsey School of Beauty should be directed to the president of the institution at the Campus Support Center, which is located at 31799 John R Road, Madison Heights, Michigan 48071.

## **ORGANIZATION**

This catalog is specific to Dorsey School of Beauty located in Taylor, Michigan. Dorsey School of Beauty is owned and managed by its sole member, Lindenwood Holdings, LLC, a Delaware nonprofit limited liability corporation, and is governed by a board of trustees. The Lindenwood Education System family of institutions also includes Dorsey College Holdings, which owns and operates seven Dorsey College campus locations in Madison Heights, Saginaw, Wayne, Dearborn, Woodhaven, Grand Rapids and Roseville, which publishes a separate catalog. Additionally, Dorsey College Holdings owns and operates Training Direct with locations in Bridgeport and Danbury Connecticut.

## **EXECUTIVE AND ADMINISTRATIVE STAFF**

### **BOARD OF TRUSTEES**

John Porter, President  
Mark Falkowski, Vice President and General Counsel  
John Kauffhold, Vice President of Fiscal Affairs and Chief Financial Officer

### **CAMPUS SUPPORT CENTER ADMINISTRATIVE STAFF**

John Barnes, President and CEO  
Alicia Shumate, Accountant  
Ann Victoria Thomas, Vice President of Regulatory Affairs, Title IX Coordinator  
Amy Farmer, Executive Director of Education  
Carlton Beauford II, Computer Support Specialist  
Chad Wilson, Controller  
Courtney Ford, CSC Director of Admissions  
Denise Bock, Chief Financial Officer  
Gloria Brown, Education Coordinator  
Golda Szydowski, Director of Compliance and Education  
John O'Sullivan, Vice President of Marketing  
Joseph Belliotti III, Software Administrator and Operations Support Analyst  
Joseph Belliotti, Canvas and Education Administrator  
Joseph Current, MSN/Ed, RN, CSC Director of Nursing  
Kawesi Price, Director of Information Technology  
Kelly Wilson, Accountant  
Kim Peck, Chief Administrative Officer  
Kimberly Knapp, Associate Director of Program Development  
Lana Sherwin, Associate Director of Education  
Lance Craven, Senior Vice President of Campus Operations  
Michael Poirier, Accountant  
Michelle Hill De-Pofe, Senior Accountant  
Mickey McLean, Sr. Vice President of Education & Career Services  
Munayem Ahad, Technology Support Specialist  
Nicole Hawk, Senior Director of Operations and Compliance  
Patricia Maguire, Executive Administrative Assistant  
Rajani Arunandhi, Senior Director of Career Services  
Richard Reed, Chief Admissions Officer  
Roslyn Harper, Education Coordinator  
Roslyn White, CSC Director of Admissions



Shateisha Phillips, Assoc. Director of Education and Career Services  
 Shawn Gordon, Corporate Public Relations  
 Thomas Biondo, Financial Analyst  
 Zachary Carver, Operations Manage

**CAMPUS SUPPORT CENTER STUDENT FINANCE**

Brandon Blacker, Senior Financial Aid Coordinator  
 Jennifer Sfire, CSC Financial Aid Manager  
 Joseph Augugliaro, Financial Aid Coordinator  
 Joyshree Chowdhury, Regional Financial Aid Advisor  
 Juanita Martinez, Financial Aid Coordinator  
 Kailey Goit, Senior Regional Director of Financial Aid  
 Kimberly Oliver, Regional Financial Aid Advisor  
 Phong Moua, Financial Aid Internal Auditor  
 Rana Bako, Financial Aid Coordinator  
 Ryan Arena, CSC Financial Aid Coordinator  
 Tonya Taylor, Director of Financial Aid Operations  
 Zena Skinner, Senior Director of Fiscal

**CAMPUS FACULTY AND STAFF**

Khalia Roland, Managing Director  
 Aisha Johnson, Sr. Financial Aid Representative  
 Alexandra Burris, Instructor  
 Alexis Walker, Administrative Assistant  
 Chante Tipton, Instructor  
 Grace Hardiman, Associate Director of Career Services  
 Jason Camilleri, Director of Beauty Programs  
 Jaylin Coleman, Admissions Representative  
 Joslyn Harper, Lead Instructor  
 Kathryn Kozen, Instructor  
 Kimberly Simpson, Associate Director of Admissions  
 LaShonta Reed, Administrative Assistant  
 Lisa Hall, Instructor  
 Michel’La Anello-Jones, Instructor  
 Misty Willard, Lead Instructor  
 Miyada Alhawani, Instructor  
 Robin Adams-Bomer Smith, Instructor  
 Rosa Williams, Instructor  
 Rukhsana Kauser, Instructor  
 Shauntina Sweet, Career Services Coordinator  
 Shawwna Brown, Instructor  
 Sherri Pelts, Instructor  
 Sylvia Morton, Financial Aid Representative  
 Tameca Garrett, Associate Director of Cosmetology  
 Tracie Rizzo, Instructor  
 Yvette Middlebrook, Director of Admissions  
 Yvonne Blicharski, Registrar

**ANNUAL REPORT AND CAREER DISCLOSURES**

**NACCAS ANNUAL REPORT YEAR STATISTICS**

Dorsey School of Beauty, Taylor, main campus, is accredited by NACCAS (National Accrediting Commission for Career Arts & Sciences). The information provided below for Dorsey School of Beauty- Taylor was submitted to NACCAS in December 2024 as part of its annual report and is the most recent graduation, placement, and licensure data available. All information provided

is for students with a contracted graduation date between the period of January 1, 2023 and December 31, 2023.

**Graduation Rate**

<b>Cumulative Rate of Programs of Institution</b>	<b>64.09%</b>
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The above percentage is reflective of all students scheduled to graduate from their program between January 1, 2023-December 31, 2023 that did graduate.

**Licensure Rate**

<b>Cumulative Rate of Programs of Institution</b>	<b>75.53%</b>
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The percentage above is reflective of the graduates included above who sat for all parts of their required State of Michigan licensure exam and passed all required parts of the exam prior to November 30, 2024.

**Job Placement Rate**

<b>Cumulative Rate of Programs of Institution</b>	<b>80.28%</b>
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Of those graduates included above who are eligible for job placement, the percentage who were placed prior to November 30, 2024.

A graduate who is or has been employed in a field for which their training prepared them (i.e., in a position within the beauty and wellness industry that directly relates to their field of training) after graduation and prior to November 30, 2024 is considered placed. A graduate who obtains a temporary position (i.e., position where there is an expectation prior to the graduate’s hire that the employment relationship between the employer and graduate will not last more than one month) is not considered placed.

For student consumer information, tuition, disclosures, and other important information, please visit our website at <https://www.dorsey.edu/dsbt/disclosures/>.

**JOB PLACEMENT RATE INFORMATION**

The Job Placement Rate Information is calculated according to the Dorsey School of Beauty’s Accreditor, the National Accrediting Commission of Career Arts and Sciences. Graduates and completers included are all students scheduled to graduate the program in 2022. The scheduled graduation date is derived from a student’s most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes and re-enrollments have been accounted for). A student may count as a graduate if they have completed all applicable graduation requirements. 100% of graduates are tracked using completer/alumni survey and employment verification. A student may count as placed if they are employed in a field for which their training prepared them prior to November 30, 2023. Additional graduates may have found work in their field of study after December 1, 2023; however, those placements are not

included in this calculation. 100% of graduates were tracked using completer/alumni survey and employment verification.

#### **JOBS RELATED TO THIS PROGRAM**

##### ***How Can I Find Out More About This Career?***

For more information about a career in cosmetology, please visit the U.S. Department of Labor's O\*NET website at <http://www.onetonline.org/crosswalk/>. Career information may be obtained by inputting the Classification of Instructional Programs (CIP) program code 12.0401 (Cosmetologist), 12.0410 (Manicurist), 12.0409 (Esthetician) or 12.0413

(Cosmetology Instructor), or the Standard Occupational Classification (SOC) code 39-5012 (Cosmetologists), 39-5092 (Manicurist), 39-5094 (Esthetician) or 39-5012 (Cosmetology Instructor). Additional career information specific to the State of Michigan can be found at the Career One Stop website, which is sponsored by the U. S. Department of Labor, Employment and Training Administration. Go to <http://www.careerinfonet.org>; under browse occupations type the career of interest in the key word search box, then continue to select the State of Michigan.



# Dorsey

## School of Beauty