morgantown beauty college

College Handbook and Catalog



Morgantown Beauty College
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HISTORY OF THE MORGANTOWN BEAUTY COLLEGE.

Founded in 1946, the original Morgantown Beauty School was founded in 1946 by Helen Nixon, Lillian Anderson, T.D. Nixon, J. Bruno, H. Cain, and S. Rosenthal. The school was originally located on Stewart Street in Morgantown, West Virginia. The cosmetology curriculum at the time included basic courses such as manicuring, permanent wave, combination spiral, and haircutting.

In 1952, Homer and Velmagene Martin purchased the college and relocated it to its current location at 276 Walnut Street in Morgantown, West Virginia. Following the deaths of Velmagene Martin in 1990 and Homer Martin in 1999, Michael S. Sodomick was appointed the President of the Morgantown Beauty College.

Over the past several years, many changes have occurred with the addition of new programs to the college. In 1996, a Nail Technology program specializing in acrylic nails was introduced, followed by an Esthetics program in 1998, featuring advanced skincare and massage techniques. In 2002, a Massage Therapy program was also added. These programs are opening doors of opportunity for students interested in the ever-growing field of personal services. Morgantown Beauty College has also obtained accreditation through the NACCAS and was approved to offer Federal Financial Aid.

MISSION STATEMENT

The mission of Morgantown Beauty College is to nurture a strong sense of professional self-discipline in our students as they acquire basic theoretical knowledge and proficiency in their practical skills in cosmetology and related fields, as well as to prepare our graduates for employment.

Our students are trained to help their clients realize the value and benefits of living a more beautiful and healthier life. A sincere empathy with fellow human beings and a natural creative artistry are essential professional foundations. As students learn, they will discover and develop their individual talents and artistic creations through the nurturing, direction, and instruction of their program studies. They will also be instructed in fundamental business skills, which will enable them to sculpt their unique professional profile in the fast-growing beauty industry.

THE MEANING OF EDUCATION

“Education does not mean teaching people what they do not know. It means teaching them to behave as they do not behave. It is not teaching the youth the shapes of letters and the tricks of numbers and leaving them to turn their arithmetic to roguery and their literature to lust. It means, on the contrary, training them into the perfect exercise and kingly continence of their bodies and souls. It is a painful, continual and difficult work to be done by kindness, by watching, by warning, by precept, and by praise, but above all – by example.” – John Ruskin

LOCATION AND COLLEGE FACILITIES

The Morgantown Beauty College is located at 276 Walnut Street in downtown Morgantown, West Virginia, 26505. The building consists of four floors with multiple administrative offices (Admissions, Administration, and Technical), five theory classrooms, six clinic classrooms, a teacher's lounge, student lounge areas, the clinic floor where customer service is provided, a lunchroom, and restrooms located throughout the building. 12 stations available with 4 seats each. Color dispensary, pedicure chairs, manicure stations, facial and massage tables, students’ chairs, desks, computers in each classroom and front desk.

NAME AND ADDRESS OF ACCREDITING INSTITUTION

Status: *Accredited (Placed on Financial Reporting Requirements)*
National Accrediting Commission of Career Arts & Sciences (NACCAS)

3015 Colvin Street
Alexandria, VA 22314
Phone: (703) 600-7600

WEST VIRGINIA STATE LICENSING AGENCY

West Virginia Council for Community and Technical College Education
2001 Union Carbide Drive, Building 2000
Charleston, WV 25303
Phone: 304-558-0265

If you possess a foreign high school diploma, foreign transcripts from a beauty school, or have attended a domestic online high school and wish to apply for a license with the West Virginia State Board of Barbers and Cosmetologists, you must have your education evaluated by a professional evaluation company.

The Board has approved Aequo International as the sole provider of education evaluations for cosmetology, nail technician, hair styling, aesthetics, and barbering candidates with international and domestic online education. Candidates are responsible for paying the application fee of $125.00. Click here to apply for an evaluation.

Candidates must submit original or official educational documents directly to Aequo International for evaluation purposes. Please do not send your documents to the West Virginia State Board of Barbers and Cosmetologists, as they will not evaluate them. Once the evaluation is complete, Aequo International will send an electronic evaluation report to the Board for review.

If you have any questions about the education evaluation application or process, please contact Aequo International at (844) 882 3786 or via email at info@aequointernational.com.

State of West Virginia Massage Therapy Licensure Board
179 Summers Street, Suite 711
Charleston, WV 25301
Phone: (304) 487-1400 and Toll Free in WV: 1-800-871-7265

ADDRESS OF FINANCIAL AID PROGRAM

U.S. Department of Education Federal Student Aid Information Center
PO Box 84
Washington, DC 20044-0084
Phone: 1-800-4-FED-AID (1-800-433-3243)
TDD: 1-800-730-8913
studentaid.gov

Certain federal financial aid programs are available for qualifying students. The College can assist you with information pertinent to your application for financial aid.

Morgantown Beauty College participates in the following tuition assistance programs:

- WIOA (Workforce Investment Act): Contact the local job service in your area
- Workforce West Virginia: (304) 285-3124
- Veterans Administration: Contact 1-800-827-1000
- West Virginia Rehabilitation Services: Contact the local Division of Rehabilitation Services in your area or

Morgantown DRS at (304) 285-3155

- Alternative Financing Available: Contact Morgantown Beauty College's Admission Office

GENERAL INFORMATION

If you need housing or daycare services, please ask the Admissions Office for a listing of community resources.

If you need to obtain a copy of your high school diploma, please contact your high school and request a duplicate copy or a certified transcript showing the date of graduation. To obtain a copy of your GED, please write to or call WV Department of Education, Building 6, Room B-230 Capitol Complex, Charleston, WV, 25305, (304) 558-6315. To get information about GED testing sites and classes, please contact the Adult Learning Center at (304) 291-9226.

To register for selective service, forms may be picked up at the post office, any government agency, or online at www.wvsos.com.

STUDENT ORIENTATION

At the beginning of each new term, an orientation program will be provided. The purpose of this orientation is to ensure that all new students are familiarized with the College's policies, procedures, facility layout, emergency exists, and other important information. Although orientation is a required part of the program, it does not count toward the total program hours required for graduation. Orientation can be scheduled up to one month before class is scheduled to convene.

COLLEGE CALENDAR

The College reserves the right to cancel class or limit enrollment prior to the start date due to minimum or maximum class enrollment, or for any other reason. Please contact Admissions to confirm the start date you are interested in.

100% On Campus Instruction*

Cosmetology	Classes begin every month.
Hairstylist	Classes begin every month.
Massage	Classes begin every month.
Esthetics	Classes begin every month.
Nail Technology	Classes begin every month.

Theory Online/Practical on Campus*

Cosmetology Distance Learning	Classes begin every month.
Hairstylist Distance Learning	Classes begin every month.
Massage Distance Learning	Classes begin every month.
Esthetics Distance Learning	Classes begin every month.
Nail Technology Distance Learning	Classes begin every month.

**Classes begin on the first Tuesday of the month.*

PROGRAM CLOCK HOURS AND WEEKDAY SCHEDULE

	Hours per week	Schedule
Cosmetology	35	Tue-Sat, 8:30 am – 4:30 pm
Hairstylist	35	Tue-Sat, 8:30 am – 4:30 pm
Massage	24 (for the first 5 weeks), then 27	Tue-Fri, 8:30 am – 3:00 pm Sat 3 hours
Esthetics	30	Tue-Sat, 8:30 am – 3:00 pm
Nail Technology	35	Tue-Sat, 8:30 am – 4:30 pm
Cosmetology Distance Learning	35	Mon-Fri or Tue-Sat, 8:30 am – 4:30 pm
Hairstylist Distance Learning	35	Mon-Fri or Tue-Sat, 8:30 am – 4:30 pm
Massage Distance Learning	24 (first 5 weeks) then 27	Tue-Fri 8:30 am – 3:00 pm Sat 3 hours
Esthetics Distance Learning	24 (until distance learning hours complete), then 30	Tue-Sat 8:30 am – 3:00 pm
Nail Technology Distance Learning	35	Tue-Sat 8:30 am – 4:30 pm

Student attendance on these days and during these hours may vary slightly according to the individual student contract. When severe weather conditions exist, students will receive a text message to their registered cell phone. Please also check the college's social media pages for any notice of class cancellation or delay.

OBSERVED HOLIDAYS

The following dates will be designated as holidays if the holiday falls upon a regularly scheduled school day:

New Year's Day
Memorial Day
Labor Day
Independence Day
Thanksgiving Day
Christmas Day
Christmas Eve

At the College's discretion, other days may be deemed holidays.

ADMISSIONS REQUIREMENTS

To be admitted to the College, applicants must have a high school diploma or its equivalent (GED/TASC). Please note that we do not currently participate in the Ability to Benefit Test. All applicants must follow the procedures outlined in the College's Admissions Procedures.

Applicants are required to complete and sign the Enrollment Agreement and the Student Application Form. Additionally, they must submit any applicable enrollment and application fees, as well as any other forms required by the College. Applicants may apply for admission any time prior to fifteen (15) days from the starting date of the term for which the student desires admission.

TO COMPLETE ENROLLMENT STUDENTS ARE REQUIRED TO SUBMIT THE FOLLOWING:

A. Documentation that you are at least seventeen (17) years of age when you begin classes.
B. A copy of your high school diploma or GED/TASC certificate.
    - *Prospective students with foreign diplomas must have their documents evaluated by a qualified outside agency, the agency approved by the WV State Board is "Aequo International", this Agency should translate the*

documents into English and confirm the academic equivalence to a U.S high school diploma.

C. A Certificate of Health from a licensed physician (completed within 1 year) for all programs except Massage Therapy.
D. Completion of the Application Form.
E. State Board Student Permit (Cost $25.57, completed during admissions appointment. For all programs except Massage Therapy).
F. A copy of your Social Security card.
G. A copy of your driver's license or id.
H. $100.00 application fee (non-refundable) made payable to Morgantown Beauty College. This is not deducted from tuition fee.
I. $150.00 enrollment fee and $25 equipment service fee (due on Orientation Day) made payable to Morgantown Beauty College. This is not deducted from tuition fee.
J. If previously attended another school of Cosmetology or Massage, you must provide an academic transcript to receive credits for hours attended if applicable. This information will be requested as needed by the Financial Aid Office.**

TRANSFER POLICY

All transfer students must first notify the Cosmetology School/College previously attended and request to have their transcript mailed or emailed directly to Morgantown Beauty College. This transcript must contain the following:

A. Breakdown of each subject completed;
B. Grades earned in each subject (must be "C" (75%) or better);
C. Hours completed in each subject; and
D. School transcript with a seal or notarized.

A placement exam will be administered to all transferring students to determine placement within the program of study at Morgantown Beauty College. Please note that web-based hours and internship hours are not accepted by the WV Board of Barbers and Cosmetologists.

Tuition is based on the remainder of hours needed to complete the program. All financial obligations must be met before the student can take the State Board Examination.

Transfer students will be allowed to start at 0, 200, 300, 375, 450, 900, 1350 hours, depending on the program of study. Factors to be considered: hours student earned previously, copy of official transcripts received, and written and practical assessments at Morgantown Beauty College prior to enrollment.

RE-ENROLLMENT PROCEDURE

Students who have previously attended Morgantown Beauty College must reapply for admission. Those who were terminated, dismissed, or voluntarily withdrew may apply for re-enrollment. These students will be required to re-enroll first-time students and comply with the College's initial enrollment requirements. If a student has been terminated or dismissed by the College, for offenses as outlined in the College Handbook, re-enrollment of the student is at the College's discretion. An assessment of the termination or dismissal, along with an evaluation of the student's rehabilitation specific to the grounds for termination or dismissal, will be conducted to determine acceptance for re-enrollment. All financial obligations to Morgantown Beauty College must be settled prior to re-enrollment.

If the applicant attended another college during their absence, an academic transcript must be forwarded to Morgantown Beauty College. Such applicants will be subject to the current tuition fees and will be required to submit the same enrollment fees as a first-time student.
If a student graduates from a program and returns to Morgantown Beauty College for a different program, they may

potentially receive 100 hours towards their new program. These hours are in the universal subjects such as sanitation, infection control, etc.

TRANSFER OF HOURS EARNED

Should an applicant desire to transfer credits or hours earned from the Morgantown Beauty College to another institution, it is recommended that the applicant determine transferability of credits and hours before enrolling. The State Board of Barbers and Cosmetologists determines whether or not the hours can be transferred to the state where the student desires to attend school. The College charges a $250.00 fee for a copy of each transcript. Contact the state Board of Barbers and Cosmetologists for the state you are transferring hours earned from Morgantown Beauty College for approval of all hours earned. All financial obligations must be met before a transcript can be obtained by the student.

PROGRAMS OF STUDY

Morgantown Beauty College Programs of Study:

Cosmetology: The 1800-hour Cosmetology Program provides students with the opportunity to become a licensed Cosmetologist. This comprehensive program provides general skills in haircutting, hair styling, facials, manicuring, pedicuring, and practical experience, with an emphasis on the utilization of essential beauty industry equipment. Graduates will be eligible for entry-level positions in the beauty industry, including roles as hairstylists, salon managers/owners, manicurists, and other industry-related jobs. The program duration is 52 weeks.

Cosmetology Distance Learning: The 1800-hour Cosmetology Distance Learning Program combines online courses with on-campus practical classes, allowing students to become licensed cosmetologists. Theory classes are held online while practical services, evaluations, and experiences take place on campus. Students will attend 14 hours of on-campus classes at the completion of every 21 hours of Distance Learning instruction. The program duration is 52 weeks.

Hairstylist: The 1000-hour Hairstylists Program offers students the opportunity to become licensed stylists. This program covers general skills in haircutting, hair styling, permanent waving, hair coloring, shampooing and practical shop experience, with an emphasis on essential beauty industry equipment. Graduates will be eligible for entry-level positions in the beauty industry, including roles as hairstylists, salon managers/owners, and other industry-related jobs. The program duration is 30 weeks.

Hairstylist Distance Learning: The 1000-hour Hairstylist Distance Learning Program combines online courses with on-campus practical classes, allowing students to become licensed stylists. Theory classes are conducted online, while practical services, evaluations, and experiences take place on-campus. Students will attend 14 hours of on-campus classes after every 21 hours of Distance Learning instruction. The program duration is 30 weeks.

Esthetics: The 600-hour Esthetics Program provides students with the opportunity to become a licensed esthetician. This program covers general skills of makeup and massage, with an emphasis on skincare, treatments, and product knowledge. Graduates will be eligible for careers opening a day spa or working alongside dermatologists and/or chemists. The program duration is 20 weeks.

Esthetics Distance Learning: The 600-hour Esthetics Distance Learning Program combines online courses and on-campus practical classes, allowing students to become licensed estheticians. Theory classes are held online, while practical services, evaluations, and experiences are held on-campus. Students will attend 18 hours of on-campus classes after every 30 hours of Distance Learning instruction. The program duration is 25 weeks.

Massage Therapy: The 625-hour Massage Therapy Program offers students the opportunity to become licensed and nationally certified massage therapists. This program covers various massage modalities, with an emphasis on practical

massage techniques vital to mind, body, and spiritual health and wellness. Graduates will be eligible for entry-level positions in the Massage Therapy industry, such as day spas, chiropractic clinics, hospitals, hair salons, cruise ships, resorts, health clubs, private practice, and other jobs within the industry. The program has a duration of 24 weeks.

Massage Distance Learning: The 625-hour Massage Distance Learning Program combines online courses with on-campus practical classes, allowing students to become licensed and nationally certified massage therapists. Theory classes are conducted online, while practical services, evaluations, and experiences take place on campus. Students will attend 18-21 hours of on-campus classes at the completion of every 30 hours of Distance Learning instruction. The program has a duration of 24 weeks.

Nail Technology: The 400-hour Nail Technology Program offers students the opportunity to become a licensed nail technician. This program covers theoretical and practical skills, including clinic evaluation in manicuring, pedicuring, sculptured nails, nail wraps, and nail disorders. Graduates of this program will be eligible for entry-level positions in the field of Nail Technology. The program's duration is 12 weeks. Please note: this program does not qualify for Federal Financial Aid Title IV Funding.

Nail Technology Distance Learning: The 400-hour Nail Technology Distance Learning Program combines online courses with on-campus practical classes, allowing students to become licensed nail technicians. Theory classes are conducted online, while practical services, evaluations, and experiences take place on campus. Students will attend 14 hours of on-campus classes at the completion of every 21 hours of Distance Learning instruction. The program's duration is 12 weeks. Please note: this program does not qualify for Federal Financial Aid Title IV Funding.

COST FOR EACH PROGRAM OF THE MORGANTOWN BEAUTY COLLEGE (PRICES EFFECTIVE JULY 1ST 2026)

COSMETOLOGY PROGRAM	
Application Fee	$100.00
Enrollment Fee	$150.00
Program Tuition	$20,000.00
Books & Kit	$1,600.00
Tax	$112.00
Technical Fee	$750.00
Equipment Service Fee	$25.00
Total Cost	$22,737.00

HAIRSTYLIST PROGRAM	
Application Fee	$100.00
Enrollment Fee	$150.00
Program Tuition	$11,500.00
Books & Kit	$1,300.00
Tax	$91.00
Technical Fee	$750.00
Equipment Service Fee	$25.00
Total Cost	$13,916.00

ESTHETICS PROGRAM	
Application Fee	$100.00
Enrollment Fee	$150.00
Program Tuition	$9,600.00
Books & Kit	$1,000.00
Tax	$70.00
Technical Fee	$750.00
Equipment Service Fee	$25.00
Total Cost	$11,695.00

MASSAGE THERAPY PROGRAM	
Application Fee	$100.00
Enrollment Fee	$150.00
Program Tuition	$10,300.00
Books & Kit	$800.00
Tax	$56.00
Technical Fee	$750.00
Equipment Service Fee	$25.00
Total Cost	$12,181.00

NAIL TECHNOLOGY PROGRAM	
Application Fee	$100.00
Enrollment Fee	$150.00
Program Tuition	$3,800.00
Books & Kit	$1,000.00
Tax	$70.00
Technical Fee	$750.00
Equipment Service Fee	$25.00
Total Cost	$5,895.00

COSMETOLOGY DISTANCE LEARNING PROGRAM	
Application Fee	$100.00
Enrollment Fee	$150.00
Program Tuition	$20,000.00
Books & Kit	$1,600.00
Tax	$112.00
Technical Fee	$750.00
Equipment Service Fee	$25.00
Total Cost	$22,737.00

HAIRSTYLIST DISTANCE LEARNING PROGRAM	
Application Fee	$100.00
Enrollment Fee	$150.00
Program Tuition	$11,500.00
Books & Kit	$1,300.00
Tax	$91.00
Technical Fee	$750.00
Equipment Service Fee	$25.00
Total Cost	$13,916.00

ESTHETICS DISTANCE LEARNING PROGRAM	
Application Fee	**$100.00**
Enrollment Fee	**$150.00**
Program Tuition	**$9,600.00**
Books & Kit	**$1,000.00**
Tax	**$70.00**
Technical Fee	**$750.00**
Equipment Service Fee	**$25.00**
Total Cost	**$11,695.00**

MASSAGE DISTANCE LEARNING PROGRAM	
Application Fee	**$100.00**
Enrollment Fee	**$150.00**
Program Tuition	**$10,300.00**
Books & Kit	**$800.00**
Tax	**$56.00**
Technical Fee	**$750.00**
Equipment Service Fee	**$25.00**
Total Cost	**$12,181.00**

NAIL TECHNOLOGY DISTANCE LEARNING PROGRAM	
Application Fee	**$100.00**
Enrollment Fee	**$150.00**
Program Tuition	**$3,800.00**
Books & Kit	**$1,000.00**
Tax	**$70.00**
Technical Fee	**$750.00**
Equipment Service Fee	**$25.00**
Total Cost	**$5,895.00**

**Students will not be assessed additional charges for verification of identity during distance-learning instruction.*

TUITION PAYMENT OPTIONS

- ✓ Credit Cards
- ✓ Check
- ✓ Money Order
- ✓ Cash (payment plans available).

Additionally, the College can give you information about all options listed below (available to qualifying students):

- Federal Pell Grant Direct Loans
- WIOA
- Veterans Administration
- Rehabilitation Services
- Alternative Financing/Payment Plans Available Upon Request

Students with payment plans must make their payment on the first day of each month or the first business day (unless otherwise specified in the enrollment agreement). If the payment is not received by the end of the fifth business day the student will not be permitted to attend the next scheduled class until payment is made.

Living Expense Funds

Students are eligible for living expenses funds **based on their Cost of Attendance** and will need to email financialaid@morgantownbeautycollege.edu the supporting documentation to submit their request. Living expense checks will be paid out to students within three (3) business days once the student **has completed at least 30 days of class and excess in the account is available for disbursement**. Please note the disbursement dates are subject to the Students'

Academic Progress. Students will need to pay off any makeup time balance on their account at that time (if any).

PROGRAMS CURRICULUM

COSMETOLOGY PROGRAM

Length of Program: 52 Weeks

The 1800-hour Cosmetology Program offers students the opportunity to become a licensed Cosmetologist. This program provides general skills in hairdressing and practical shop experience. Emphasis is placed upon utilization of all equipment vital to the beauty industry.

The program includes Haircutting, Hairstyling, Hair Color, Permanent Waving, Manicuring, Facials, Anatomy and Physiology, and other content related subjects. The clinic is an important part of the program that provides practical experience for supervised work with the public.

By completing the courses below, students will be well-prepared to graduate and take the State Board Examination to become a licensed Cosmetologist. Graduates will be eligible for entry-level positions in the beauty industry such as: a hairstylist, salon manager/owner, manicurist, and other jobs within the industry.

Minimum Curriculum for a Cosmetologist in the 1800 Clock Hours Course

General Professional Information

100 Clock Hours

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Process and Guidelines
- First Aid
- General Infection Control

The Science of Cosmetology

250 Clock Hours

In this section, students will learn:

- Infection Control Specific to Cosmetology
- General Anatomy and Physiology
- Skin Diseases, Disorders, and Structure
- Properties of the Hair and Scalp
- Basics of Chemistry
- Basics of Electricity

Professional Cosmetology

450 Clock Hours

In this section, students will learn:

- Principle of Hair Design
- Scalp Care, Shampooing, and Conditioning
- Haircutting
- Hairstyling
- Braiding and Extensions
- Wigs and Hair Additions

Chemicals

200 Clock Hours

In this section, students will learn:

- Chemical Texture Services
- Hair Coloring

The Science of Esthetics for Cosmetology

167 Clock Hours

In this section, students will learn:

- Infection Control Specific to Esthetics
- General Anatomy and Physiology
- Basics of Chemistry
- Basics of Electricity
- Basics of Nutrition

Skin Sciences

130 Clock Hours

In this section, students will learn:

- Physiology and Histology of the Skin
- Disorders and Diseases of the Skin
- Skin Analysis
- Skin Care Products: Chemistry, Ingredients, and Selection

General Esthetics

203 Clock Hours

In this section, students will learn:

- The Treatment Room
- Basic Facial

- Facial Massage
- Hair Removal
- Advance Topics and Treatments
- Makeup

The Science of Nail Technology for Cosmetology

74 Clock Hours

In this section, students will learn:

- Infection Control Specific to Nail Technicians
- General Anatomy and Physiology
- Skin Structure and Growth
- Nail Structure and Growth
- Nail Diseases and Disorders
- Basics of Chemistry
- Nail Product Chemistry
- Basics of Electricity

Basic Procedures

92 Clock Hours

In this section, students will learn:

- Pre and Post Service Procedures
- Handling and Exposure Incidents
- Performing Basic Manicures and Pedicures
- Hand, Arm, Foot, and Leg Massages
- Disinfecting Tools and Implements
- Wraps, Tips, and Paraffin Wax Treatments
- Polishing, UV Gel, and Design

The Art of Nail Technology

134 Clock Hours

In this section, students will learn:

- Advanced Manicuring and Pedicuring
- Electric Filing
- Nail Tips and Wraps
- Monomer Liquid and Polymer Powder Nail Enhancements
- UV Gels
- Creative Design

COSMETOLOGY PROGRAM OUTLINE

1800 HOURS

PROGRAM DESCRIPTION

The 1800-hour Cosmetology Program offers students the opportunity to become licensed Cosmetologists. This program

provides comprehensive training in haircutting, hair styling, facials, manicuring, pedicuring, and practical shop experience. Emphasis is placed upon utilization of all equipment vital to the beauty industry.

Graduates will be eligible for entry-level positions in the beauty industry, including roles such as hairstylist, salon manager/owner, manicurist, and other jobs within the industry.

PROGRAM OBJECTIVES

The graduate will be able to complete the following upon the completion of 1800 hours:

1. Applying the academic theory information into judgements and knowledge behind decisions;
2. Effectively communicate with clients and fellow students;
3. Project professionalism, personal hygiene, professional appearance, and develop life skills;
4. Preform proper client consultations to achieve total looks;
5. Apply business and salesmanship skills along with preparing for licensure;
6. Perform the basic manipulative skills in hair shaping, chemical texture services, hair styling, hair coloring, scalp and hair care, skin and makeup, and nail care.

REFERENCES

Web-based curriculum materials, instructional videos, YouTube, and industry magazines for library references are all resources that support the various areas of the program.

TEACHING AND LEARNING METHODS

The course is delivered through a series of learning that covers theory, skills and techniques, state board preparation, and entry level job skills. All equipment and products are comparable to those used in the industry. The course is presented through lesson plans that reflect industry educational methods and processes. Each subject is presented by means of iPad web-based materials, lectures, demonstrations, student participation, and practical labs. Additional learning opportunities include guest speaker lectures and demonstrations, field trips, special projects, and various visual aids.

GRADING PROCEDURES

Academic learning is evaluated after each module is completed. Students must maintain a grade of 75% or above to meet satisfactory requirements. Failed exams must be retaken to achieve the 75% grading criteria. Practical tasks are graded as completed and mastered according to the task requirements for the program requirements and recorded in SMART data management program. Competency and mastery must achieve a 75% passing grade or be repeated. If a 75% is not obtained, remediation of the specific content will take place and the assessment will be repeated to meet the 75% satisfactory requirement. As part of the program requirements practical skills are graded according to the preparation obtained through the curriculum and a final exam must be passed for graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

UNITS OF INSTRUCTION

Hours	Subject
100	**General Professional Information:**

	Professional Development, Effective Communication, Human Relations, Business Management/Ownership, State Law, Sanitation in the Licensed Facility, Sanitation Processes and Guidelines, First Aid, and General Infection Control
250	**The Science of Cosmetology:** Infection Control Specific to Cosmetology, General Anatomy and Physiology, Skin Diseases and Structure, Properties of the Hair and Scalp, Basics of Chemistry, and the Basics of Electricity
450	**Professional Cosmetology:** Principles of Hair Design, Scalp Care, Shampooing and Conditioning, Haircutting, Hairstyling, Braiding and Extensions, and Wigs and Hair Additions.
200	**Chemicals:** Chemical Texture Services, and Hair Coloring
167	**The Science of Aesthetics:** Infection Control Specific to Aesthetics, General Anatomy and Physiology, Basics of Chemistry, Basics of Electricity, and Basics of Nutrition
130	**Skin Sciences:** Physiology and Histology of the Skin, Disorders and Diseases of the Skin, Skin Analysis, Skin Care Products: Chemistry, Ingredients, and Selection
203	**General Aesthetics:** The Treatment Room, Basic Facial, Facial Massage, Hair Removal, Advance Topics and Treatments, and Makeup
74	**The Science of Nail Technology:** Infection Control Specific to Nail Technicians, General Anatomy and Physiology, Skin Structure and Growth, Nail Diseases and Disorders, Basics of Chemistry, Nail Product Chemistry, and Electricity
92	**Basic Procedures:** Pre and Post Service Procedures, Handling and Exposure Incidents, Preforming Basic Manicures and Pedicures, Hand, Arm, Leg and Foot Massage, Disinfecting Tools and Implements, Wraps, Tips, Paraffin Wax Treatments, Polishing, UV Gels, and Design
134	**The Art of Nail Technology:** Advanced Manicuring and Pedicuring, Electric Filing, Nail Tips and Wraps, Monomer Liquid and Polymer Nail Enhancements, UV Gels, and Creative Design
1800	**Total Hours:** The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the WV State Board of Barbers and Cosmetologists.

GRADUATION REQUIREMENTS FOR COSMETOLOGY PROGRAM

Morgantown Beauty College will award a certificate of graduation and provide an official transcript of hours for the applicable courses when the student has successfully completed all phases of the program of study. Completion of these specific components are as follows: required tests, practical assignments, passed a final comprehensive written and practical examination, completion of the program of study according to State requirements, completion of all exit paperwork and exit interview, and made satisfactory arrangements for payment of all debts owed to the school.

ADDITIONAL INFORMATION

All un-excused makeup time will cost $20.00 per hour and must be paid monthly in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to the $20.00 charge per hour rate.

COSMETOLOGY DISTANCE LEARNING PROGRAM

Length of Program: 52 Weeks

The 1800-hour Cosmetology Distance Learning Program offers students the opportunity to become a licensed Cosmetologist. This program provides general skills in hairdressing and practical shop experience. Emphasis is placed upon utilization of all equipment vital to the beauty industry.

The program includes: Haircutting, Hairstyling, Hair Color, Permanent Waving, Manicuring, Facials, Anatomy and Physiology, and other content related subjects. The clinic is an important part of the program that provides practical experience for supervised work with the public.

Completion of the subjects listed below will prepare the student to graduate and take the State Board Examination to become a licensed Cosmetologist. Graduates will be eligible for entry-level positions in the beauty industry, such as: a hairstylist, salon manager/owner, manicurist, and other jobs within the industry.

Minimum Curriculum for a Cosmetologist for the 1800 Clock Hours Course

General Professional Information

100 Clock Hours

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Process and Guidelines
- First Aid
- General Infection Control

The Science of Cosmetology

250 Clock Hours

In this section, students will learn:

- Infection Control Specific to Cosmetology
- General Anatomy and Physiology
- Skin Diseases, Disorders, and Structure
- Properties of the Hair and Scalp
- Basics of Chemistry
- Basics of Electricity

Professional Cosmetology

450 Clock Hours

In this section, students will learn:

- Principle of Hair Design
- Scalp Care, Shampooing, and Conditioning

- Haircutting
- Hairstyling
- Braiding and Extensions
- Wigs and Hair Additions

Chemicals

200 Clock Hours

In this section, students will learn:

- Chemical Texture Services
- Hair Coloring

The Science of Esthetics for Cosmetology

167 Clock Hours

In this section, students will learn:

- Infection Control Specific to Esthetics
- General Anatomy and Physiology
- Basics of Chemistry
- Basics of Electricity
- Basics of Nutrition

Skin Sciences

130 Clock Hours

In this section, students will learn:

- Physiology and Histology of the Skin
- Disorders and Diseases of the Skin
- Skin Analysis
- Skin Care Products: Chemistry, Ingredients, and Selection

General Esthetics

203 Clock Hours

In this section, students will learn:

- The Treatment Room
- Basic Facial
- Facial Massage
- Hair Removal
- Advance Topics and Treatments
- Makeup

The Science of Nail Technology for Cosmetology

74 Clock Hours

In this section, students will learn:

- Infection Control Specific to Nail Technicians
- General Anatomy and Physiology
- Skin Structure and Growth
- Nail Structure and Growth
- Nail Diseases and Disorders
- Basics of Chemistry
- Nail Product Chemistry
- Basics of Electricity

Basic Procedures

92 Clock Hours

In this section, students will learn:

- Pre and Post Service Procedures
- Handling and Exposure Incidents
- Performing Basic Manicures and Pedicures
- Hand, Arm, Foot, and Leg Massages
- Disinfecting Tools and Implements
- Wraps, Tips, and Paraffin Wax Treatments
- Polishing, UV Gel, and Design

The Art of Nail Technology

134 Clock Hours

In this section, students will learn:

- Advanced Manicuring and Pedicuring
- Electric Filing
- Nail Tips and Wraps
- Monomer Liquid and Polymer Powder Nail Enhancements
- UV Gels
- Creative Design

COSMETOLOGY DISTANCE LEARNING PROGRAM OUTLINE

1800 HOURS

PROGRAM DESCRIPTION

The 1800-hour Cosmetology Distance Learning Program offers students the opportunity to become a licensed Cosmetologist through a combination of online courses and on-campus practical classes. Theory classes are held online, and practical services, evaluations and experiences held on-campus. This program provides general skills in haircutting, hair styling, facials, manicuring, pedicuring, and practical shop experience. Emphasis is placed upon utilization of all equipment vital to the beauty industry.

Graduates will be eligible for entry-level positions in the beauty industry, such as: a hairstylist, salon manager/owner, manicurist, and other jobs within the industry.

PROGRAM OBJECTIVES

The graduate will be able to complete the following upon the completion of 1800 hours:

1. Applying the academic theory information into judgements and knowledge behind decisions;
2. Effectively communicate with clients and fellow students;
3. Project professionalism, personal hygiene, professional appearance, and develop life skills;
4. Preform proper client consultations to achieve total looks;
5. Apply business and salesmanship skills along with preparing for licensure; and
6. Perform the basic manipulative skills in hair shaping, chemical texture services, hair styling, hair coloring, scalp and hair care, skin and makeup, and nail care.

REFERENCES

Web-based curriculum materials, instructional videos, YouTube, and industry magazines for library references are all resources that support the various areas of the program.

TEACHING AND LEARNING METHODS

The course is presented through a set of learning modules which address theory, skills and techniques, state board preparation, and entry level job skills. All equipment and products are comparable to those used in the industry. The course is presented through lesson plans that reflect industry educational methods and processes. Each subject is presented by means of iPad web-based materials, lectures, demonstrations, student participation, and practical labs. Additional learning opportunities include guest speaker lectures and demonstrations, field trips, special projects, and various visual aids.

DISTANCE EDUCATION TECHNOLOGIES

iPad with Pivot Point Access (included in Student Kit), Chrome/Safari/Zoom apps (already installed on iPad), WiFi (Your internet speed should be good enough to attend your online classes via Zoom), an email account and basic computer skills.

GRADING PROCEDURES

Academic learning is evaluated after each module is completed. Students must maintain a grade of 75% or above to meet satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Practical tasks are graded as completed and mastered according to the task requirements for the program requirements and recorded in SMART data management program. Competency and mastery must meet the 75% passing grade requirement. If a 75% is not obtained remediation of the specific content will take place and the assessment will be repeated to meet the 75% satisfactory requirement. As part of the program requirements practical skills are graded according to the preparation obtained through the curriculum and a final exam must be passed for graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

UNITS OF INSTRUCTION

Total Hours	Hours Via Distance Learning	Subject

100	**41**	**General Professional Information:** Professional Development, Effective Communication, Human Relations, Business Management/Ownership, State Law, Sanitation in the Licensed Facility, Sanitation Processes and Guidelines, First Aid, and General Infection Control
250	**42**	**The Science of Cosmetology:** Infection Control Specific to Cosmetology, General Anatomy and Physiology, Skin Diseases and Structure, Properties of the Hair and Scalp, Basics of Chemistry, and the Basics of Electricity
450	**124**	**Professional Cosmetology:** Principles of Hair Design, Scalp Care, Shampooing and Conditioning, Haircutting, Hairstyling, Braiding and Extensions, and Wigs and Hair Additions.
200	**68**	**Chemicals:** Chemical Texture Services, and Hair Coloring
167	**117**	**The Science of Aesthetics:** Infection Control Specific to Aesthetics, General Anatomy and Physiology, Basics of Chemistry, Basics of Electricity, and Basics of Nutrition
130	**40**	**Skin Sciences:** Physiology and Histology of the Skin, Disorders and Diseases of the Skin, Skin Analysis, Skin Care Products: Chemistry, Ingredients, and Selection
203	**36**	**General Aesthetics:** The Treatment Room, Basic Facial, Facial Massage, Hair Removal, Advance Topics and Treatments, and Makeup
74	**64**	**The Science of Nail Technology:** Infection Control Specific to Nail Technicians, General Anatomy and Physiology, Skin Structure and Growth, Nail Diseases and Disorders, Basics of Chemistry, Nail Product Chemistry, and Electricity
92	**12**	**Basic Procedures:** Pre and Post Service Procedures, Handling and Exposure Incidents, Preforming Basic Manicures and Pedicures, Hand, Arm, Leg and Foot Massage, Disinfecting Tools and Implements, Wraps, Tips, Paraffin Wax Treatments, Polishing, UV Gels, and Design
134	**21**	**The Art of Nail Technology:** Advanced Manicuring and Pedicuring, Electric Filing, Nail Tips and Wraps, Monomer Liquid and Polymer Nail Enhancements, UV Gels, and Creative Design
1800	**565**	**Total Hours:** The above hour requirements must be met by each student in each category for the earned hours to be accepted by the WV State Board of Barbers and Cosmetologists.

GRADUATION REQUIREMENTS FOR COSMETOLOGY DISTANCE LEARNING PROGRAM

Morgantown Beauty College will award a certificate of graduation and provide an official transcript of hours for the applicable courses when the student has successfully completed all phases of the program of study. Completion of these specific components are as follows: required tests, practical assignments, passed a final comprehensive written and practical examination, completion of the program of study according to State requirements, completion of all exit paperwork and exit interview, and made satisfactory arrangements for payment of all debts owed to the school.

ADDITIONAL INFORMATION

All un-excused makeup time will cost $20.00 per hour and must be paid monthly in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to the $20.00 charge per hour rate.

HAIRSTYLIST PROGRAM

Length of Program: 30 Weeks

The 1000-hour Hairstylists Program offers students the opportunity to become a licensed Stylist. This program provides general skills in hairdressing and practical shop experience. Emphasis is placed upon utilization of all equipment vital to the beauty industry.

The Program includes: Haircutting, Hairstyling, Hair Color, Permanent Waving, Anatomy and Physiology, and other content related subjects. The clinic is an important part of the program that provides practical experience for supervised work with the public.

Completion of the subjects listed below will prepare the student to graduate and take the State Board Examination to become a licensed Stylist.

Graduates will be eligible for entry-level positions in the beauty industry, such as: a hairstylist, salon manager/owner, and other jobs within the industry.

Minimum Curriculum for a Hairstylist for 1000 Clock Hour Course

General Professional Information

100 Clock Hours

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Process and Guidelines
- First Aid
- General Infection Control

The Science of Cosmetology

250 Clock Hours

In this section, students will learn:

- Infection Control Specific to Cosmetology
- General Anatomy and Physiology
- Skin Diseases, Disorders, and Structure
- Properties of the Hair and Scalp
- Basics of Chemistry
- Basics of Electricity

Professional Cosmetology

450 Clock Hours

In this section, students will learn:

- Principle of Hair Design
- Scalp Care, Shampooing, and Conditioning
- Haircutting
- Hairstyling
- Braiding and Extensions
- Wigs and Hair Additions

Chemicals

200 Clock Hours

In this section, students will learn:

- Chemical Texture Services
- Hair Coloring

HAIRSTYLIST PROGRAM OUTLINE

1000 HOURS

PROGRAM DESCRIPTION

The 1000-hour Hairstylists Program offers students the opportunity to become a licensed Stylist. This program provides general skills in haircutting, hair styling, permanent waving, hair coloring, shampooing and practical shop experience. Emphasis is placed upon utilization of all equipment vital to the beauty industry.

Graduates will be eligible for entry-level positions in the beauty industry, such as: a hairstylist, salon manager/owner, and other jobs within the industry.

PROGRAM OBJECTIVES

The graduate will be able to complete the following upon the completion of 1000 hours.

1. Applying the academic theory information into judgements and knowledge behind decisions
2. Effectively communicate with clients and fellow students
3. Project professionalism, personal hygiene, professional appearance, and develop life skills
4. Preform proper client consultations to achieve total looks
5. Apply business and salesmanship skills along with preparing for licensure
6. Perform the basic manipulative skills in hair shaping, chemical texture services, hair styling, hair coloring, scalp and hair care.

REFERENCES

Web-based curriculum materials, instructional videos, YouTube, and industry magazines for library references are all resources that support the various areas of the program.

TEACHING AND LEARNING METHODS

The course is presented through a set of learning modules which address theory, skills and techniques, state board preparation, and entry level job skills. All equipment and products are comparable to those used in the industry. The course is presented through lesson plans that reflect industry educational methods ad processes. Each subject is presented by means of iPad web-based materials, lectures, demonstrations, student participation and practical labs. Additional learning

opportunities include guest speaker lectures and demonstrations, field trips, special projects, and various visual aids.

GRADING PROCEDURES

Academic learning is evaluated after each module is completed. Students must maintain a grade of 75% or above to meet satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Practical tasks are graded as completed and mastered according to the task requirements for the program requirements and recorded in SMART data management program. Competency and mastery must meet the 75% passing grade or must be repeated. If a 75% is not obtained remediation of the specific content will take place and the assessment will be repeated to meet the 75% satisfactory requirement. As part of the program requirements practical skills are graded according to the preparation obtained through the curriculum and a final exam must be passed for graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

UNITS OF INSTRUCTION

Hours	Subject
100	**General professional information:** Professional Development, Effective Communication, Human Relations, Business Management/Ownership, State Law, Sanitation in the Licensed Facility, Sanitation Processes and Guidelines, First Aid, and General Infection control
250	**The Science of Cosmetology:** Infection Control Specific to Cosmetology, General Anatomy and Physiology, Skin Diseases and Structure, Properties of the Hair and Scalp, Basics of Chemistry, and the Basics of Electricity
450	**Professional Cosmetology:** Principles of Hair Design, Scalp Care, Shampooing and Conditioning, Haircutting, Hairstyling, Braiding and Extensions, and Wigs and Hair Additions.
200	**Chemicals:** Chemical Texture Services, Hair Coloring
1000	**Total Hours:** The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the WV State Board of Barbers and Cosmetologists.

GRADUATION REQUIREMENTS FOR HAIRSTLYST PROGRAM

Morgantown Beauty College will award a certificate of graduation and provide an official transcript of hours for the applicable courses when the student has successfully completed all phases of the program of study. Completion of these specific components are as follows: required tests, practical assignments, passed a final comprehensive written and practical examination, completion of the program of study according to State requirements, completion of all exit paperwork and exit interview, and made satisfactory arrangements for payment of all debts owed to the school.

ADDITIONAL INFORMATION

All un-excused makeup time will cost $20.00 per hour and must be paid monthly in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to the $20.00 charge per hour rate.

HAIRSTYLIST DISTANCE LEARNING PROGRAM

Length of Program: 30 Weeks

The 1000-hour Hairstylist Distance Learning Program offers students the opportunity to become a licensed Stylist. This program provides general skills in hairdressing and practical shop experience. Emphasis is placed upon utilization of all equipment vital to the beauty industry.

The Program includes: Haircutting, Hairstyling, Hair Color, Permanent Waving, Anatomy and Physiology, and other content related subjects. The clinic is an important part of the program that provides practical experience for supervised work with the public.

Completion of the subjects listed below will prepare the student to graduate and take the State Board Examination to become a licensed Stylist. Graduates will be eligible for entry-level positions in the beauty industry, such as: a hairstylist, salon manager/owner, other jobs within the industry.

Minimum Curriculum for a Hairstylist for the 1000 Clock Hour Course

General Professional Information

100 Clock Hours

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Process and Guidelines
- First Aid
- General Infection Control

The Science of Cosmetology

250 Clock Hours

In this section, students will learn:

- Infection Control Specific to Cosmetology
- General Anatomy and Physiology
- Skin Diseases, Disorders, and Structure
- Properties of the Hair and Scalp
- Basics of Chemistry
- Basics of Electricity

Professional Cosmetology

450 Clock Hours

In this section, students will learn:

- Principle of Hair Design
- Scalp Care, Shampooing, and Conditioning
- Haircutting
- Hairstyling
- Braiding and Extensions
- Wigs and Hair Additions

Chemicals

200 Clock Hours

In this section, students will learn:

- Chemical Texture Services
- Hair Coloring

HAIRSTYLIST DISTANCE LEARNING PROGRAM OUTLINE

1000 HOURS

PROGRAM DESCRIPTION

The 1000-hour Hairstylist Distance Learning Program offers students the opportunity to become a licensed Stylist through a combination of online courses and on-campus practical classes. Theory classes are held online, and practical services, evaluations and experiences held on-campus. This program provides general skills in haircutting, hair styling, permanent waving, hair coloring, shampooing and practical shop experience. Emphasis is placed upon utilization of all equipment vital to the beauty industry.

Graduates will be eligible for entry-level positions in the beauty industry, such as: a hairstylist, salon manager/owner, and other jobs within the industry.

PROGRAM OBJECTIVES

The graduate will be able to complete the following upon the completion of 1000 hours:

1. Applying the academic theory information into judgements and knowledge behind decisions
2. Effectively communicate with clients and fellow students
3. Project professionalism, personal hygiene, professional appearance, and develop life skills
4. Preform proper client consultations to achieve total looks
5. Apply business and salesmanship skills along with preparing for licensure
6. Perform the basic manipulative skills in hair shaping, chemical texture services, hair styling, hair coloring, scalp and hair care

REFERENCES

Web-based curriculum materials, instructional videos, YouTube, and industry magazines for library references are all resources that support the various areas of the program.

TEACHING AND LEARNING METHODS

The course is presented through a set of learning modules which address theory, skills and techniques, state board preparation, and entry level job skills. All equipment and products are comparable to those used in the industry. The course is presented through lesson plans that reflect industry educational methods and processes. Each subject is presented by

means of iPad web-based materials, lectures, demonstrations, student participation and practical labs. Additional learning opportunities include guest speaker lectures and demonstrations, field trips, special projects, and various visual aids.

DISTANCE EDUCATION TECHNOLOGIES

iPad with Pivot Point Access (included in Student Kit), Chrome/Safari/Zoom apps (already installed on iPad), WiFi (Your internet speed should be good enough to attend your online classes via Zoom), an email account and basic computer skills.

GRADING PROCEDURES

Academic learning is evaluated after each module is completed. Students must maintain a grade of 75% or above to meet satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Practical tasks are graded as completed and mastered according to the task requirements for the program requirements and recorded in SMART data management program. Competency and mastery must meet the 75% passing grade or must be repeated. If a 75% is not obtained remediation of the specific content will take place and the assessment will be repeated to meet the 75% satisfactory requirement. As part of the program requirements practical skills are graded according to the preparation obtained through the curriculum and a final exam must be passed for graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

UNITS OF INSTRUCTION

Total Hours	Hours Via Distance Learning	Subject
100	**41**	**General professional information:** Professional Development, Effective Communication, Human Relations, Business management/Ownership, State Law, Sanitation in the Licensed Facility, Sanitation Processes and Guidelines, First Aid, and General Infection Control
250	**42**	**The Science of Hair Styling:** Infection Control Specifically for Cosmetology, General Anatomy and Physiology, Skin Diseases and Structure, Properties of the Hair and Scalp, Basics of Chemistry, and Basics of Electricity
450	**124**	**Professional Hair Styling:** Principles of Hair Design, Scalp Care, Shampooing, and Conditioning, Haircutting, Hairstyling, Braiding and Extensions, and Wigs and Hair Additions
200	**68**	**Chemicals:** Chemical Texture Services, Hair Coloring
1000	**275**	**Total Hours:** The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the WV State Board of Barbers and Cosmetologists.

GRADUATION REQUIREMENTS FOR HAIRSTLYST DISTANCE LEARNING PROGRAM

Morgantown Beauty College will award a certificate of graduation and provide an official transcript of hours for the applicable courses when the student has successfully completed all phases of the program of study. Completion of these specific components are as follows: required tests, practical assignments, passed a final comprehensive written and practical examination, completion of the program of study according to State requirements, completion of all exit paperwork and exit

interview, and made satisfactory arrangements for payment of all debts owed to the school.

ADDITIONAL INFORMATION

All un-excused makeup time will cost $20.00 per hour and must be paid monthly in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to the $20.00 charge per hour rate.

ESTHETICS PROGRAM

Length of Program: 20 Weeks

The 600-hour Esthetics Program offers the student the opportunity to become a licensed Esthetician. This program provides the general skills of makeup and massage. Emphasis is placed upon skin care, treatments, and product knowledge.

The program includes: Nutrition, Health of Skin, Skin Structure, and Temporary Hair Removal Methods. A large clinic for practical supervised work with the public is an important part of the program.

Completion of the subjects listed below will prepare the student to graduate and take the State Board examination to become a licensed Esthetician. Graduates will be eligible for a career working alongside a dermatologist, chemist, or opening a day spa.

Minimum Curriculum for an Esthetician for the 600 Clock Hour Course

General Professional Information

100 Clock Hours

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Process and Guidelines
- First Aid
- General Infection Control

The Science of Esthetics

167 Clock Hours

In this section, students will learn:

- Infection Control Specific to Esthetics
- General Anatomy and Physiology
- Basics of Chemistry
- Basics of Electricity
- Basics of Nutrition

Skin Sciences

130 Clock Hours

In this section, students will learn:

- Physiology and Histology of the Skin
- Disorders and Diseases of the Skin
- Skin Analysis
- Skin Care Products: Chemistry, Ingredients, and Selection

General Esthetics

203 Clock Hours

In this section, students will learn:

- The Treatment Room
- Basic Facial
- Facial Massage
- Hair Removal
- Advance Topics and Treatments
- Makeup

ESTHETICS PROGRAM OUTLINE

600 HOURS

PROGRAM DESCRIPTION

The 600-hour Esthetics Program offers the student the opportunity to become a licensed Esthetician. This program provides the general skills of makeup and massage. Emphasis is placed upon skin care, treatments, and product knowledge.

Graduates will be eligible for a career working alongside a dermatologist, chemist, or opening a day spa.

PROGRAM OBJECTIVES

The graduate will be able to complete the following upon completion of 600 hours:

1. Applying the academic theory information into judgements and knowledge behind decisions;
2. Effectively communicate with clients and fellow students;
3. Project professionalism, personal hygiene, professional appearance, and develop life skills;
4. Preform proper client consultations to achieve optimum results;
5. Apply business and salesmanship skills along with preparing for licensure;
6. Perform the basic manipulative skills in skin analysis, utilizing machines, facial manipulations and massage, extractions, proper draping, hair removal, and makeup application.

REFERENCES

Web-based curriculum materials, instructional videos, YouTube, and industry magazines for library references are all resources that support the various areas of the program.

TEACHING AND LEARNING METHODS

The course is presented through a set of learning modules which address theory, skills and techniques, state board

preparation, and entry level job skills. All equipment and products are comparable to those used in the industry. The course is presented through lesson plans that reflect industry educational methods and processes. Each subject is presented by means of iPad web-based materials, lectures, demonstrations, student participation and practical labs. Additional learning opportunities include guest speaker lectures and demonstrations, field trips, special projects, and various visual aids.

GRADING PROCEDURES

Academic learning is evaluated after each module is completed. Students must maintain a grade of 75% or above to meet satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Practical tasks are graded as completed and mastered according to the task requirements for the program requirements and recorded in SMART data management program. Competency and mastery must meet the 75% passing grade or must be repeated. If a 75% is not obtained remediation of the specific content will take place and the assessment will be repeated to meet the 75% satisfactory requirement. As part of the program requirements practical skills are graded according to the preparation obtained through the curriculum and a final exam must be passed for graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

UNITS OF INSTRUCTION

Hours	Subject
100	**General professional information:** Professional Development, Effective Communication, Human Relations, Business Management/Ownership, State Law, Sanitation in the Licensed Facility, Sanitation Process and Guidelines, First Aid, and General Infection Control
167	**The Science of Esthetics:** Infection Control Specific to Esthetics, General Anatomy and Physiology, Basics of Nutrition, Basics of Chemistry, and Basics of Electricity
130	**Skin Sciences:** Physiology and Histology of the Skin, Disorders and Diseases of the Skin, Skin Analysis, Skin Care Products: Chemistry, Ingredients, and Selection
203	**General Esthetics:** The Treatment Room, Basic Facials, Facial Massage, Hair Removal, Advanced Topics and Treatment, and Makeup
600	**Total Hours:** The above hour requirements must be met by each student in each category for the earned hours to be accepted by the WV State Board of Barbers and Cosmetologists.

GRADUATION REQUIREMENTS FOR ESTHETICS PROGRAM

Morgantown Beauty College will award a certificate of graduation and provide an official transcript of hours for the applicable courses when the student has successfully completed all phases of the program of study. Completion of these specific components are as follows: required tests, practical assignments, passed a final comprehensive written and practical examination, completion of the program of study according to State requirements, completion of all exit paperwork and exit interview, and made satisfactory arrangements for payment of all debts owed to the school.

ADDITIONAL INFORMATION

All un-excused makeup time will cost $20.00 per hour and must be paid monthly in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to the $20.00 charge per hour rate.

ESTHETICS DISTANCE LEARNING PROGRAM

Length of Program: 25 Weeks

The 600-hour Esthetics Distance Learning Program offers the student the opportunity to become a licensed Esthetician. This program provides the general skills of makeup and massage. Emphasis is placed upon skin care, treatments, and product knowledge.

The program includes: Nutrition, Health of Skin, Skin Structure, and Temporary Hair Removal Methods. A large clinic for practical supervised work with the public is an important part of the program.

Completion of the subjects listed below will prepare the student to graduate and take the State Board examination to become a licensed Esthetician. Graduates will be eligible for a career working alongside a dermatologist, chemist, or opening a day spa.

Minimum Curriculum for an Esthetician for 600 Clock Hour Course.

General Professional Information

100 Clock Hours

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Process and Guidelines
- First Aid
- General Infection Control

The Science of Esthetics

167 Clock Hours

In this section, students will learn:

- Infection Control Specific to Esthetics
- General Anatomy and Physiology
- Basics of Chemistry
- Basics of Electricity
- Basics of Nutrition

Skin Sciences

130 Clock Hours

In this section, students will learn:

- Physiology and Histology of the Skin
- Disorders and Diseases of the Skin
- Skin Analysis
- Skin Care Products: Chemistry, Ingredients, and Selection

General Esthetics

203 Clock Hours

In this section, students will learn:

- The Treatment Room
- Basic Facial
- Facial Massage
- Hair Removal
- Advance Topics and Treatments
- Makeup

ESTHETICS DISTANCE LEARNING PROGRAM OUTLINE

600 HOURS

PROGRAM DESCRIPTION

The 600-hour Esthetics Distance Learning Program offers the student the opportunity to become a licensed Esthetician through a combination of online courses and on-campus practical classes. Theory classes are held online, and practical services, evaluations and experiences held on-campus. This program provides the general skills of makeup and massage. Emphasis is placed upon skin care, treatments, and product knowledge.

Graduates will be eligible for a career working alongside a dermatologist, chemist, or opening a day spa.

PROGRAM OBJECTIVES

The graduate will be able to complete the following upon completion of 600 hours:

1. Applying the academic theory information into judgements and knowledge behind decisions
2. Effectively communicate with clients and fellow students
3. Project professionalism, personal hygiene, professional appearance, and develop life skills
4. Preform proper client consultations to achieve optimum results
5. Apply business and salesmanship skills along with preparing for licensure
6. Perform the basic manipulative skills in skin analysis, utilizing machines, facial manipulations and massage, extractions, proper draping, hair removal, and makeup application

REFERENCES

Web-based curriculum materials, instructional videos, YouTube, and industry magazines for library references are all resources that support the various areas of the program.

TEACHING AND LEARNING METHODS

The course is presented through a set of learning modules which address theory, skills and techniques, state board

preparation, and entry level job skills. All equipment and products are comparable to those used in the industry. The course is presented through lesson plans that reflect industry educational methods and processes. Each subject is presented by means of iPad web-based materials, lectures, demonstrations, student participation and practical labs. Additional learning opportunities include guest speaker lectures and demonstrations, field trips, special projects, and various visual aids.

DISTANCE EDUCATION TECHNOLOGIES

iPad with Pivot Point Access (included in Student Kit), Chrome/Safari/Zoom apps (already installed on iPad), WiFi (Your internet speed should be good enough to attend your online classes via Zoom), an email account and basic computer skills.

GRADING PROCEDURES

Academic learning is evaluated after each module is completed. Students must maintain a grade of 75% or above to meet satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Practical tasks are graded as completed and mastered according to the task requirements for the program requirements and recorded in SMART data management program. Competency and mastery must meet the 75% passing grade or must be repeated. If a 75% is not obtained remediation of the specific content will take place and the assessment will be repeated to meet the 75% satisfactory requirement. As part of the program requirements practical skills are graded according to the preparation obtained through the curriculum and a final exam must be passed for graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

UNITS OF INSTRUCTION:

Total Hours	Hours Via Distance Learning	Subject
100	**100**	**General Professional Information:** Professional Development, Effective Communication, Human Relations, Business Management/Ownership, State Law, Sanitation in the Licensed Facility, Sanitation Process and Guidelines, First Aid, General Infection control
167	**117**	**The Science of Esthetics:** Infection control Specific to Esthetics, General Anatomy and Physiology, Basics of Nutrition, Basics of Chemistry, Basics of Electricity
130	**40**	**Skin Sciences:** Physiology and Histology of the Skin, Disorders and Diseases of the Skin, Skin Analysis, Skin Care Products: Chemistry, Ingredients, and Selection
203	**36**	**General Esthetics:** The Treatment Room, Basic Facials, Facial Massage, Hair Removal, Advanced Topics and Treatment, and Makeup
600	**293**	**Total Hours:** The above hour requirements must be met by each student in each category for the earned hours to be accepted by the WV State Board of Barbers and Cosmetologists.

GRADUATION REQUIREMENTS FOR ESTHETICS DISTANCE LEARNING PROGRAM

Morgantown Beauty College will award a certificate of graduation and provide an official transcript of hours for the applicable courses when the student has successfully completed all phases of the program of study. Completion of these specific components are as follows: required tests, practical assignments, passed a final comprehensive written and practical examination, completion of the program of study according to State requirements, completion of all exit paperwork and exit interview, and made satisfactory arrangements for payment of all debts owed to the school.

ADDITIONAL INFORMATION

All un-excused makeup time will cost $20.00 per hour and must be paid monthly in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to the $20.00 charge per hour rate.

MASSAGE THERAPY PROGRAM

Length of Program: 24 Weeks

The 625-hour Massage Therapy Program offers students the opportunity to become a licensed Massage Therapist. This program provides theoretical and practical skills in different modalities of massage, anatomy, physiology, body systems, and other related topics.

The program includes but is not limited to: Anatomy and Physiology, Therapeutic Massage (Swedish, Deep Tissue, Stone, and Integrating Modalities), Business, Ethics, Traditional Chinese Medicine and Energy Medicine, Pathology, and Pharmacology. A clinic for supervised practical massage work with the public is an important part of the program where students must complete a minimum of 100 massage services in the clinic for certification.

Completion of the Units of Instruction listed below prepare the student to graduate and take the Massage & Bodywork Licensing Examination (MBLEx) to obtain licensure in the State of West Virginia upon application approval and payment of any fees. Graduates will be eligible for entry-level positions in the Massage Therapy industry such as day spas, chiropractic clinics, hospitals, hair salons, cruise ships, resorts, health clubs, private practice, and other jobs within the industry.

As requirements can change periodically, please contact the West Virginia Massage Therapy Licensure Board with questions at:

West Virginia Massage Therapy Licensure Board
179 Summers Street Suite 711
Charleston, WV 25301
Phone: 304-558-1060
Toll Free in WV: 800-871-7265
http://www.wvmassage.org/

MASSAGE THERAPY PROGRAM OUTLINE

625 HOURS

PROGRAM DESCRIPTION:

The 625-hour Massage Therapy Program offers students the opportunity to become a licensed and nationally certified Massage Therapist. This program provides theoretical and practical skills in different modalities of massage. Emphasis is placed upon practical massage techniques vital to mind, body, and spiritual health and wellness.

Graduates will be eligible for entry-level positions in the Massage Therapy industry, such as day spas, chiropractic clinics, hospitals, hair salons, cruise ships, resorts, health clubs, private practice, and other jobs within the industry.

PROGRAM OBJECTIVES

The graduate will be able to complete the following upon completion of 625 hours:

1. Use theory and knowledge for best client outcomes, including special population clients.
2. Perform client consultations and "SOAP" notes to address needs and concerns of the client.
3. Perform basic manipulation skills of massage therapy such as effleurage, petrissage, tapotement, friction, vibration, nerve, and other strokes.
4. Use proper body mechanics and self-care techniques for career longevity.
5. Understand the effects of pathologies and medications as they apply to massage.
6. Apply business and salesmanship skills along with preparing for licensure.
7. Effectively communicate with clients, and fellow students.
8. Project professionalism and a professional appearance.
9. Make ethical choices in various massage therapy situations.

TEACHING AND LEARNING METHODS

The course is presented through a set of learning modules which address theory, practice, licensing preparation, graduation, and entry level skills. All equipment, implements, and standards and procedures are comparable to those used within the industry. The course is presented through lesson plans that reflect industry educational methods and processes. Each subject is presented by means of iPad web-based materials, lectures, demonstrations, student participation and practical labs. Additional learning opportunities include guest speaker lectures and demonstrations, field trips, special projects, and various visual aids.

REFERENCES

Web-based curriculum materials, instructional videos, YouTube, and industry magazines for library references are all resources that support the various areas of the program.

GRADING PROCEDURES

Academic learning is evaluated after each module is completed and will include, but not limited to, classroom work, theory, Interactive demonstrations, and practical clinic evaluation Practical tasks are graded as completed and mastered according to the task requirements for the program requirements and recorded in SMART data management program. Competency and mastery must meet the 75% passing grade or must be repeated. If a 75% is not obtained remediation of the specific content will take place and the assessment will be repeated to meet the 75% satisfactory requirement. As part of the program requirements practical skills are graded according to the preparation obtained through the curriculum and a final exam must be passed for graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

UNITS OF INSTRUCTION:

Hours	Subject

263.5	**Anatomy, Physiology, Kinesiology & Pathology:** Bones, muscles, joints, and other structures as basic musculoskeletal system and their interaction and movement. Structure and function of the 10 major body systems
7	**Body Mechanics:** Proper stances, posture, and movements to efficiently deliver a massage and protect therapist from repetitive strain injuries.
17.5	**Business:** Business practice/tax law. Students will create a complete business plan.
3.5	**First Aid:** How to aid in medical emergencies
12	**Eastern Perspective:** Traditional Chinese Medicine and its history and concepts. Qi, yin and yang, Five Elements, Zang and Fu organs, and meridians.
37.5	**Ethics:** Ethical dilemmas, boundaries, power differentials, transference and countertransference, dual relationships, and creating a safe environment for all.
14	**Intro to Massage:** General requirements for practicing, introduction to theory and practice, history of massage, decline and renaissance of massage, and important people in development of modern massage**.**
7	**Self-Care:** Stress management, emotional processing, nutrition, and injury prevention.
3.5	**MBLEX Review:** National accreditation exam review and preparation.
6	**Pharmacology:** Study of medicine and how massage affects treatments.
10.5	**Special Populations:** Special considerations and contraindications for Pregnancy, Cancer Patients, Geriatric, Infant/Children, Disabilities, etc**.**
7	**Sport Massage:** Maximizing performance and preventing injuries as well as event and training massage**.**
7	**Stone Massage:** Safety, use and maintenance of stones, and applicable use on clients.
30	**TMBI-1:** Theory of massage techniques and methodology. Becoming comfortable with the process of massage, learn fundamental techniques, and the development of endurance**.**
30	**TMBI-2:** Applying theory to practice, continuation of learning, and building on fundamentals.
69	**TMBI-3:** Students become skilled in using theory and practical together.
100	**Clinic Massages Required (Minimum)** Applying all learning and training to massaging clients**.**
625	**Total Hours:** The above hour requirements must be met by each student in each category.

GRADUATION REQUIREMENTS FOR MASSAGE THERAPY PROGRAM

Morgantown Beauty College will award a certificate of graduation and provide an official transcript of hours for the applicable

courses when the student has successfully completed all phases of the program of study. Completion of these specific components are as follows: required tests, practical assignments, passed a final comprehensive written and practical examination, completion of the program of study according to State requirements, completion of all exit paperwork and exit interview, and made satisfactory arrangements for payment of all debts owed to the school.

ADDITIONAL INFORMATION

All un-excused makeup time will cost $20.00 per hour and must be paid monthly in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to the $20.00 charge per hour rate.

MASSAGE DISTANCE LEARNING PROGRAM

Length of Program: 24 Weeks

The 625-hour Massage Distance Learning Program offers students the opportunity to become a licensed Massage Therapist. This program provides theoretical and practical skills in different modalities of massage, and in anatomy, physiology, body systems, and other topics. It also provides students with training to receive a First Aid/CPR certification from the American Heart Association.

The program includes but is not limited to: Anatomy and Physiology, Therapeutic Massage (Swedish, Deep Tissue, Stone, and Integrating Modalities), Business, Ethics, Traditional Chinese Medicine and Energy Medicine, Pathology, and Pharmacology. A clinic for supervised practical massage work with the public is an important part of the program where students must complete a minimum of 100 massage services in the clinic for certification.

Completion of the Units of Instruction listed below prepare the student to graduate and take the Massage & Bodywork Licensing Examination (MBLEx) to obtain licensure in the State of West Virginia upon application approval and payment of any fees. Graduates will be eligible for entry-level positions in the Massage Therapy industry such as day spas, chiropractic clinics, hospitals, hair salons, cruise ships, resorts, health clubs, private practice, and other jobs within the industry.

As requirements can change periodically, please contact the West Virginia Massage Therapy Licensure Board with questions at:

West Virginia Massage Therapy Licensure Board
179 Summers Street, Suite 711
Charleston, WV 25301
Phone: 304-558-1060
Toll Free in WV: 800-871-7265
http://www.wvmassage.org/

MASSAGE DISTANCE LEARNING PROGRAM OUTLINE

625 HOURS

PROGRAM DESCRIPTION:

The 625-hour Massage Distance Learning Program offers students the opportunity to become a licensed and nationally certified Massage Therapist. Theory classes are held online, and practical services, evaluations and experiences held on-campus. This program provides theoretical and practical skills in different modalities of massage. Emphasis is placed upon practical massage techniques vital to mind, body, and spiritual health and wellness.

Graduates will be eligible for entry-level positions in the Massage Therapy industry, such as day spas, chiropractic clinics,

hospitals, hair salons, cruise ships, resorts, health clubs, private practice, and other jobs within the industry.

PROGRAM OBJECTIVES:

The graduate will be able to complete the following upon completion of 625 hours

1. Use theory and knowledge for best client outcomes, including special population clients
2. Perform client consultations and "SOAP" notes to address needs and concerns of the client
3. Perform basic manipulation skills of massage therapy such as effleurage, petrissage, tapotement, friction, vibration, nerve, and other strokes
4. Use proper body mechanics and self-care techniques for career longevity.
5. Understand the effects of pathologies and medications as they apply to massage.
6. Apply business and salesmanship skills along with preparing for licensure.
7. Effectively communicate with clients and fellow students
8. Project professionalism and a professional appearance.
9. Make ethical choices in various massage therapy situations.

TEACHING AND LEARNING METHODS:

The course is presented through a set of learning modules which address theory, practice, licensing preparation, graduation, and entry level skills. All equipment, implements, and standards and procedures are comparable to those used within the industry. The course is presented through lesson plans that reflect industry educational methods and processes. Each subject is presented by means of iPad web-based materials, lectures, demonstrations, student participation and practical labs. Additional learning opportunities include guest speaker lectures and demonstrations, field trips, special projects, and various visual aids.

REFERENCES:

Web-based curriculum materials, instructional videos, YouTube, and industry magazines for library references are all resources that support the various areas of the program.

DISTANCE EDUCATION TECHNOLOGIES:

iPad with Cengage MindTap Access (included in Student Kit), Chrome/Safari/Zoom apps (already installed on iPad), WiFi (Your internet speed should be good enough to attend your online classes via Zoom), an email account and basic computer skills.

GRADING PROCEDURES:

Academic learning is evaluated after each module is completed and will include, but not limited to, classroom work, theory, Interactive demonstrations, and practical clinic evaluation Practical tasks are graded as completed and mastered according to the task requirements for the program requirements and recorded in SMART data management program. Competency and mastery must meet the 75% passing grade or must be repeated. If a 75% is not obtained remediation of the specific content will take place and the assessment will be repeated to meet the 75% satisfactory requirement. As part of the program requirements practical skills are graded according to the preparation obtained through the curriculum and a final exam must be passed for graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

UNITS OF INSTRUCTION:

Total Hours	Hours Via Distance Learning	Subject
263.5	**82.5**	**Anatomy, Physiology, Kinesiology, & Pathology:** Bones, muscles, joints, and other structures as basic musculoskeletal system and their interaction and movement. Structure and function of the 10 major body systems
7	**0**	**Body Mechanics:** Proper stances, posture, and movements to efficiently deliver a massage and protect therapist from repetitive strain injuries.
17.5	**11.0**	**Business:** Business practice/tax law. Students will create a complete business plan**.**
3.5	**0**	**First Aid:** How to aid in medical emergencies
12	**7.5**	**Eastern Perspective:** Traditional Chinese Medicine and its history and concepts. Qi, yin and yang, Five Elements, Zang and Fu organs, and meridians.
37.5	**24**	**Ethics:** Ethical dilemmas, boundaries, power differentials, transference and countertransference, dual relationships, creating a safe environment for all.
14	**9**	**Intro to Massage:** General requirements for practicing, introduction to theory and practice, history of massage, decline and renaissance of massage, and important people in development of modern massage.
7	**4.5**	**Self-Care:** Stress management and injury prevention.
3.5	**2.0**	**MBLEX Review:** National accreditation exam review and preparation.
6	**4.0**	**Pharmacology:** Study of disease/medicine and how massage affects/is affected by both.
10.5	**4.5**	**Special Populations:** Pregnancy, Cancer Patients, Geriatric, Infant/Children, Disabilities, etc.
7	**2.0**	**Sport Massage:** Maximizing performance and preventing injuries as well as event and training massage.
7	**0**	**Stone Massage:** Safety, use and maintenance of stones, and applicable use on clients.
30	**12.5**	**TMBI-1:** Theory of massage techniques and methodology. Becoming comfortable with the process of massage, learn fundamental techniques, and develop endurance.
30	**12.5**	**TMBI-2:** Applying theory to practice, continue learning, and building on fundamentals.
69	**22**	**TMBI-3:** Students become skilled in using theory and practical together.
100	**0**	**Clinic Massages Required (Minimum)** Applying all learning and training to massaging clients.
625	**198**	**Total Hours:** The above hour requirements must be met by each student in each category.

GRADUATION REQUIREMENTS FOR MASSAGE DISTANCE LEARNING PROGRAM

Morgantown Beauty College will award a certificate of graduation and provide an official transcript of hours for the applicable courses when the student has successfully completed all phases of the program of study. Completion of these specific components are as follows: required tests, practical assignments, passed a final comprehensive written and practical examination, completion of the program of study according to State requirements, completion of all exit paperwork and exit interview, and made satisfactory arrangements for payment of all debts owed to the school.

ADDITIONAL INFORMATION

All un-excused makeup time will cost $20.00 per hour and must be paid monthly in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to the $20.00 charge per hour rate.

NAIL TECHNOLOGY PROGRAM

Length of Program: 12 Weeks

The 400-hour Nail Technology Program offers the student the opportunity to become a licensed Nail Technologist. The majority of this program takes place on the clinic floor. This program is designed to teach the student to enhance the hands and nails through basic techniques in caring for the hands and nails. The student will gain knowledge in the areas of building a clientele base for their nail business, the best current available products, and how to gain client confidence as a nail technician. Students will gain confidence in their acquired nail skills and learn to manage employees and coworkers with a well-tempered personality and to become a success as a Nail Technician.

Subjects covered in the program are, but not limited to, Manicuring, Pedicuring, Sculptured Nails, and Nail Wraps. The subject content is applied both in theory, practical, and clinic evaluation. Graduates of this program will be eligible for entry-level positions in the field of Nail Technology.

Minimum Curriculum for Manicurists/Nail Technicians 400 Clock Hours.

General Professional Information

100 Clock Hours

In this section, students will learn:

- Professional Development
- Effective Communication
- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Process and Guidelines
- First Aid
- General Infection Control

The Science of Nail Technology for Cosmetology

74 Clock Hours

In this section, students will learn:

- Infection Control Specific to Nail Technicians
- General Anatomy and Physiology
- Skin Structure and Growth
- Nail Structure and Growth
- Nail Diseases and Disorders
- Basics of Chemistry
- Nail Product Chemistry
- Basics of Electricity

Basic Procedures

92 Clock Hours

In this section, students will learn:

- Pre and Post Service Procedures
- Handling and Exposure Incidents
- Performing Basic Manicures and Pedicures
- Hand, Arm, Foot, and Leg Massages
- Disinfecting Tools and Implements
- Wraps, Tips, and Paraffin Wax Treatments
- Polishing, UV Gel, and Design

The Art of Nail Technology

134 Clock Hours

In this section, students will learn:

- Advanced Manicuring and Pedicuring
- Electric Filing
- Nail Tips and Wraps
- Monomer Liquid and Polymer Powder Nail Enhancements
- UV Gels
- Creative Design

NAIL TECHNOLOGY PROGRAM OUTLINE: 400 HOURS

PROGRAM DESCRIPTION

The 400-hour Nail Technology Program offers students the opportunity to become a licensed Nail Technologist. This program provides theoretical, practical skills, and clinic evaluation in manicuring, pedicuring, sculptured nails, nail wraps, and nail disorders.

Graduates of this program will be eligible for entry-level positions in the field of Nail Technology.

This program does not qualify for Federal Financial Aid Title IV Funding.

PROGRAM OBJECTIVES

The graduate will be able to complete the following upon completion of 400 hours.

1. Applying the academic theory information into judgements and knowledge behind decisions;
2. Effectively communicate with clients and fellow students;
3. Project professionalism, personal hygiene, professional appearance, and develop life skills;
4. Preform proper client consultations to achieve optimum results;
5. Apply business and salesmanship skills along with preparing for licensure;
6. Perform the basic manipulative skills in pre and post service procedures, handling and exposure incidents, performing basic manicures and pedicures, hand, arm, foot, and leg massages, disinfecting tools and implements, wraps, tips, paraffin wax treatments, polishing, UV gels, and design.

REFERENCES

Web-based curriculum materials, instructional videos, YouTube, and industry magazines for library references are all resources that support the various areas of the program.

TEACHING AND LEARNING METHODS

The course is presented through a set of learning modules which address theory, specific tasks, state board preparation, graduation and job entry level skills. All equipment, implements and products are comparable to those used in the industry. The course is presented through lesson plans, which reflect educational methods. Each subject is presented by means of Pivot Point Fundamentals Nail Technology coursebook, study guide and exam prep, web-based materials, lectures, demonstrations, student participation, and practical labs. Additional learning opportunities include guest speaker lectures and demonstrations, field trips, special projects, and various visual aids.

GRADING PROCEDURES

Academic learning is evaluated after each module is completed. Students must maintain a grade of 75% or above to meet satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Practical tasks are graded as completed and mastered according to the task requirements for the program requirements and recorded in SMART data management program. Competency and mastery must meet the 75% passing grade or must be repeated. If a 75% is not obtained remediation of the specific content will take place and the assessment will be repeated to meet the 75% satisfactory requirement. As part of the program requirements practical skills are graded according to the preparation obtained through the curriculum and a final exam must be passed for graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

UNITS OF INSTRUCTION

Hours	Subject
100	**General professional information:** Professional Development, Effective Communication, Human Relations, Business Management/Ownership, State Law, Sanitation in the Licensed Facility, Sanitation Processes and Guidelines, First Aid, and General Infection control
74	**The Science of Nail Technology:**

	Infection Control Specific to Nail Technicians, General Anatomy and Physiology, Skin Growth and Structure, Nail Structure and Growth, Nail Disease and Disorders, Basics of Chemistry, Basics of Electricity, Nail Product Chemistry
92	**Basic Procedure:** Pre and Post Service Procedures, Handling and Exposure Incidents, Preforming Basic Manicures and Pedicures, Hand, Arm, Foot and Leg Massages, Disinfecting Tools, and Implements, Wraps, Tips, Paraffin Wax Treatments, Polishing UV Gel, and Designs
134	**The Art of Nail Technology:** Advanced Manicuring and Pedicuring, Electric Filing, Nail Tip and Wraps, Monomer Liquid and Polymer Powder Nail Enhancements, UV gels, Creative Design
400	**Total Hours:** The above hour requirements must be met by each student in each category for the earned hours to be accepted by the WV State Board of Barbers and Cosmetologists.

GRADUATION REQUIREMENTS FOR NAIL TECHNOLOGY PROGRAM

Morgantown Beauty College will award a certificate of graduation and provide an official transcript of hours for the applicable courses when the student has successfully completed all phases of the program of study. Completion of these specific components are as follows: required tests, practical assignments, passed a final comprehensive written and practical examination, completion of the program of study according to State requirements, completion of all exit paperwork and exit interview, and made satisfactory arrangements for payment of all debts owed to the school.

ADDITIONAL INFORMATION

All un-excused makeup time will cost $20.00 per hour and must be paid monthly in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to the $20.00 charge per hour rate.

NAIL TECHNOLOGY DISTANCE LEARNING PROGRAM

Length of Program: 12 Weeks

The 400-hour Distance Learning Nail Technology Program offers the student the opportunity to become a licensed Nail Technologist. The majority of this program takes place on the clinic floor. This program is designed to teach the student to enhance the hands and nails through basic techniques in caring for the hands and nails. The student will gain knowledge in the areas of building a clientele base for their nail business, the best current available products, and how to gain client confidence as a nail technician. Students will gain confidence in their acquired nail skills and learn to manage employees and coworkers with a well-tempered personality and to become a success as a Nail Technician.

Subjects covered in the program are, but not limited to, Manicuring, Pedicuring, Sculptured Nails, and Nail Wraps. The subject content is applied both in theory, practical, and clinic evaluation. Graduates of this program will be eligible for entry-level positions in the field of Nail Technology.

Minimum Curriculum for Manicurists/Nail Technicians 400 Clock Hours.

General Professional Information

100 Clock Hours

In this section, students will learn:

- Professional Development
- Effective Communication

- Human Relations
- Business Management/Ownership
- State Law
- Sanitation in the Licensed Facility
- Sanitation Process and Guidelines
- First Aid
- General Infection Control

The Science of Nail Technology for Cosmetology

74 Clock Hours

In this section, students will learn:

- Infection Control Specific to Nail Technicians
- General Anatomy and Physiology
- Skin Structure and Growth
- Nail Structure and Growth
- Nail Diseases and Disorders
- Basics of Chemistry
- Nail Product Chemistry
- Basics of Electricity

Basic Procedures

92 Clock Hours

In this section, students will learn:

- Pre and Post Service Procedures
- Handling and Exposure Incidents
- Performing Basic Manicures and Pedicures
- Hand, Arm, Foot, and Leg Massages
- Disinfecting Tools and Implements
- Wraps, Tips, and Paraffin Wax Treatments
- Polishing, UV Gel, and Design

The Art of Nail Technology

134 Clock Hours

In this section, students will learn:

- Advanced Manicuring and Pedicuring
- Electric Filing
- Nail Tips and Wraps
- Monomer Liquid and Polymer Powder Nail Enhancements
- UV Gels
- Creative Design

NAIL TECHNOLOGY DISTANCE LEARNING PROGRAM OUTLINE

400 HOURS

PROGRAM DESCRIPTION

The 400-Hour Nail Technology Distance Learning Program offers students the opportunity to become a licensed Nail Technologist. Theory classes are held online, and practical services, evaluations and experiences held on-campus. This program provides theoretical, practical skills, and clinic evaluation in manicuring, pedicuring, sculptured nails, nail wraps, and nail disorders.

Graduates of this program will be eligible for entry-level positions in the field of Nail Technology.

This program does not qualify for Federal Financial Aid Title IV Funding.

PROGRAM OBJECTIVES

The graduate will be able to complete the following upon completion of 400 hours.

1. Applying the academic theory information into judgements and knowledge behind decisions
2. Effectively communicate with clients and fellow students
3. Project professionalism, personal hygiene, professional appearance, and develop life skills
4. Preform proper client consultations to achieve optimum results
5. Apply business and salesmanship skills along with preparing for licensure
6. Perform the basic manipulative skills in pre and post service procedures, handling and exposure incidents, performing basic manicures and pedicures, hand, arm, foot, and leg massages, disinfecting tools and implements, wraps, tips, paraffin wax treatments, polishing, UV gels, and design.

REFERENCES

Web-based curriculum materials, instructional videos, YouTube, and industry magazines for library references are all resources that support the various areas of the program.

TEACHING AND LEARNING METHODS

The course is presented through a set of learning modules which address theory, specific tasks, state board preparation, graduation, and job entry level skills. All equipment, implements and products are comparable to those used in the industry. The course is presented through lesson plans, which reflect educational methods. Each subject is presented by means of Pivot Point Fundamentals Nail Technology coursebook, study guide and exam prep, web-based materials, lectures, demonstrations, student participation and labs. Guest speakers, field trips, projects, visual aids.

DISTANCE EDUCATION TECHNOLOGIES

Computer, iPad or Cell phone with Internet Browser, WiFi (Your internet speed should be good enough to attend your online classes via Zoom), an email account and basic computer skills.

GRADING PROCEDURES:

Academic learning is evaluated after each module is completed. Students must maintain a grade of 75% or above to meet satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Practical tasks are graded as completed and mastered according to the task requirements for the program requirements and recorded in SMART data management program. Competency and mastery must meet the 75% passing grade or must be repeated. If a 75% is not obtained remediation of the specific content will take place and the assessment will be repeated to meet the 75% satisfactory requirement. As part of the program requirements practical skills are graded according to the preparation obtained through the curriculum and a final exam must be passed for graduation.

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

Total Hours	Hours Via Distance Learning	Subject
100	**100**	**General professional information:** Professional Development, Effective Communication, Human Relations, Business Management/Ownership, State Law, Sanitation in the Licensed Facility, Sanitation Processes and Guidelines, First Aid, General Infection Control
74	**64**	**The Science of Nail Technology:** Infection Control Specific for Nail Technicians, General Anatomy and Physiology, Skin Growth and Structure, Nail Structure and Growth, Nail Disease and Disorders, Basics of Chemistry, Basics of Electricity, Nail Product Chemistry
92	**12**	**Basic Procedure:** Pre and post Service Procedures, Handling and Exposure Incidents, Preforming Basic Manicures and Pedicures, Hand, Arm Foot and Leg Massages, Disinfecting Tools, and Implements, Wraps, Tips, Paraffin Wax Treatments, Polishing UV Gel, and Designs.
134	**21**	**The Art of Nail Technology:** Advanced Manicuring and Pedicuring, Electric Filing, Nail Tips and Wraps, Monomer Liquid and Polymer Powder Nail Enhancements, UV gels, Creative Design
400	**197**	**Total Hours:** The above hour requirements must be met by each student in each category for the earned hours to be accepted by the WV State Board of Barbers and Cosmetologists.

GRADUATION REQUIREMENTS FOR NAIL TECHNOLOGY DISTANCE LEARNING PROGRAM

Morgantown Beauty College will award a certificate of graduation and provide an official transcript of hours for the applicable courses when the student has successfully completed all phases of the program of study. Completion of these specific components are as follows: required tests, practical assignments, passed a final comprehensive written and practical examination, completion of the program of study according to State requirements, completion of all exit paperwork and exit interview, and made satisfactory arrangements for payment of all debts owed to the school.

ADDITIONAL INFORMATION

All un-excused makeup time will cost $20.00 per hour and must be paid monthly in addition to any regular tuition payments. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to the $20.00 charge per hour rate.

LICENSURE REQUIREMENTS

For Cosmetology, Hairstylist, Nail Technology and Esthetics (including Distance Learning Programs):

Individuals interested in becoming a licensed cosmetologist, stylist, nail technician, or esthetician should follow the steps outlined below:

1. Complete the program of study to obtain your transcript and certificate
2. Apply for examination with third-party examiner (www.dlroope.com)
3. Pass examination
4. Obtain a certificate of health from a licensed physician
5. Submit your application for registration with WV State Board of Barbers and Cosmetologists (www.wvbbc.com) to obtain license in desired field of practice

Qualification for Licensure:

An applicant for licensure shall present satisfactory evidence to the board that he or she:

A. Is at least 18 years of age;
B. Is of good moral character and temperate habits;
C. Has completed at least the twelfth grade of public school or its equivalent, or has passed an ability to benefit test approved by the U.S. Dept. Of Education;(d) Has graduated from a school of barbering or cosmetology approved by the Board, or in the case of a manicurist or aesthetician, has successfully completed an approved course in manicuring or aesthetics in a school of cosmetology or graduated from a school of aesthetics or nail technology/manicuring;
D. Has passed the appropriate examination;
E. Has transmitted the appropriate application to the Board with the respective fee;
F. Has presented a certificate of health from a licensed physician to the Board;
G. Is a citizen of the United State or is eligible for employment in the United States; and
H. Has fulfilled any other requirement specified by the board.

For detailed information please visit: www.wvbbc.com

For Massage Therapy (Including Distance Learning Program):

For new applicants:

A. Obtain an application packet and send form #1 to your school to be completed. This form must include the School's seal for validation. The massage therapy program you attend must be approved by the State and be at least 500 hours minimum.

B. Submit proof of successful completion of the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) examination prior to February 1, 2015, or completion of the Federation of State Massage Therapy Boards (FSMTB) Massage and Bodywork Licensing Examination (MBLEx). The MBLEx is the only current national examination offered for state licensure.

For application using Reciprocity, please provide us with a copy of your current license from the State where you practice along with copies of your current continuing education units (certificates) if licensed over two years and proof of the successful completion of the NCBTMB or MBLEx examination sent directly from the national organization.

For lapsed licensees: If you had a WV license and it has expired beyond sixty (60) days of the expiration date, you will need to submit proof of the successful completion of the NCBTMB exam and proof of your current twenty-five continuing education

credits along with your completed application. You will need to re-apply for your license.

For detailed information please visit: http://www.wvmassage.org/

STUDENTS KITS

Upon completing a predetermined number of actual hours (or days) and in preparation to receive clients, students will be given their professional kits per the following hours for each program:

On Campus Students:

Cosmetology: 1350 Hours, CHI Kit, sub kit that includes clippers and trimmers and nail implements.
Hairstylist: 750 Hours, Chi Kit, sub kit that includes clippers and trimmers.
Esthetics: 300 Hours, A Dermalogica Student Kit
Nail Technology: After first 30 days of attendance.
Massage Therapy: After first 30 days of attendance.

Distance Learning Students:

Cosmetology Distance Learning: 1350 Hours, CHI Kit, sub kit that includes clippers and trimmers and nail implements.
Hairstylist Distance Learning: 750 Hours, Chi Kit, sub kit that includes clippers and trimmers.
Esthetics Distance Learning: 300 Hours, A Dermalogica Student Kit
Nail Technology Distance Learning: After first 30 days of attendance.
Massage Distance Learning: After first 30 days of attendance.

**Tools and implements are subject to change.*

STUDENTS IPADS

Morgantown Beauty College is deploying Apple iPads to students enrolled in the Cosmetology/Cosmetology Distance Learning, Hairstylist/Hairstylist Distance Learning, Esthetics/Esthetics Distance Learning, Massage Therapy/Massage Distance Learning, Nail Technology/Nail Technology Distance Learning programs. Students will use these iPads in the classroom for educational purposes. The iPads have been purchased for the student by Morgantown Beauty College, but ownership of the iPads will formally transfer to the student once they have completed 50% of their contracted hours and 50% of their tuition is paid in full. All iPads remain the property of Morgantown Beauty College until the transfer takes place.

Your iPad should be stored in the charging stations of Morgantown Beauty College at the end of the day. You understand that you take all responsibility of the maintenance and care of the hardware and software of the iPad assigned to you and it is your responsibility to contact Apple Technical Support for service and support if needed.

FINANCIAL AID INFORMATION

FAFSA:

- **The Free Application for Federal Student Aid (FAFSA) form** is used to apply for all federal aid. To apply visit https://studentaid.gov/h/apply-for-aid/fafsa. The FASA application is required of all students wanting to apply for loans and WIA funding. Note: If a student is receiving financial aid at another location the student may not have enough financial aid funds to cover the cost of tuition at Morgantown Beauty College. Students applying for loans are required to complete entrance counseling before any funds are disbursed. Entrance counseling is completed at

the same time as the master promissory note for student loans at http://www.studentaid.gov/. Toward the end of enrollment students are required to complete exit counseling which can be completed online at: www.studentaid.gov.

Pell Grant*:*

- **The Federal Pell Grant** is free money available to qualifying students, which does not have to be repaid. Eligibility for the Pell grant will be determined from the completion of the FAFSA application. Students are not allowed to receive the Pell grant at two different locations of enrollment at the same time. Students must either withdraw from one location or not use the Pell grant at the other location.

Loans:

- **Subsidized loans** are available to students who qualify. This loan must be repaid by the student. Repayment starts six months after the student's last day of enrollment at Morgantown Beauty College. Interest on this loan is paid by the Federal Government while the student is enrolled, at least half time. This loan must be repaid, even if the student does not complete their course of study.

- **Unsubsidized loans** are available to students who qualify. This loan must be repaid by the student. Repayment starts six months after the student's last day of enrollment at Morgantown Beauty College. The interest on this loan must be paid while the student is enrolled. This loan must be repaid even if the student doesn't complete their course of study.

- **Parent Plus loans** are available for qualifying parents. This is a loan that is repaid by the parent(s) of the student attending Morgantown Beauty College. Parents will determine when repayment will begin during the application process as an option will be provided to choose a repayment start date. This loan is subject to repayment even if the student does not complete their course of study.

Additional Available Funding Upon Qualification:

- **WIA-Workforce Investment Act is federal funds** applied for through the West Virginia Job Service that do not require repayment.

- **Veterans Administration benefits** are available for any Veteran that qualifies. For more information, visit the website at http://www.gibill.va.gov/, call 1-888-GIBILL-1 (1-888-442-4551) or ask the financial aid officer.

  The qualifier for VA benefits is that the student must have a letter of eligibility and completion of Form 22-1999 through VA. If a student is on active duty and is called back to active duty the student will be granted a leave of absence after notifying the school in writing with proof of deployment. If the student does not return after a leave of absence, they will be withdrawn pursuant to Morgantown Beauty College's withdraw policy. Students in the reserves that go for training each month must give the school a calendar of days that have to be missed. The required training days will be excused but will require make-up of all hours misses upon the students return. Hours missed while on active duty or in reserve training are not subject to the $20.00 per hour fee for makeup time.

  VA Pending Payment Compliance Information:

  Despite any policy to the contrary, for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, Morgantown Beauty College **will not**:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require student to secure alternative or additional funding; and/or
- Deny student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fees billed to the institution.

Qualification for the above provision students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified; and/or
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

- **Division of Rehabilitation** funds may be available to persons who qualify with a documented disability. Contact your local Division of Rehabilitation Services for more information and eligibility requirements. Any student receiving funds or having an Individual Education Program IEP or 504 Plan will be provided modifications and/or accommodations based on the individuals specific needs that are appropriate to the learning environment. The student will turn in all paperwork for completion by the financial advisor and all awards of financial aid will be based in part on the amount being paid by Vocational Rehabilitation, the paperwork is due no later than orientation day.

VERIFICATION POLICY

Free Application for Federal Student Aid (FAFSA) applications require a verification review process mandatory by Federal Student Financial Aid. Verification is a systematic means of comparing various financial and informational documents with the information provided on the FAFSA. The following information is an outline of the policies and procedures that govern the verification process, student responsibilities, and the appropriate deadline dates for the Federal Student Aid programs. If you have any questions, feel free to contact the Morgantown Beauty College financial aid office.

Morgantown Beauty College Verification Policy: According to federal guidelines it is the policy of Morgantown Beauty College to withhold the award of Federal Student Financial Aid until the verification process is considered complete. This policy ensures that the information provided by the Federal Processor to our financial aid officer regarding the students aid eligibility determination is correct and complete before any funds are awarded.

Verification Completion: The Verification process will be considered complete once in the following has been accomplished:

1. Fully complete and submit to the Financial Aid Officer the Verification Form along with copies of student and spouse, if married, IRS Tax Return Transcript and/or IRS Tax Return Transcript for students' parents if student is under the age of 24 and considered a dependent. IRS Tax Returns must be for the specific tax years required by the FAFSA. Provide copies of IRS Transcripts ONLY if requested.
2. Submit copies of any other documents as requested by the Financial Aid Officer.
3. The Financial Aid Officer will compare the Federal Processor results with the documents requested.
4. If Verification reveals that data provided by the Federal Processor is accurate, the student will receive an award letter from the Morgantown Beauty College financial aid office.
5. If verification reveals that data provided by the Federal Processor is incorrect the Morgantown Beauty College will electronically correct the data with the Federal Processor according to the information provided by the student. As a result, the student will receive notification of the corrections either by mail or e-mail from the Federal Processor. After Morgantown Beauty College receives the corrected information the student will be processed, and an award letter will be sent.

Corrections to Previously Determined Aid Eligibility: If your federal aid records were not originally selected for verification, then Morgantown Beauty College disburses aid to the student. However, if the student makes a correction on their FAFSA

after the disbursement of the aid it is possible that the U.S. Department of Education could select the students FAFSA application for verification. If the corrections to the FAFSA prompts the U.S. Department of Education to request verification, then the student must provide various financial and informational documents to verify the accuracy of your aid record. Students will be required to provide the necessary verification documents before the financial aid packet can be finalized for disbursement.

Federal Pell Grant: If the student has previously received Pell Grant funds prior to being selected for Verification the student must provide requested documents no later than the last date of attendance for the academic year or by August 31 of the aid year in which the student is receiving assistance. Subsequent disbursements of Pell Grant funds will be withheld until verifications are completed.

Direct Loan, Supplemental Educational Opportunity Grant (SEOG), and Work-Study: The requested Verification documents must be received at the Financial Aid Office within sixty (60) days of the first notification that documents are needed. Subsequent disbursements of Perkins Loan, Direct Loan, and SEOG funds will be withheld. You will also be asked to suspend Federal Work-Study employment pending the completion of Verification, if applicable.

If verification reveals that your aid eligibility has changed, it may be necessary to repay aid already disbursed to you. Failure to repay aid funds for which you have been determined ineligible will make you ineligible for further Federal Student Aid (whether grants, loans, or work-study) at any institution until the aid is repaid in full. Your account will also be referred to the U.S. Department of Education to record your ineligibility for further Federal Student Aid.

The Consequences of Failing to Complete Verification:
Under the Pell Grant program, you forfeit the Pell Grant for the award year:

1. Direct Loan eligibility can be certified, but Morgantown Beauty College **will not disburse funds** until Verification is completed.
2. In all cases, Morgantown Beauty College will take the necessary steps to secure repayment of aid funds already disbursed to you for which you have been determined to be ineligible. Overpayment of any awards will result in a notification to the Department of Education within forty-five (45) days.

Summary: The selection of an aid application for verification is a means to ensure that aid awards are based upon the most accurate information regarding the student's financial situation. Some applications are selected on a random basis by Federal Student Aid, while other applications may be selected due to inconsistent information reported on the FAFSA application. All required verification forms and artifacts must be submitted to the financial aid officer at the school before the students' financial aid package can be completed and funds dispersed.

GRADE LEVEL ADVANCEMENT POLICY

Morgantown Beauty College defines the full-time enrollment status for each of its programs of study based upon specified program requirements from the WV Board of Barbers & Cosmetologists. The school may advance a student's level once the student completes the number of clock hours specified by the school as the amount necessary for the student to advance in academic standing within the student's program of study. (For example, from Grade Level 1 to Grade Level 2.)

All students who enter Morgantown Beauty College are at Grade Level 1 unless they have transfer hours greater than 901. The student with 901 or more hours will enter at Grade Level 2. Esthetics, Esthetics Distance Learning, Massage Therapy, Massage Distance Learning, Nail Technology, and Nail Technology Distance Learning students are Grade Level 1 throughout their enrollment at Morgantown Beauty College. Cosmetology and Cosmetology Distance Learning students complete "two academic years" while enrolled in the 1,800-hour program. Federal Financial Aid considers the 1-year 1800-hour Cosmetology program as "two academic years" according to the federal funding requirements.

The following chart displays the hours earned and the grade level earned within those hours and the eligible loan amounts

for students who qualify for federal student aid.

HOURS EARNED	GRADE LEVEL	ELIGIBLE LOAN AMOUNTS	NOTES
0-900 Hours	1	Sub Loan Max: $3,500 Unsub Loan Max: $2,000	Dependent students
0-900 Hours	1	Unsub Loan Max: $6,000	Independent student only OR if parents is denied PLUS loan
900 Hours Plus	2	Sub Loan Max: $4,500 Unsub Loan Max: $2,000	Dependent students
900 Hours Plus	2	Unsub Loan Max: $6,000	Independent student only OR if parents is denied PLUS loan

NOTIFICATION OF AWARD

After the Financial Aid Officer completes the student's financial aid package the student will receive a financial aid Award Letter describing the grants and specific loans and amounts the student qualified for.

What is an Award Letter?

The Award Letter will reflect all federal, state, and college aid/funds being offered to the student, including scholarships, grants, loans, and Federal Work-Study.

Additional aid such as tuition waivers, assistantships, fellowships, or scholarships from organizations outside the college will be listed once the Financial Aid Office is notified about the award.

The Award Letter also explains the procedures the student is required to complete to accept or reduce any of the awards being offered. Please pay close attention to all information, as it provides additional instructions and information about awards in your financial aid package.

NOTE: A student may receive more than one Award Letter for a particular academic year due to changes made in the acceptance process in the type or amount of aid previously offered.

Award letters are mailed or emailed to the home or email addresses provided to school by the student. It is the student's responsibility to inform the school of any home or email address changes.

Award notices must be returned to the Financial Aid Officer within ten (10) days of receipt. Failure to return the award letter within ten (10) days may result in the cancellation of your financial aid award.

ACCEPTING, REVISING, OR REJECTING YOUR AWARD

If the student accepts the award as is the student will sign all sections of the award letter and return it to the Financial Aid Officer. If the student decides to accept partial awards or decline the package the student will need to complete the appropriate blank section on side two of the award letter, sign, and return the letter to the Financial Aid Office. The student will keep the second copy of the letter for his/her records.

If the student received scholarships, stipends, or other aid/awards that are not listed on the award letter the student should list the aid on the award letter or a separate sheet of paper and return it to the school financial aid office. The students award letter requires the student to inform the school of money or aid the student receives that is not listed on the student's award

notification. If the student receives money from other sources at any time during the year the school may have to reduce the award as appropriate according to the federal student aid guidelines.

ESTIMATED AWARDS / REVISED AWARDS

The award letter lets the student the status of their financial aid applications. If the students award is not finalized, "ESTIMATED AWARDS" will appear on the student's award letter. The "ESTIMATED AWARDS" indicates the student's application for financial aid at Morgantown Beauty College is incomplete or being reviewed. Until this review of the student's application is complete, institutional charges such as tuition, fees, and room and board will be deferred. Additionally, award amounts can change upon the review and/or Verification process has been completed.

DISBURSEMENT OF FUNDS

The student's statement will show an anticipated credit for a federal student loan if the student has applied for a loan prior to the last six weeks and if the student qualifies according to federal regulations. If the credit does not appear, it is because the school has not yet been informed that the student's loan was approved. If a federal subsidized or unsubsidized Safford Student Loan was suggested in the student's award letter, the loan should already be automatically approved if the student has signed a Master Promissory Note (MPN) within the last 10 years.

If the student has not yet submitted their Mastery Promissory Note or loan application, do immediately by completing the form at: www.studentaid.gov

The initial financial aid application process can take up to six weeks and credit cannot be extended until your MPN is received and your loan is approved. All student loan funds are sent directly to the Financial Aid Officer by electronic funds transfer (EFT). When the school receives the student's EFT, the school will automatically credit the student's account if the student meets the eligibility requirements. If the student chooses to cancel a loan or loan disbursement received by EFT, the students must inform the school. You can also do so by completing a "Request to Return Loan Funds" letter and mailing it to the Financial Aid Officer.

If the school receives a cancellation request *later* than the first day of the payment period or within fourteen (14) days after the date the school sent payment to the student or the students parent notice explaining the students right to cancel, the school must cancel the loan and return the loan proceeds to the holder of the loan. Students who have received lender approval on a private loan may take credit for such a loan if a credit is not already included on the student's statement by completing the payment worksheet and returning it with your payment. If a student chooses to cancel or reduce an approved loan before the school receives the funds, the student must contact the lender directly.

Federal Parent PLUS Loans for Undergraduate Students are co-payable to the College and the parent. If the funds are disbursed as a check, the check will be forwarded to the student's parent for signature. Upon return of the endorsed PLUS loan, the check will be credited to your account. Please note that the College does not extend credit for the Parent PLUS loan until your lender officially approves it.

Loan funds will be used to pay all institutional charges, including prior minor term balances with written authorization from the student as long as payment of the prior term balance allows for the current term charges to be paid.

Please respond to notification letters quickly. Any temporary credits extended to a student against an anticipated loan will expire within thirty (30) days of the term. If the student applied this credit against their charges on their Statement of Account and the check is not received and endorsed within thirty (30) days, or funds to be received by electronic transfer are not received and applied to the account within three (3) business days of receipt, the student will be charged interest at a rate of 12% per year. Students who do not complete registration on a timely basis are at risk of having their loan funds returned to their lending institution and will have to start the loan process over again. Students may check on the status of their student

loan(s) by calling the Financial Aid Officer at (304) 292-8475.

RETURN OF TITLE IV FUNDS

The Higher Education Amendments of 1998 established the Return of Title IV aid provisions. Morgantown Beauty College will implement the Return of Title IV Funds effective July 1, 2006. A Return of Title IV Funds calculation must be performed for students who receive Title IV funding who completely withdraw from a payment period.

Official withdrawal occurs when the student notifies in writing to be withdrawn from all classes. Unofficial withdrawals occur when the student ceases attending their classes. The withdrawal date for the student who did not officially withdraw is the midpoint of the payment period or later if documented by Morgantown Beauty College. The student may owe Morgantown Beauty College or the Department of Education. Upon written request from the student the Financial Aid Officer will provide the procedure and protocols for returning Title IV funds.

Return of Title IV Funds: An explanation in brief for the Return of Title IV Funds is as follows

1. The examination of the percentage of the payment period of enrollment the student completed will be determined. If the student completed more than 60% of the period, the student earned 100% of the aid for the that period. If the student completed 60% or less of the period, the percentage the period completed is the percentage of aid earned. For clock-hour programs, the percentage of the period that the student completed is calculated using the hours earned by the student in the payment period divided by the number of hours in the payment period.

2. To determine the amount of the earned aid will be multiplied by the total awarded Title IV aid for which the student qualified for by the percentage of time enrolled.

3. To determine the amount of Title IV Funds to be returned subtract earned aid from aid that was disbursed. If the aid that has already been disbursed is greater than the earned aid, the difference must be returned. If the aid already disbursed is less than the earned aid, the student may receive a post-withdrawal disbursement for the difference. Notification of a post-withdrawal disbursement will be sent in writing to the student (or parent for a PLUS loan) and a response accepting the funds must be received by Morgantown Beauty College within fourteen (14) days. Post-withdrawal disbursements may be credited to outstanding tuition and fees without permission, be credited to other outstanding current year institutional charges which the student or parent previously authorized, be credited to other current year institutional charges, or be a credit for minor prior year charges. A second or subsequent loan disbursement cannot be made as a post-withdrawal disbursement.

4. To determine the responsibility for returning unearned aid Morgantown Beauty College's share of unearned aid is the lesser of the total amount of unearned aid or an amount equal to the institutional charges multiplied by the percentage of aid unearned. The student's responsibility is equal to the total amount of unearned aid minus the school's responsibility. There are two specific rules for the student's responsibility. If the student's portion of unearned aid is a loan, no further action is required other than notification to the holder of the loan of the student's withdrawal date. The terms and conditions of the loan take care of the repayment. If the student's portion of unearned aid is a federal grant, the student returns no more than 50% of the amount received for the payment period. A student who owes an overpayment will retain eligibility for Title IV program funds for forty-five (45) days from the earlier of the date the institution sends a notification to the student of the overpayment, or the date the institution was required to notify the student of the overpayment.

5. During the forty-five (45) days, the student may take action that can continue eligibility for Title IV funds. The student may repay the overpayment in full to the institution, the student may sign a repayment agreement with the institution, or the student may sign a repayment agreement with the Department of Education. If a student does not take one of these three actions during the 45-day period, the student becomes ineligible for Title IV funds.

Morgantown Beauty College notifies the National Student Loan Data System (NSLDS) of the overpayment. Academic transcripts will be withheld, and the student will not be permitted to re-register at Morgantown Beauty College until the overpayment is paid.

6. Morgantown Beauty College must return the unearned aid for which the school is responsible back to the Title IV programs in the order specified by law. The order for the Return of Title IV Funds by the school is: (1) Unsubsidized Federal Direct Loan, (2) Subsidized Federal Direct Loan, (3) Federal Direct Unsubsidized Direct Loan, (4) Federal Direct Subsidized Direct Loan, (5) Federal Perkins Loan, (6) Federal Plus Loans, (7) Direct Plus Loans, (8) Federal Pell Grant, (9) Federal SEOG, and (10) any other Title IV program funds.

INSTITUTIONAL REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

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

1. An applicant is not accepted by the college. The applicant shall be entitled to a refund of all monies paid except a non-refundable application fee of $100.00.

2. A student (or legal guardian) cancels his/her enrollment in writing (via certified mail or email) within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded except a non-refundable application fee of $100.00, regardless of whether or not the student has actually started classes.

3. A student cancels his/her enrollment in writing (via certified mail or email) after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school except for $50.00 of the non-refundable application fee.

4. A student notifies the institution of his/her withdrawal in writing (via certified mail or email).

5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

6. A student is expelled by the school. Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days.

7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark date of mailed written notification, the date the student sends email notification, or the date written notification is delivered to the school administrator or owner in person

8. If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall provide a full refund of all monies paid within 45 days of notice if course and/or program cancelation.

9. If the college cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide a pro rata refund within 45 days of notice to the student or resume teaching the course and/or program within 30 days of notice to the student

10. If the college closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school will provide a pro rata refund.

11. A student's account may be sent to collections for nonpayment. All collection procedures will reflect ethical business practices. Collection correspondence regarding cancellation and settlement from the College or any bank, collection agency, attorney, or other third party representing the College will clearly acknowledge the existence of the College's Withdrawal and Settlement Policy. The College's accrediting agency's name will not be used in collection efforts.

All refunds are based on actual hours. The following refund table distribution is used for all students due a refund. Upon withdrawal, drop or termination, a student may owe tuition or be entitled to a refund based on the actual hours attended:

PERCENTAGE OF ACTUAL TIME ATTENDED TO TOTAL LENGTH OF COURSE/PROGRAM	TOTAL TUITION OWED TO SCHOOL
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

Students who withdraw or terminate prior to course completion are charged a withdrawal fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and student's enrollment agreement.

ATTENDANCE TIME

Attendance time is the time elapsed between the starting date of the program for which the student enrolls and the date upon which the student last attended classes.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy (SAP Policy) is consistently applied to all students at Morgantown Beauty College. It is printed in the handbook/catalog to ensure that all students receive a copy prior to enrollment. The school handbook/catalog is available for viewing and download at www.morgantownbeautycollege.edu. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS), the federal regulations established by the United States Department of Education, the U.S. Dept. of Veterans Affairs, and the West Virginia Board of Barbers and Cosmetologists.

EVALUATION PERIODS

Each program utilizes an academic year of 900 clock hours to be completed in twenty-six (26) academic weeks. Students are evaluated for Satisfactory Academic Progress at the end of each evaluation period. The evaluation at the conclusion of the program will be omitted. All evaluations must be completed within seven (7) school business days following the established

evaluation periods.

SATISFACTORY ACADEMIC PROGRESS EVALUATIONS PER ACTUAL CLOCKED HRS	
On Campus Programs of Study	
Cosmetology	**Total: 1800 hours / 52 weeks / 35 hr/week**
1st Evaluation Period Ends	450 hours and 13 weeks
2nd Evaluation Period Ends	900 hours and 26 weeks
3rd Evaluation Period Ends	1350 hours and 39 weeks
Hairstylist	**Total: 1000 hours / 30 weeks / 35 hr/week**
1st Evaluation Period Ends	450 hours and 13 weeks
2nd Evaluation Period Ends	900 hours and 26 weeks
Esthetics	**Total: 600 hours / 20 weeks / 30 hr/week**
Evaluation Period Ends	300 hours and 10 weeks
Massage Therapy	**Total: 625 hours / 24 weeks / 27 hr/week**
Evaluation Period Ends	312.5 hours and 12 weeks
Nail Technology	**Total: 400 hours / 12 weeks / 35 hr/week**
Evaluation Period Ends	200 hours and 6 weeks

SATISFACTORY ACADEMIC PROGRESS EVALUATIONS PER ACTUAL CLOCKED HRS	
Distance Learning Programs of Study	
Cosmetology Distance Learning	**Total: 1800 hours / 52 weeks / 35 hr/week**
1st Evaluation Period Ends	450 hours and 13 weeks
2nd Evaluation Period Ends	900 hours and 26 weeks
3rd Evaluation Period Ends	1350 hours and 39 weeks
Hairstylist Distance Learning	**Total: 1000 hours / 30 weeks / 35 hr/week**
1st Evaluation Period Ends	450 hours and 13 weeks
2nd Evaluation Period Ends	900 hours and 26 weeks
Esthetics Distance Learning	**Total: 600 hours / 25 weeks / 24 hr/week**
Evaluation Period Ends	300 hours and 12.5 weeks
Massage Distance Learning	**Total: 625 hours / 24 weeks / 27 hr/week**
Evaluation Period Ends	312.5 hours and 12 weeks
Nail Technology Distance Learning	**Total: 400 hours / 12 weeks / 35 hr/week**
Evaluation Period Ends	200 hours and 6 weeks

*Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by the midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the hours accrued by the total number of hours scheduled. At the end of each evaluation period, the college will determine if the

student has maintained at least 80% cumulative attendance since the beginning of the course. Maintaining the 80% cumulative attendance rate ensures the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time, which is 125% of the course length, allows for students to complete each course at satisfactory academic progress is stated below:

MAXIMUM HOURS

PROGRAM	MAXIMUM HOURS
Cosmetology – 1800hrs	2250
Cosmetology Distance Learning – 1800hrs	2250
Hairstylist – 1000hrs	1250
Hairstylist Distance Learning – 1000hrs	1250
Esthetics – 600hrs	750
Esthetics Distance Learning – 600hrs	750
Massage Therapy – 625hrs	781.25
Massage Distance Learning – 625hrs	781.25
Nail Technology – 400hrs	500
Nail Technology Distance Learning – 400hrs	500

Students who have not completed their course within the maximum timeframe shall be terminated from the program. The student would have the option to re-enroll on a cash-pay basis following college's admissions policy and re-enrollment procedure.

ACADEMIC PROGRESS EVALUATIONS

The qualitative method used to determine academic progress that measures grades as determined by assigned academic learning tasks. Students are assigned academic learning theory-based modules and a minimum number of practical skills experiences. Academic learning is evaluated during and after each module's unit of study. Practical skills assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the practical skills performance does not meet satisfactory requirements, it is not counted, and the practical skills performance must be repeated. At least two comprehensive practical skill evaluations will be conducted in the course of study. Practical skills are evaluated according to required procedures found within the curriculum. Students must maintain a minimum cumulative academic average of 75% to be considered maintaining satisfactory academic progress. Students must take and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following grade scale:

93% – 100%	EXCELLENT
85% – 92%	VERY GOOD
75% – 84%	SATISFACTORY
74% and below	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at satisfactory academic progress evaluation points are considered to be making SAP until the next scheduled evaluation. Students will receive a digital copy (via email) of

their Satisfactory Academic Progress determination for each evaluation period. Students deemed not maintaining Satisfactory Academic Progress will lose their Title IV Funding eligibility, unless the student is on warning or appeal approval resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has not met both the attendance and academic requirements, they may be placed on probation (if the student meets all the criteria for probation status, please refer to the "Probation" section of this policy). The student will be ineligible to receive Title IV funds and/or Veteran's Education Benefits unless the student successfully appeals the determination and meets all conditions for probation described in the "Probation" section of this policy.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and attains appeal approval. Students can attain appeal approval by either being able to mathematically achieve satisfactory academic progress by the next evaluation or are placed on an academic improvement plan which allows for the achievement of SAP standards within the student's maximum time frame. Students placed on an academic improvement plan must be able to meet requirements set forth in the academic improvement plan by the end of the next evaluation period. Students who are progressing according to their specific academic improvement plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. ***If at the end of the probationary period, the student has not met both the attendance and academic requirements required for satisfactory academic progress or by the academic improvement plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will NOT be deemed eligible to receive Title IV funds and/or Veteran's Education Benefits.***

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

For a student to re-establish satisfactory academic progress and Title IV aid or Veteran's Education Benefits, as applicable, the student must meet the minimum attendance and academic requirements by the end of the warning or probationary period. ***Those students who remain in unsatisfactory progress status during the remainder of their attendance in the course in which they are enrolled will be allowed to complete the program with private pay cash payment plan.***

INTERRUPTIONS AND WITHDRAWALS

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

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) calendar days. Reasons for which students may appeal a negative progress report include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the Director of the college describing why they failed to meet satisfactory academic progress standards, along with

supporting documentation of the reasons why the determination should be reversed. The information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student's file. If the student's appeal is approved and the conditions stated in the Probation section are met, the student will be placed on probation and eligibility for Title IV financial aid will be reinstated, if otherwise eligible.

Documentation for extenuating circumstances will be accepted from the following sources: Law Enforcement Officials, Medical and Surgical Professionals, Legal Aid Attorneys, Department of Human Services, or information documented by newspapers or other sources providing valid information on the student's circumstances.

TRANSFER HOURS AND SATISFACTORY ACADEMIC PROGRESS

Regarding the Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP Evaluation periods are based on contracted hours at the institution.

COURSE INCOMPLETES, REPETITIONS AND NONCREDIT REMEDIAL COURSES

Course incompletes, repetitions and noncredit remedial courses do not apply to this institution. Therefore, these items have no effect upon the college's satisfactory academic progress standards.

GRADE APPEAL POLICY

Any individual student may appeal any grade given in an individual subject. If the student is under the age of 18, the parents or guardian may accompany the student at the instructor's discretion. The procedure for appeal of any grade is as follows:

A. A student may appeal a grade within ten (10) days of receipt of an individual subject grade. If an appeal is not submitted within ten (10) days, the decision is not reversible.
B. The first appeal shall be upon verbal notice to the instructor by the student. The instructor shall review the grade with the student, documenting the review with the student, setting forth aspects considered in the resulting grade given to the student for the individual subject.

If the grade dispute is not settled between the student and instructor, then the student may appeal the instructors' decision as follows:

1. Students must, within ten (10) days of review with the instructor, submit an email to the Administration to review the grade. The student must give the date of review of the grade with the instructor, the instructor's name, and the program in which the grade was received.
2. The procedure must be documented by Administration and returned to the instructor as an advisement of the outcome of the review by Administration. Administrationkathy shall review the comments made by the instructor in the conference with the student. This review is only a paper review and must include all the factors considered by the instructor in assigning the individual student grade, as well as consideration given to the explanation provided to the student in the first appeal review.
3. After the hearing, the decision of Administration will be conveyed to the student within five business (5) days. This decision is final. All decisions made will be put in writing and placed in the student's academic file under discipline.
4. Make-up work: When assigned work is not submitted on time, a grade of "I" (Incomplete) will be given. This will only apply if extenuating circumstances prevented the student from timely completion of the assignment. If assigned work is then submitted within one week of the due date, a grade on the work will be issued. Incomplete work not submitted within one week will result in a failing grade on that assignment.

TESTING POLICY

1) Students are allowed to take a test as many times as they need until they pass (75% or higher).
2) ALL grades, even the ones students fail, will be recorded.
3) Students can retake the same exam twice the same day, but if they fail the second time, they have to wait at least until the next day.
4) When a student takes a test and receives a 75% or higher, that is the standing grade. They are NOT allowed to retake a test to get a higher score. Retakes are only for the students that fail the first time, 74% or lower.

LAST DAY OF ATTENDANCE POLICY

All graduating students from all programs will be open in Shortcuts to take clients, including their last day of attendance ("Graduation Day"). Students are required to keep their Student Kit in school until they clock out for the last time. Refusing clients is subject to suspension/termination. Students will be responsible for cleaning up their station and removing all writings/decorations from their mirrors/stations prior to clocking out for the last time. Students are permitted to wear casual attire on their last day of attendance or wear their uniform. Anyone who is not properly dressed might be sent home to change clothes, if in doubt, ask beforehand.

ATTENDANCE RULES AND REGULATIONS

Tardiness: As a courtesy to fellow students, staff, and customers, please be on time for all classes. Students are to arrive at the College no later than 8:20 am. Students who arrive after 8:30 am will be sent home until the next day. Distance Learning students won't be allowed to join their Distance Learning class after 8:40 am. If students email prior to that day they may come in late with a doctor's, dentist, court, etc. excuse. If there is an accident on the interstate, they may come in late. If there is snow/ice, they may come in late. Every student gets one pass to come in late. Poor road conditions and bad weather will be taken into consideration for tardiness. If you are going to be late for any scheduled class, the student should notify Morgantown Beauty College by e-mail to their instructor and administration@morgantownbeautycollege.edu

Lunch break: Esthetics, Esthetics Distance Learning, Nail Technology, Nail Technology Distance Learning, Massage Therapy and Massage Distance Learning students are allowed a thirty (30) minute lunch break. All other programs receive one (1)-hour lunch break. All students are required to clock out for lunch and on their return clock back in. Tardiness from lunch is considered unexcused time and is subject to make-up charges. If a student fails to return from lunch within 60 to 90 minutes, then the student will not be permitted to return to school that day unless an acceptable excuse can be presented. Students must notify at least one day prior if they expect to be late from their lunch break with valid supporting documentation.

Absences: Students are expected to attend each scheduled class. The minimum acceptable level of attendance is, at least, 80% of their contracted time. The College and the State Board monitor monthly attendance. A student whose absences exceed 20% is subject to dismissal from the College. For the purposes of determining the level of attendance, only the days contracted are counted. Unexcused time includes, but is not limited to, extended lunch and phone breaks.

VALID REASONS FOR ABSENCES

A medical excuse for the student, court appearance, or a death in the immediate family are all valid excuses for absences. The immediate family includes father, mother, child, sibling, grandparent, or spouse. When a student is aware in advance that an absence is necessary, he/she must inform via email to their instructor and College Administration administration@morgantownbeautycollege.edu

If prior arrangements are not made and the student will be absent the student must send an email including supporting

documentation and a picture of their student portal to their instructor and Colle Administration administration@morgantownbeautycollege.edu. Documentation of excused absences will be filed in the student's permanent record. Such documentation is required within seven (7) days from the student's date of return to class. Unexcused absences may result in additional tuition charges. Students who miss scheduled Saturdays will lose breaks for one week. Students who have unexcused absences the day before or the day after a holiday will be suspended for three (3) days.

The unexcused tuition charge is $20.00 per hour missed. Unexcused time must be paid monthly, in addition to any regular tuition payments. If a Cosmetology or Cosmetology Distance Learning student completes each academic year as scheduled, they will be refunded any unexcused charges for that academic year. Hairstylist, Hairstylist Distance Learning, Massage Therapy, Massage Distance Learning, Esthetics, Esthetics Distance Learning, Nail Technician and Nail Technician Distance Learning students must complete their program by their contracted graduation date. Any make-up fees submitted to the College will be refunded to the student or will be applied to any outstanding fees owed to Morgantown Beauty College or returned to your student loan within forty-five (45) days.

Fiscal Counseling

- If a student account balance becomes excessive due to unexcused missed time the student will be given an invoice with the current amount owed and will have 15 calendar days to make payment arrangements.

Contact Information for Absences: Please note failure to contact the College may result in non-acceptance of documentation for an otherwise excused absence.

- Instructor
- Administration (administration@morgantownbeautycollege.edu)

LEAVE OF ABSENCE POLICY

All students must follow Morgantown Beauty College's policy in requesting a Leave of Absence (LOA). A LOA may be granted if a severe medical emergency or unforeseen circumstances prevent the student from attending and necessitates a lengthy absence.

To request a LOA the student must:

1. Send a written request in advance to the Director via email at director@morgantownbeautycollege.edu and Assistant Director at technical@morgantownbeautycollege.edu including the reason for the student's request.
2. Student must **complete and sign** a Leave of Absence request form including corresponding documentation, all documents will be kept in the student's file.

Morgantown Beauty College may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, the institution will document the reason for its decision and will collect the Leave of Absence request form from the student at a later time. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend class.

While a student is on leave, all financial aid monies are frozen or, in some cases, must be canceled until the student returns to school. Morgantown Beauty College will not assess any additional charges as a result of the LOA. A student granted a LOA is not considered to have withdrawn, and no refund calculation is required at that time.

Financial aid regulations have set forth a maximum time frame for a leave of absence. No leave can be granted beyond the maximum time frame of 180 days in any 12-month period. *Please note a student will not be granted a LOA if the LOA together with any additional LOAs previously granted exceeds a total of 180 calendar days in any 12-month period.*

There must be a reasonable expectation that the student will return from the LOA. Approval of the student's request for a LOA is in accordance with the school's policy. Morgantown Beauty College will extend the students' contract period by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment will appear in an addendum to the enrollment agreement and must be signed and dated by all parties.

A student who takes an unapproved leave of absence or does not return by the expiration of an approved leave of absence will be withdrawn from Morgantown Beauty College. Because the College is required to take attendance, the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. Any personal possessions or equipment left behind by the student will be disposed of as the College finds necessary.

EXIT POLICY

Administration will assist students with the FAFSA exit counseling. Students will also need to make sure they schedule time with Administration to complete the information update and other exit surveys.

PREGNANCY POLICY

Morgantown Beauty College is committed to supporting all students, including those who are pregnant or experiencing pregnancy-related conditions. Our policy aims to ensure that pregnant students receive appropriate accommodations and maintain their academic progress.

Notification and Accommodation:

- Notification: Students who are pregnant or experiencing pregnancy-related conditions are encouraged to inform the College as soon as possible to facilitate necessary accommodations.
- Medical Documentation: Upon notification, students may be required to provide medical documentation from their healthcare provider outlining any restrictions or special considerations.
- Accommodations: Reasonable accommodations will be provided based on individual needs and medical recommendations. These may include:
    - Adjusted schedules or extended deadlines
    - Excused absences for prenatal appointments or medical care
    - Access to comfortable seating or rest areas

Leave of Absence:

- Pregnant students who need to take a Leave of Absence (LOA) due to medical reasons related to pregnancy or childbirth must comply with the LOA request policy as outlined in this Catalog.

Non-discrimination:

- Morgantown Beauty College prohibits discrimination or harassment based on pregnancy or related conditions. Any concerns or complaints should be reported to the college for prompt investigation and resolution.

- By implementing this policy, Morgantown Beauty College aims to create a supportive and inclusive environment for all students, ensuring that pregnancy does not hinder their educational journey.

PARENT CONCERN POLICY

Students over the age of 18 must provide written permission to the College to discuss their information with their parents. For parents who seek to express concerns they must send an email to the Director (director@morgantownbeautycollege.edu) and Assistant Director (technical@morgantownbeautycollege.edu) and list their concerns. Please allow ten (10) business days for a response.

ACCEPTABLE CONDUCT STANDARDS

The rules and regulations listed below form the basis for standards of conduct in the world of professional personal services. Students at the Morgantown Beauty College are expected to always abide by these rules and to conduct themselves in a professional and ethical manner. When a student has violated any standard contained in this section, the student will receive acknowledgement of the violation.

1. General Student Conduct Policy

    a. No eating or drinking is permitted outside designated areas. Students are expected to remove personal items and debris from College premises, including classrooms, clinic, and lounge areas.
    b. Smoking/vaping is prohibited on the College premises.
    c. Only emergency telephone messages are given to students. Students should not be contacted during college hours for personal matters. If phone use is necessary during college hours, then the student must first clock out and then clock back in.
    d. No outside electronic devices are allowed while in the college such as: cell phones, tablets, or any other personal electronic devices.
    e. Students are expected to follow programs of study as designed by the instructors. During school hours, it is the student's responsibility to be involved in the study of Cosmetology, Nail Technology, Esthetics, or Massage Therapy by working on customers, mannequins, or assignment sheets, but not on home assignments.
    f. Students should use the College facilities quietly while classes are in session.
    g. Students shall comply with the College's Compliance Statement as it pertains to prohibition of sexual harassment and any discriminatory acts directed against other students, staff, faculty, and/or clients.
    h. Students shall provide all services to any client desiring to engage in or have any service performed. Refusal to perform any service will result in immediate suspension and possible withdrawal from the College.

2. Personal Appearance Policy

    a. Students are always expected to pay attention to personal appearance. Daily bath or shower, use of deodorant and mouthwash, regular hours of rest and exercise. Students should be careful of strong foods, beverages, perfumes, or cigarettes that cause disagreeable breath odors that may offend clients. Students are to come with their hair and makeup done and be ready to start the day. No doing hair or makeup at the student's station in the morning.
    b. Clothing Parameters and Criteria: All clothing worn on the college premises must be in good taste.
        - Students must furnish their own uniforms
        - No sandals, jeans, or T-shirts (exceptions college logo Wear)
        - Keep jewelry to a minimum
        - No clothing with graphics or logos except college logo wear.
    c. All Esthetics/Esthetics Distance Learning/Massage Therapy/Massage Distance Learning students are to stay in uniform until 2:50 pm and the rest until 4:20 pm (If they need to change early to accommodate a work schedule, they must provide the College with a written excuse from their employer).
    d. Uniform for Cosmetology, Hairstylist, and Nail Technology Students:

- All black scrubs.
- No aprons, unless giving a chemical service.
- Black closed-toe shoes.
- Black smock in clinic classroom (optional).
- Winter: Long-sleeve black crew neck shirt under black scrub top. Solid black sweatshirts or sweaters are ok. No graphic/logos.
- Nails must always be well-groomed.
- Make-up must be neat and professional.
- Nail Technology Students: Absolutely NO nail enhancements while enrolled. This includes acrylics, GelX, tips, or any polishes. You must have your nails clean of polish/lacquer and free of any false enhancements to perform services on yourself and fellow classmates during practical workshops.

e. Uniform for Esthetics Students:
- All gray scrubs.
- White closed-toe shoes.
- Gray jacket (optional).
- Winter: solid white long sleeve crew neck shirt or turtleneck to be worn under scrub. Solid gray sweatshirts or sweaters are ok. No graphic/logos.
- Nails must be always short and well-groomed.
- Make-up must be neat and professional.
- Hair must be pulled back while working on clients.
- No bracelets or anything that comes into contact with clients.
- Nails, if enhanced, must be short & professional. Nails cannot surpass the fingertip.
- No "dangling jewelry" OR permanent jewelry enhancements. These implements cannot be properly disinfected.

f. Uniform for Massage Therapy Students
- All navy-blue scrubs.
- Black closed-toe shoes.
- Winter: solid white long sleeve crew or turtleneck shirt under scrub. Solid dark navy-blue sweatshirts or sweaters are ok. No graphic/logos.
- Nails must be always short and well-groomed. No artificial nails.
- Make-up must be neat and professional.
- Hair must be pulled back while working on clients.
- All arm and hand jewelry must be removed when working on clients.

g. Personal beauty work at the College will be allowed only if instructor has given permission and the receptionist clears the time. If the service is not a demonstration, then the cost will be at the discretion of Morgantown Beauty College.

3. Professional Conduct Policy

a. The professional Cosmetologist and Massage Therapist always cultivate a well-modulated voice and courteous manner. Talking too much is as discourteous as failing to participate in a conversation.

b. The client should be addressed by courtesy title, (i.e., Mr., Mrs., Ms., or Miss) and last name, and they should receive the Cosmetologist's, Esthetician's, Nail Technician's, and Massage Therapist's full attention. In greeting the client at the front desk, each student is required to express a proper greeting. Gossip and discussion of personal topics are not in good taste is a business setting with clients or with colleagues in the presence of client. The client's wishes must always be respected. If clients are addressed rudely, students will be given a written warning for bad conduct. Personal problems are not to be discussed during class business hours.

c. Representatives of various state agencies are honored guests of the College and are entitled to the utmost courtesy.
d. Visits by parents and/or guardians, spouses, significant others, children, or any visit of a personal nature is excluded.
e. An instructor must check all work before allowing the client to leave.

4. Workstation Sanitation Policy

a. The State Board requires that each student clean his or her personal workstation including chair, mirror, drawers, and equipment thirty minutes prior to leaving at the end of each day. The College also expects that the student will keep the workstation clean and neat during training hours. No personal belongings should be at the workstation. The station will be left empty at the end of each day. All kits and materials are the property of the College until you have fulfilled your financial obligation. Nothing is to leave the building except for homework assignments.
b. Prior to each use, including but not limited to, equipment and instruments, must be disinfected prior to being used on clients and mannequins.
c. Students will regularly be assigned a clean-up duty, which services as part of their decontamination and sanitation grade. These assigned tasks must be completed promptly and efficiently and can be found on clean-up cards at the front desk.
d. Students are not permitted to leave the building until they have clocked out. All students must stay at their station on the clinic floor until dismissed by the floor instructor.

GROUNDS FOR TERMINATION FROM MORGANTOWN BEAUTY COLLEGE

The dismissal or termination of a student may occur at the discretion of the Morgantown Beauty College on any and/or all of the following grounds:

1. Insubordination to any and/or all the College's administrative staff, instructors, and/or employees.
    a. Insubordination is defined as a student's defiant refusal to accept or comply with the rules and regulations of the College and an expressed disrespect to the College's faculty, instructors, staff, and/or administrators.
2. Failure and/or refusal to comply with all rules and regulations of the College.
3. Failure and/or refusal to cooperate with any and/or all instructors, and/or administrators of the College that impairs or impedes the student's ability to reasonably complete the program.
4. Refusal and/or failure to comply with State Board Regulations.
5. If a student incurs fourteen (14) consecutive days absence
6. If a student is written up for a third offense for disregarding the following:
    a. Any professional conduct requirement
    b. Any ethical conduct requirement
    c. Any failure to abide by any of the reasons set forth herein-above

    Then the student may be immediately terminated, involuntarily, from the College program. This does not relieve students of financial obligation for outstanding fees, tuition, etc.
7. In certain cases of serious misconduct by an individual student, that student may, upon the discretion of the College administrators, be immediately expelled from the College program. This does not relieve students of financial obligation for outstanding fees, tuition, etc.
8. All students are expected to comply with the provisions of the Acceptable Conduct Policy contained in this handbook. Failure and/or refusal to comply with these provisions will result in disciplinary action and/or immediate expulsion. Tuition refunds of any dismissal/termination, whether voluntary or involuntary, are outlined in the College Handbook. Dismissal and/or termination do not relieve a student of his or her obligations under the Enrollment Agreement.

9. Any unpaid balances are grounds for termination of a student from Morgantown Beauty College.
10. Students who withdraw or terminate prior to course completion are charged a withdrawal fee of $150.00.

PROGRAM CHANGES

If a student wants to change their program of study they will have to send an email to director@morgantownbeautycollege.edu A refund calculation will be undertaken, and the student will be responsible for any balance due as a result of the withdrawal from the original program plus a $250.00 contract change fee.

STUDENT COMPLAINT PROCEDURE AND POLICY

Effective August 1994, each accredited institution is required to have an internal complaint or grievance. Students must comply with the filing of the complaint or grievance with the College before submitting a complaint to the National Accrediting Commission of Career Arts and Sciences or the West Virginia High Education Policy Commission. Public complaints against Morgantown Beauty College on social networking sites are considered slander and will be treated accordingly.

Complaint forms are available to students and can be accessed on their iPads or requested one in the Admissions office. The procedure for filing a complaint or grievance is as follows:

1. A student wishing to make a complaint should email their class instructor to attempt to resolve the complaint.
2. If unresolved, the student should complete and email a complaint form to the Director. The complaint must include a detailed statement of the allegations and a screenshot of the students' portal showing the students name, hours completed to date, and program of study.
3. A designated College representative shall meet with the complainant within ten (10) business days of receiving the complaint form. If the issue cannot be resolved through discussion with the complainant, the complaint will be referred to a Committee of College Administrators and Instructors.
    a. The Complaint Committee shall be comprised of at least three individuals of the following categories: College's Director, Instructor, Financial Aid Director, Administrative Assistants, or a student.
4. The Complaint Committee will meet within twenty-one (21) calendar days to review the complaint.
5. If additional information is needed, the Committee will request it in writing from the complainant.
6. If the Committee does not need additional information at the expiration of the twenty-one (21) calendar days, the Committee should take measures to address the complaint or respond in writing with supporting documents to show that the allegations are not warranted or are not based on facts.
7. After the Committee's review, the complainant may then proceed to have their complaint or grievance reviewed by the accrediting agency. The name of the Cosmetology and related fields accrediting agency is:

    National Accrediting Commission of Career Arts & Sciences
    3015 Colvin St.
    Alexandria, VA 22314

    The complaint must include a statement that they are pursuing the complaint or grievance to the accrediting agency for that procedure. The complainant's statement to the accrediting agency requesting review should also indicate that the complainant has exhausted their attempts to resolve the complaint through the College's complaint process prior to filing of a complaint with the accrediting agency.

8. The College maintains all written records of complaints filed for a period of two (2) complete accreditation cycles.

JOB PLACEMENT ASSISTANCE

The Morgantown Beauty College provides job search assistance for its graduates. This service is handled on a local basis to

place each graduate in a position proportionate with his/her skill development. The graduate is still responsible for seeking job openings, sending resumes, preparing for job interviews, and engage in general practices customarily done to obtain employment. Graduates can generally expect a placement; however, the level of employment obtained and the likelihood of obtaining employment are heavily dependent upon the student's job search efforts and the establishment of a positive reputation created while in the college. The college's placement assistance should not be interpreted to be a guarantee of employment for the student upon graduation.

EYELASH EXTENSIONS CLASS

An eyelash extension class will be provided to Cosmetology, Cosmetology Distance Learning, Esthetics and Esthetics Distance Learning students. Students must have at least 85% attendance and 85 GPA to be eligible for this class. Students who complete this class will receive a certificate of completion attached to their official transcript after they graduate.

SALON VISITS POLICY

We are required and encouraged to take Morgantown Beauty College students, from all programs to a salon/spa visit.
Any instructor that has taught a business class and would like to give our future professionals an opportunity to visit potential employers is welcome to participate.

Pre-Visit

At least four to six weeks prior to the proposed visit, the instructor must notify the Assistant Director of the date, time, and place. They will communicate with the designated contact person at the Salon for potential days and times.

In the meantime, a list of students should be submitted to check attendance and GPA, rendering them eligible to attend the event. Each instructor will have their students create an updated resume, including all technical, soft skills and previous employment skills that will transfer into possible career opportunities. The resume will be looked over by the instructor and the Assistant Director.

If changes are needed the student will be notified.

The student should take a hard copy as well as a digital copy of their resume, pre-made business cards and a list of five questions to be asked or discussed by the Salon or Spa.

Uniforms are to be clean with no color, lightener, or oil stains. If needed the College will keep a set of t-shirts that can be borrowed in the Admissions office (check for availability), they will have a check out sheet to track who borrowed a shirt. When returned, shirts should be laundered and folded.

Group/Individual photo (with permission)

- A group photo of the students, instructor, the salon/spa representative with their logo, is requested to be posted on College's social media sites.
- Any student photos during tours, demos, etc. should be clear, have everyone in frame, showcase engagement: students looking at the presenter asking questions, taking notes, etc.
- If possible, take 5 different photos per trip.
- If videos are taken, show students following the salon rep during the tour, students listening to and/or engaging with the presenter or watching a demo.
- Show the host company's facilities, décor, and their company logo.
- Taking several 1-3 second video clips of these types of things can easily be pieced together into an appealing video showcasing our students, the host company, and show casing the possibility of job placement opportunity. All videos

can be edited.

- Be conscious of the subject matter, the background and what is in the frame of the pictures and/or videos. Exhibit interaction with our students, enjoyment, and our MBC brand as well as the host salon/spa.

POLICY ON STUDENT ACCESS TO FILES

Students, parents and/or guardian of dependent minors have the right to request access to the individual student's files, review the student's educational record, ask for a review of the student's educational record, or ask for an amendment to the records. The student, parent and/or guardian of the student must make this request via email (administration@morgantownbeautycollege.edu) at least seven (7) days prior to the date requested for file review. Records will be made available on an appointment basis only and under the supervision of the Administrator of the College.

POLICY ON RELEASE OF INFORMATION

Personal identifiable information about a student will not be released to a third party without written consent of the student with the following exceptions:

1. To other college officials with legitimate educational grounds for needing information;
2. To officials of another college where the student has begun the enrollment process ;
3. To authorized representatives of the Comptroller General of the United States, the Secretary of Education, or state or local education authorities;
4. When the information is required to determine eligibility for financial aid or to enforce the terms and conditions of such aid;
5. To organizations conducting studies for educational agencies or institutions to develop, validate, or administer tests, administer student aid programs, or improve instruction. No personally identifiable information will be released except to representatives to the organization. The information provided to the organization will be destroyed when no longer needed for the student;
6. To an accrediting agency carrying out accrediting functions for the College;
7. To comply with a judicial order of subpoena; or
8. To meet an emergency involving the health and safety of the student.

If a student desires for the College to release information to another institution as set forth in this section, all tuition, fees, and any related costs or indebtedness that the student owes to Morgantown Beauty College must be paid in full. In addition, any transcripts provided must be paid for as set forth in this Handbook.

Any such disclosure of information to a third party will be recorded in the student's file, including a listing of the parties receiving the information and the third party's legitimate interest for inspection of the student file.

Personal identifiable information, which is designated as directory information, includes student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received, and the most recent previous educational agency or instruction attended.

Any student, parent, and/or guardian of a dependent minor has the right to file a complaint with the U.S. Department of Education regarding the failure of an institution to comply with the Family Educational Rights and Privacy Act.

LICENSES

The West Virginia Higher Education Policy Commission licenses Morgantown Beauty College.

West Virginia Council for Community and Technical College Education
2001 Union Carbide Drive, Building 2000
Charleston, WV 25303
Phone: 304-558-0265

This college has available for review copies of the College's license and accreditation.

NON-DISCRIMINATION POLICY

Morgantown Beauty College does not discriminate on the basis of sex, age, race, color, creed, gender, sexual orientation, religion, financial status, disability, or ethnic origin in its admission, instruction, graduation policies, or in employment of the students in any program or activity offered by the College.

POLICY ON PROHIBITION OF SEXUAL HARASSMENT

It is the policy of Morgantown Beauty College that all employees and students are responsible for assuring that the College and workplace is free from sexual harassment. Due to the College's strong disapproval of offensive or inappropriate sexual behavior in the College, all employees and students must avoid any action or conduct which could be viewed as sexual harassment, including:

- Unwelcome sexual advances;
- Requests for sexual acts or favors; and
- Other verbal or physical conduct of a sexual nature.

Any employee or student who believes he/she has been subjected to sexual harassment in the college should bring the problem to the immediate attention of responsible officials of the College. Employees and students may complain to their first-line supervisor or their second-line supervisor. If the complaint involves one or more of these persons or if the employee or student does not feel comfortable raising this issue with either of these individuals, the employee or student may bring the complaint directly to the school's Director or other highly placed management official.

All complaints will be handled promptly. Each employee and student's privacy will be carefully protected.

If sexual harassment is found to exist, appropriate action will be taken. Those employees and/or students who are found to have engaged in sexual harassment will be subject to discipline up to and including discharge.

POLICY ON DISABILITIES

The College complies with all provisions of the Americans with Disabilities Act, the West Virginia Human Rights Act, and Section 504 of the Rehabilitation Act of 1973. No qualified person, by reason of disability, will be excluded from enrolling in a program of instruction in the College. However, any person with a disability seeking admission should be aware that the courses/programs offered by the College require a high degree of dexterity and cognitive abilities.

Students need to email administration@morgantownbeautycollege.edu when they start school (per orientation) to notify of any disability or health issue the college needs to be aware of so that academic adjustments can be made accordingly. Morgantown Beauty College might request valid supporting documentation.

CAMPUS SECURITY

The College adheres to a minimum-security policy. The College is not responsible for any property or personal items of the student. The general public is not permitted on the clinic floor or in classrooms unless service is being provided to ensure the safety of individual students. Morgantown Beauty College has no off-campus housing. All criminal offenses are reported directly to the instructor in charge of your area of study. The instructor then reports the offense to Administration (administration@morgantownbeautycollege.edu) who completes the Annual Security Report.

Morgantown Beauty College has no campus law enforcement or security personnel.

Morgantown Beauty College is within city limits. A disturbance is reported directly to the Morgantown City Police Department. Students are given Campus Security Information on class orientation day and all students are given updates at least one time if their enrollment extends to or past thirteen (13) months.

STUDENT PARKING ELIGIBILITY

- Students shall not receive their monthly parking pass if they are below 80% for the month.
- Students shall not receive their parking pass if they miss a scheduled Saturday without an excuse. Limit to three (3) Saturday excuses in one month.
- Students must attend 80% of the day on a Saturday to be considered a full day. Anything under 80% will lose their parking eligibility.
- Students shall not receive a parking pass if they miss the last business day before a holiday or the first business day after a holiday.

DRUG AND ALCOHOL PREVENTION POLICY

It is the policy of Morgantown Beauty College that all employees and students are prohibited from participating in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol on the premises of Morgantown Beauty College. Any employee doing so will be subject to action up to and including termination of employment. These employees will be subject to referral for prosecution. Any student doing so will be subject to action up to and including permanent dismissal from school. These students will be subject to referral for prosecution.

As a condition for continued employment, Morgantown Beauty College may require employees to participate satisfactorily in drug abuse assistance or rehabilitation program approved by a Federal, State, local health or law enforcement, or any other appropriate agency. Included in the Drug and Alcohol Prevention Program are a description of the applicable legal sanctions and penalties under Federal, State, and Local law for the unlawful possession or distribution of illicit drugs and alcohol.

1. Federal Drug Trafficking Penalties
2. A list of any drug or alcohol counseling, treatment, rehabilitation, or re-entry programs in the area
3. A description of the health risks associated with illicit drugs
4. The Effects of Alcohol
5. Tips for Preventing Substance Abuse

NOTICE TO STUDENTS CONCERNING CRIMINAL OFFENSES

If evidence of a criminal offense is present on Morgantown Beauty College property, we will call Morgantown City Police and allow them to collect any and all evidence of said crime from area in which the criminal offense has occurred. Such an area will be roped off and guarded by an employee of Morgantown Beauty College until the area is released by the police.

The accuser and accused will both be given the same opportunity to have others present during a disciplinary proceeding and both will be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sexual offense. Registered sex offenders can be found at: http://www.city-data.com/so/West- Virginia.html

In case of emergency, all students will be notified over of the procedure to follow at the time of the emergency and instructions in case of an evacuation, if there is no evacuation, or the procedure to be followed to address the emergency at the time. Emergency procedures for evacuation are practiced at the beginning of all new classes.

Students can find data for all campus security reported to the Department of Education: http://surveys.ope.ed.gov/security

POLICE AND INVESTIGATORS SERVING SUMMONS

Summons servers will be asked to return during a student's break or lunch. If that is not possible the student will be called out of class.

STUDENT COUNSELING ASSISTANCE

In addition to placement counseling, the administrative staff is available during normal college hours to provide additional career, academic, or personal counseling as needed. Students in need of assistance should notify the office staff. Depending upon the nature of the student's needs, the College's staff may provide the assistance, or the student may be referred to an outside agency.

SUBSTANCE ABUSE
Alcoholics Anonymous Meetings
Website: www.aa.org
Open 24/7

NARCOTICS ANONYMOUS MEETINGS
Phone: 818-773-9999 (x771)
Website: www.na.org
Monday – Friday, 8 a.m. to 5 p.m. PST
Ask for fellowship services and they will tell you where to find a meeting in your area.

DOMESTIC VIOLENCE
West Virginia Coalition Against Domestic Violence
Phone: 304-965-3552
Website: www.wvcadv.org
The West Virginia Coalition Against Domestic Violence is a statewide network of community-based domestic violence programs and statewide office working to end personal and institutional violence in the lives or women, children and men.

SUICIDE PREVENTION
Lifeline 1-800-273-TALK (8255)
No matter what problems you are dealing with, we want to help you find a reason to keep living. By calling this number you'll be connected to a skilled, trained counselor at a crisis counselor in your area, anytime 24/7. The call doesn't just have to be suicide related to call this number.

MENTAL HEALTH
Website: https://www.help4wv.com/
Phone: 1-844-HELP4WV
HELP4WV offers a 24/7 call, chat, and text line that provides immediate help for any West Virginian struggling with an addiction or mental health issue.

PLANNED PARENTHOOD
Website: https://www.plannedparenthood.org/health-center/west-virginia/vienna/26105/vienna-health-center-2893-90860
Phone: 304-295-3331
522 Grand Central Ave, Vienna, WV 26105

DRUG ABUSE PREVENTION PROGRAM

Morgantown Beauty College adheres to the Drug Free Workplace Act of 1988 and the Drug Free Schools and Campuses Regulations of 1990. In compliance with these laws, the College strictly prohibits the manufacturing, distribution, dispensing, possession, or use of a controlled substance anywhere on the premises. Consumption of any alcoholic beverage on the College property is also prohibited. Violations of these policies by employees or students will result in disciplinary actions, up to and including termination of employment or expulsion from the College program. A drug hotline is available from the National Institute on Drug Abuse and Referral at 1-800-662-4357. A list of regional drug abuse and addiction treatment centers is also available at the College Administrative Office.

COLLEGE RESERVATION OF RIGHTS TO CHANGE RULES AND REGULATIONS

The College reserves the right to change the rules and regulations set forth in this Handbook, and as otherwise may be issued as Appendix, Addendum, or other separate document to the Handbook upon the College's discretion. Students shall be provided with any changes, additions, or revisions to the rules and regulations.

Any changes, additions, or revisions that replace provisions contained in this Handbook shall be in full force and effect and the old revisions being replaced, revised, or amended shall be voided.

COPY OF ACADEMIC RECORD

Official copies of your academic record (transcript and certificate) are available for purchase at $250.00 per copy. Please email administration@morgantownbeautycollege.edu. Payment options include: Check or Money Order payable to Morgantown Beauty College or with credit card 304-292-8475. Due to the official nature of these documents, academic records cannot be faxed or sent electronically, once the request is complete, your academic record is mailed out via USPS regular mail. Allow 45 calendar days to process your request.

DISTANCE EDUCATION POLICY

Morgantown Beauty College offers distance education opportunities for our programs. Prior to enrollment, students are informed that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. This notification is included in the institution's catalog, and students acknowledge this disclosure as part of their pre-enrollment documentation. Additionally, all transcripts or other documents listing academic attainment received will identify the distance education component.

Distance education is delivered through live video streaming classes. The institution currently uses Zoom and Google Meetings; however, these providers may change. Conducting classes live via video allows instructors to ensure student participation through regular interaction and validate clock hours attended. Additionally, students use online textbooks and quizzes to support the curriculum. Participation will be documented with a log of all student activity showing a record of regular and substantive interaction between students and instructors.

At least once monthly an on-campus assessment of students' understanding of distance education will be conducted by a qualified instructor, covering the curriculum delivered via distance education in the preceding month. Distance education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live

model or client. Any assessment that is used for calculating a student's GPA will be executed while the student is physically on campus. Upon completion of all curriculum requirements, the student must pass a comprehensive academic and practical final exam, to include any applicable competencies required by the licensure agency, prior to graduation from the program.

Please note that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.

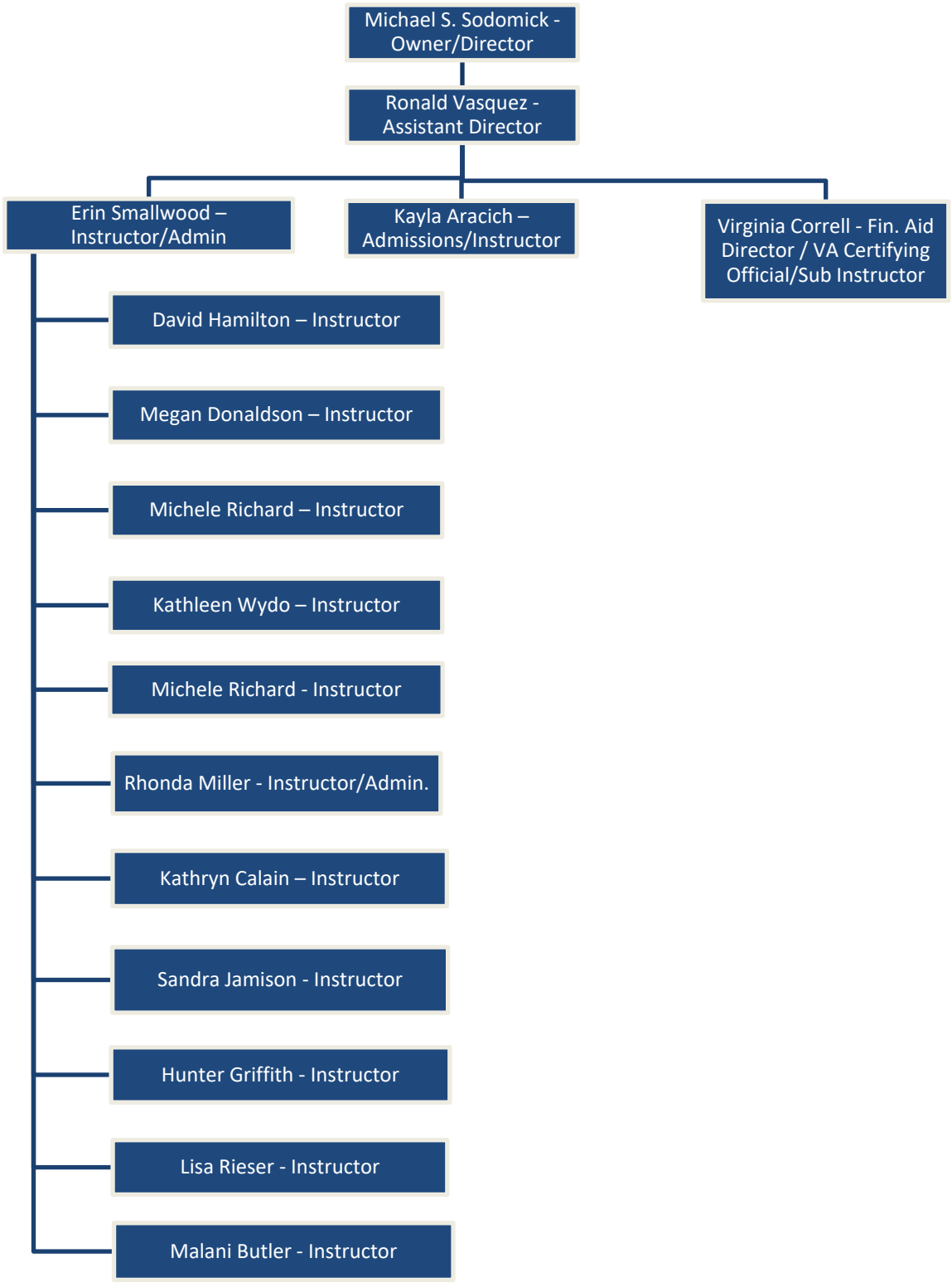
NACCAS ANNUAL REPORT OUTCOME RATES 2024

The institution's accrediting agency requires that any adjustments made to its student outcomes rates due to the COVID-19 Pandemic must be disclosed. As student achievement at this institution has not been significantly impacted by the Pandemic, the outcome rates reported do not reflect any such adjustments related to COVID-19.

INSTITUTIONAL	
Graduation Rate	88.42%
Placement Rate	75.00%
Licensure Rate	100.00%

MORGANTOWN BEAUTY COLLEGE – CUMULATIVE OUTCOME RATES			
PROGRAMS OF STUDY	**Graduation Rate**	**Placement Rate**	**Licensure Rate**
PROGRAM CATEGORY: 12.04 COSMETOLOGY AND RELATED PERSONAL GROOMING	88.76%%	72.73%	100.00%
PROGRAM CATEGORY: 51.35 SOMATIC BODYWORK AND RELATED THERAPEUTIC SERVICES	83.33%	100.00%	100.00%

MORGANTOWN BEAUTY COLLEGE EMPLOYEES



COLLEGE CERTIFICATION STATEMENT REGARDING INFORMATION AND POLICIES

The information and policies contained in this Handbook are true in content and policy. The Morgantown Beauty College enforces the policies pertaining to progress, standards, and regulations.

Signature/Title: Michael S. Sodomick/Director

Date of Publication: October 16th, 2026

APPENDIX A

MORGANTOWN BEAUTY COLLEGE DRUG-FREE SCHOOL AND WORKPLACE POLICY

Morgantown Beauty College is committed to providing a safe and drug-free environment for our clients, students and employees. Recognizing the serious issue of drug abuse in today's workplace, we have established the following policy for all current and future students and employees:

Prohibited Conduct:

The Morgantown Beauty College explicitly prohibits the following:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Morgantown Beauty College premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from Morgantown Beauty College premises, if such impairment or influence adversely affects the student's or employee's work performance, the safety of the student or employee or of others or puts the Morgantown Beauty College's reputation at risk.
- The possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Morgantown Beauty College. If such activity or involvement adversely affects the student's or employee's work performance, the safety of the student or employee or of others or puts the Morgantown Beauty College's reputation at risk.
- The presence of any detectable amount of prohibited substances in the student's or employee's system while at work/school, while on the premises of the Morgantown Beauty College or while on Morgantown Beauty College business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the student or employee.

Drug and Alcohol Testing:

The Morgantown Beauty College will conduct drug and/or alcohol testing under any of the following circumstances:

- Random Testing: Students and Employees may be selected at random for drug and/or alcohol testing at any interval determined by Morgantown Beauty College.
- For-Cause Testing: A student or employee may be asked to undergo a drug and/or alcohol test at any time if there is a reason to believe they are under the influence, including but not limited to: evidence of drugs or alcohol on or about the student's or employee's person or in the student's or employee's vicinity, unusual conduct on the student's or employee's part that suggests impairment or influence or drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- Post-Accident Testing: Any student or employee involved in an on-the-premises accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. This applies not only to the person injured but also anyone who might have contributed to incident.

Disciplinary Action:

If a student or employee is tested for drugs or alcohol outside of the Morgantown Beauty College context and the results indicate a violation of this policy, or if a student or employee refuses a request to submit to testing under this policy, the student or employee may be subject to appropriate disciplinary action, up to and possibly including discharge from

Morgantown Beauty College. In such a case, the student or employee will be given an opportunity to explain the circumstances prior to final action becoming effective.

APPENDIX B

DRUGS AND ALCOHOL ABUSE

Use of drugs and alcohol can alter an individual's thinking and judgement and can lead to numerous health risks. Drug and alcohol addiction is considered a chronic disease which is characterized by compulsive and/or uncontrollable behavior toward seeking and using drugs or alcohol. Chronic use can cause long lasting or permanent damage to the brain and/or body.

Asking for help is the first important step to end drug or alcohol addiction. You can call 1-800-662-HELP (4357) to seek advice on how to proceed. You can also visit https://findtreatment.samhsa.gov/ to locate a treatment center near you and visit the Drug Abuse site to learn more information about drug and alcohol abuse and how treatment works.

Alcohol

People drink to socialize, celebrate, and relax. Alcohol often has a strong effect on people—and throughout history, people have struggled to understand and manage alcohol's power. Why does alcohol cause people to act and feel differently? How much is too much? Why do some people become addicted while others do not? The National Institute on Alcohol Abuse and Alcoholism is researching the answers to these and many other questions about alcohol. Here's what is known:

The effects of alcohol may vary from person to person, depending on a variety of factors, including:

- How much you drink
- How often you drink
- Your age
- Your health status
- Your family history

While drinking alcohol is itself is not necessarily a problem – drinking too much can cause a range of consequences and increase your risk for a variety of problems. For more information on alcohol's effects on the body, please see the National Institute on Alcohol Abuse and Alcoholism's related web page describing alcohol's effects on the body.

Hallucinogens

Hallucinogens and dissociative drugs which have street names like 'acid', 'angel dust', and 'Vitamin K' distort the way a user perceives time, motion, colors, sounds, and self. These drugs can disrupt a person's ability to think and communicate rationally, or even to recognize reality, sometimes resulting in bizarre or dangerous behavior. Hallucinogens such as LSD, psilocybin, peyote, DMT, and ayahuasca cause emotions to swing wildly and real-world sensations to appear unreal, sometimes frightening. Dissociative drugs like PCP, ketamine, dextromethorphan, and salvia divinorum may make a user feel out of control and disconnected from their body and environment. In addition to their short-term effects on perception and mood, hallucinogenic drugs are associated with psychotic-like episodes that can occur long after a person has taken the drug, and dissociative drugs can cause respiratory depression, heart rate abnormalities, and a withdrawal syndrome.

Heroin

This is an opioid drug made from morphine; a natural substance extracted from the seed pod of the Asian opium poppy plant. It is otherwise known as 'brown sugar', 'china white', 'dope', 'H', 'horse', 'junk', 'skag', 'skunk', 'smack', and 'white horse'. Short term health effects are euphoria, warm flushing of skin, dry mouth, heavy feeling in the hands/feet, clouded thinking, alternate wakeful/drowsy states, itching, nausea, vomiting, and slowed breathing/heart rate. Long term health effects are:

collapsed veins, abscesses (swollen tissue with pus), infection of the lining/valves in the heart, constipation/stomach cramps, liver or kidney disease, pneumonia. Heroin can also cause pregnancy issues (i.e. miscarriage, low birth weight, and neonatal abstinence syndrome) and also carries a risk of contracting HIV, hepatitis, and other infectious diseases from shared needles.

Inhalants

Solvents, aerosols, and gases found in household products such as spray paints, markers, glues, and cleaning fluids also, nitrites (e.g., amyl nitrite), which are prescription medications for chest pain. It is also known as 'poppers', 'snappers', 'whippets', and 'laughing gas'. Short term usage can cause the following health effects: confusion, nausea, slurred speech, lack of coordination, euphoria, dizziness, drowsiness, disinhibition, lightheadedness, hallucinations/delusions, headaches, sudden sniffing death due to heart failure (from butane, propane, and other chemicals in aerosols), death from asphyxiation, suffocation, convulsions or seizures, coma, or choking. Long term usage can cause the following health effects: liver and kidney damage, bone marrow damage, limb spasms due to nerve damage, brain damage from lack of oxygen that can cause problems with thinking, movement, vision, and hearing. This drug can also cause issues in pregnancy, such as: low birth weight, bone problems, delayed behavioral development due to brain problems, altered metabolism and body composition.

Marijuana (Cannabis)

Marijuana is made from the hemp plant, Cannabis sativa. The main psychoactive (mind-altering) chemical in marijuana is delta-9- tetrahydrocannabinol, or THC. It also known as 'blunt', 'bud', 'dope', 'ganja', 'grass', 'green', 'herb', 'joint', 'Mary Jane', 'pot', 'reefer', 'sinsemilla', 'skunk', 'smoke', 'trees', 'weed', 'hashish', 'boom', 'gangster', 'hash', and 'hemp'. Short term health effects include enhanced sensory perception and euphoria followed by drowsiness/relaxation, slowed reaction time, problems with balance and coordination, increased heart rate and appetite, problems with learning and memory, hallucinations, anxiety, panic attacks, psychosis. Long term health effects include: mental health problems, chronic cough, frequent respiratory infections. This drug can also cause issues in pregnancy, such as the baby being born with problems with attention, memory, and problem solving. In youth, it can possibly cause the loss of IQ points when repeated use begins in adolescence.

Methamphetamine

An extremely addictive stimulant amphetamine drug. Also known as 'crank', 'chalk', 'crystal', 'fire', 'glass', 'go fast', 'ice', 'meth', and 'speed'. Short term health effects include increased wakefulness and physical activity, decreased appetite, increased breathing, heart rate, blood pressure, temperature, irregular heartbeat. Long term health effects include anxiety, confusion, insomnia, mood problems, violent behavior, paranoia, hallucinations, delusions, weight loss, severe dental problems ("meth mouth"), intense itching leading to skin sores from scratching. This drug can also cause issues in pregnancy, such as delivery, separation of the placenta from the uterus, low birth weight, lethargy, heart and brain problems and carries a risk of contracting HIV, hepatitis, and other infectious diseases from shared needles.

Over-the-counter Cough/Cold Medicines (Dextromethorphanor DXM)

Psychoactive when taken in higher than recommended amounts. Also known as 'robotripping', 'Robo', or 'Triple C'. Short term health effects include euphoria, slurred speech, increased heart rate, blood pressure, temperature, numbness, dizziness, nausea, vomiting, confusion, paranoia, altered visual perceptions, problems with movement, buildup of excess acid in body fluids. Long term health effects include are unknown.

Tobacco

Plant grown for its leaves, which are dried and fermented before use. Short term health effects include increased blood pressure, breathing, and heart rate. Long term health effects include greatly increased risk of cancer, especially lung cancer when smoked and oral cancers when chewed, chronic bronchitis, emphysema, heart disease, leukemia, cataracts,

pneumonia. This drug can also cause issues in pregnancy, such as pregnancy miscarriage, low birth weight, premature delivery, stillbirth, learning and behavior problems.

For more common abuse drugs and the health effects they cause, visit the National Institute on Drug Abuse website.

APPENDIX C

LABOR AND STATISTICS

The Labor and Statistics website provides criteria required to become a licensed stylist/beautician/esthetician/nail technician/massage therapist and provides information on pay, employment, working conditions, and any other additional answers to various questions.

Labor and Statistics website: www.bls.gov/home.htm

APPENDIX D

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of eighteen (18) or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. The school may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct record, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - 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.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the

Federal Information Relay Service at 1-800-877-8339.Or you may contact us at the following address: Family Policy Compliance Office: U.S. Department of Education. 400 Maryland Avenue, SW Washington, D.C. 20202-5901.