

# **FOSTER'S COSMETOLOGY COLLEGE & BARBER/STYLING CLASSES**

1813 CITY AVE NORTH  
P.O. BOX 66  
RIPLEY, MS 38663  
TEL: (662) 837-9334  
Fax: (662) 837-7047

Email: [fosterscosmetolo@bellsouth.net](mailto:fosterscosmetolo@bellsouth.net)

**VOLUME XVIII**  
**Revised: August 21, 2012**

## TABLE OF CONTENTS

LICENSING AND ACCREDITATION.....	4
LOCATION.....	4
MISSION STATEMENT.....	4
ADMINISTRATION.....	5
COURSES OFFERED.....	5
GENERAL ADMISSION REQUIREMENTS.....	6
CRITERIA FOR ADMISSION.....	6
STARTING DATES.....	6
HOW TO REGISTER.....	6
FINANCIAL AID PROGRAMS.....	6
TUITION.....	7
HOURS.....	7
COLLEGE DRESS CODE.....	8
MATERIALS NEEDED.....	8
TEXTBOOKS AND EQUIPMENT.....	8
COLLEGE OBJECTIVES AND MISSION STATEMENT.....	8
FACILITIES.....	9
GRADING SYSTEM.....	10
STUDENT RECORDS.....	10
SATISFACTORY ACADEMIC PROGRESS POLICY.....	10
LEAVE OF ABSENCE.....	13
REPETITION.....	13

ADMENDMENT FOR STUDENTS RECEIVING V.A. BENFITS.....	14
CLASS LEVELS.....	14
CLASS SCHEDULES.....	14
COLLEGE POLICY AND REGULATIONS.....	15
REFUND POLICY.....	16
OBSERVED HOLIDAYS.....	17
LIBRARY.....	17
NONDISCRIMINATION CLAUSE.....	17
TRANSFER STUDENT.....	18
LIVING QUARTERS.....	18
RULES FOR DORMITORY.....	18
JOB PLACEMENT SERVICE.....	18
STUDENT PERSONNEL SERVICE.....	19
CURRICULUM.....	19
GRADUATION REQUIRMENTS.....	22
CLASS SIZE.....	22
SPECIAL LECTURES.....	22
PROGRESS RECORDS.....	23
RULES.....	24
REGULATIONS.....	25
CLASS ATTENDANCE.....	27
DRUG PREVENTION PROGRAM.....	27
HANDICAP POLICY.....	27

## LICENSING AND ACCREDITAION

Foster's Cosmetology College- Ripley, MS is licensed by:  
Mississippi State Board of Cosmetology  
P. O. Box 55689  
Jackson, MS 39206-5689

Foster's Barber/Styling- Ripley, MS is licensed by:  
Mississippi State Board of Barber Examiners:  
P. O. Box 603  
Jackson, MS 39205

Foster's Cosmetology College is accredited by:  
National Accrediting Commission of Career Arts and Sciences  
4401 Ford Avenue  
Alexandria, Virginia 22302

## LOCATION

Foster's Cosmetology College is located at 1813 City Ave. North, Ripley Mississippi. All written communications should be sent to Foster's Cosmetology College, P.O. Box 66, Ripley, Mississippi 38663.

## MISSION STATEMENT

Foster's Cosmetology College is devoted to the training of competent cosmetologists and barber/stylists. The goal for the cosmetologist and barber/stylist is not only to pass the required State Board Examination, but also to participate in intensive training and study so that upon graduation, the student can enter successfully into his or her chosen profession, cosmetology or barber/styling. This school pledges its dedication to the attainment of this goal for each and every student.

ADMINISTRATION AND STAFF

Owner.....Hazel L. Foster  
Director of Operations.....Allen Christmas  
Secretary.....Angela Wray  
Assistant Secretary..... Josie Edgeston  
Registrar.....Allen Christmas  
Financial Aid Officer.....Allen Christmas  
Consultant.....Terry Jones

Instructors.....  
Allen Christmas  
Teresa Wilbanks  
Kendall Atkinson  
Rosie Jones  
Substitute Instructors..... Teresa Wilbanks  
Gail Liggins

COURSES OFFERED

1. Cosmetology – 1500 Hour Program  
Occupations Available:
  - a. Show owner/operator
  - b. Make-up artist & skin care specialist
  - c. Nail technician
  - d. Cosmetic chemist
  - e. Education specialist
  - f. Platform & competition stylist
  - g. Retail specialist

2. Barber/Styling – 1500 Hour Program  
Occupations Available:
  - a. Shop Owner/operator
  - b. Education specialist
  - c. Retail specialist
  - d. Platform & competition stylist

### GENERAL REQUIREMENTS

Foster's Cosmetology admission requirements for the following list of courses are:

1. Cosmetology
2. Barber/Styling
  - a. High School Graduate
  - b. Holder of high school graduation equivalency certificate

### CRITERIA FOR ADMISSION

The student may enroll any day, but may not start classes until the next entrance date. Each student will be interviewed by the Registrar.

### STARTING DATES

#### MONTH

January through December

#### DAY

Each Tuesday

If the scheduled start date of a class falls on a holiday, the first business date following the holiday will be the beginning date of the new class.

### HOW TO REGISTER

Foster's Cosmetology College  
1813 City Ave. North  
P. O. Box 66  
Ripley, MS 38663  
(662) 837-9334

Foster's Cosmetology College will gladly make an appointment for you to talk to the College Registrar at the location or you may send your name and address to the college listed above.

## FINANCIAL AID PROGRAMS

The Foster's Cosmetology College is approved for veterans, Social Security and Vocational Rehabilitation training.

The College is both approved by the Department of Education to offer Federal Government PELL grants, thereby, a qualified student is awarded an outright grant for post-secondary education. These grants are subject to rules and regulations set forth by the U.S. Government.

Students desiring information regarding various aid programs available, should contact the College Registrar. Applications to apply are available at the college.

To maintain eligibility throughout the Cosmetology or Barber course, a student must be in attendance at least half time and making at least minimum grades required by the college. Any Financial Aid Funds available will be paid to the College for tuition first. If there is any excess money after the tuition is paid, it will be given to the student. However, it should be understood that the payment of tuition is the prime responsibility of the student.

## TUITION: EFFECTIVE JULY 1, 2010

Cosmetology: Registration, Books, Tools, and Tuition total is \$9,150.00 and may be paid in cash or may be paid with or without a small down payment and the balance figured over twelve (12) months. The balance may be paid in twelve (12) monthly payments of \$762.50. All payments are due and payable in advance of that part of the course for which payment is made. If 1500 hours are not completed in the twelve (12) months, students will be charged \$5.75 per hour until the course is completed. Foster's Cosmetology College Registrar will be glad to discuss tuition payments and terms available.

Cosmetology students who are attending night classes may or may not pay a small down payment. The balance will be figured over eighteen (18) months, seventeen (17) monthly payments of \$508.33 and eighteenth (18<sup>th</sup>) and final payment of \$508.39. If 1500 hours are not completed in eighteen (18) months, students will be charged \$5.75 per hour until the 1500 hours are completed. Barber: total is \$9200.00 and may be paid with or without a small down payment and the balance figured over twelve (12) months for day students. The balance may be paid in eleven (11) equal payments of \$766.66 and the twelfth (12<sup>th</sup>) and final payment of \$766.64. Night students may or may not pay a small down payment. The balance will be figured over 18 months. Seventeen (17) monthly payments of \$511.11 and eighteenth (18<sup>th</sup>) and final payment of \$511.13. If 1500 hours are not completed in 18 months, students will be charged \$5.75 until the 1500 hours are completed.

## HOURS

The school is opened for full-time study on Tuesday, Wednesday, Thursday, Friday and Saturday at Foster's Cosmetology College. The hours of operation are 9:00 a.m. until 4:00





cosmetology or barber/styling. This school pledges its dedication to the attainment of this goal for each and every student.

#### FACILITIES – Cosmetology Class

The College consists of a total of 6,668 square feet heated and cooled space. The total classroom space is 907 square feet. This includes the Junior/Senior Department which consists of 550 square feet and the Freshman Department which consists of 357 square feet. The student lounge and locker area consists of 270 square feet; dispensary consists of 156 square feet.

Foster's Cosmetology College has the following equipment:

65 Student desks	30 Mannequins
60 Lockers	1 Showcase
30 Mirrored Stations	12 Shampoo Bowls
12 Shampoos Chairs	2 Towel Hampers
8 Manicure tables and stools	14 Hair Dryers
1 Receptionist cabinet and stool and other miscellaneous equipment	

#### FACILITIES – BARBER/STYLING CLASS

The College consists of a total of 2, 199 square feet of heated and cooled space. The total classroom space is 400 square feet. The student lounge consists of 270 square feet, dispensary consists of 144 square feet. The clinical area consists of 860 square feet, office, 105 square feet, and the library and lockers, 420 square feet.

The following equipment is available:

24 Student Desks
1 Blackboard
1 Teacher Desk
1 Teacher Chair
10 Mirrored Stations
8 Shampoo Bowl and Chairs
3 Manicure Tables and Stools

The Foster's Cosmetology College is dedicated to providing a quality educational experience combined with individualized training and counseling. Along with the courses required by the Mississippi State Board of Cosmetology, Foster's Cosmetology College makes available to its students audio/visual instruction from such leading companies in the cosmetology field as Matrix, Clairol, Roux, Jhirmack, Redkin and Focus 21. We have a large collection of films and projection equipment. The College also provides advance

classes by leading hair designers, color technicians, per experts and fashion coordinators. These experiences enhance the educational curriculum.

## GRADING SYSTEM

Foster's Cosmetology College

The following factors will be measured to determine academic progress:

- Theory work (tests grades, homework, etc.)
- Practical and laboratory work

The following grading system is used at our school:

- A 95-100
- B 90-94
- C 85-89
- F 84 and under

All students are required to achieve a grade of at least 85% for each theory subject and earn a letter grade of "C" or better on practical and laboratory subjects.

## STUDENTS RECORDS

Foster's Cosmetology maintains active files on all students who are currently enrolled in the program. Records contained in each file include application for admission, educational transcripts, attendance records, registration papers, counseling reports, grade records, papers pertaining to financial agreement thus enabling them or in the case of a student being under age, the parent or guardian, the right to review and discuss with the school, the contents of the student's file. Students have the right to gain access to their cumulative records by appointment under the supervision of an instructor.

Written consent is required by the student or guardian for release of records in response to each third party request unless otherwise required by law. The school also provides and permits access to student and other school records as required for any accreditation process initiated or by National Accrediting Commission of Career Arts and Sciences, State or Federal Agencies.

## SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. This policy is applied consistently to all students enrolled in a

specific program and are scheduled for a particular category of attendance (part-time/full-time). The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

#### EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450, 900, 1350 clocked (actual) hours

Barber 450, 900, 1350 clocked (actual) hours

**\*\*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 ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

#### ATTENDANCE PROGRESS EVALUATIONS

A student must achieve an average of 67% of his/her scheduled hours for each month. This will be figured by taking this number of months shown on the student's contract and multiplying by one and one-half. The number of hours in the course will then be divided by the number obtained. Each student will be given the number of hours he/she must average in order to maintain Satisfactory Progress.

#### MAXIMUM TIME FRAME

Because of varying schedules, no one maximum time frame will apply but the following examples will cover a large portion of our students.

<b>Course</b>	<b>Contract Times</b>	<b>Maximum Time Frame</b>
Cosmetology – Day 1500	12 months	18 months
Cosmetology – Night 1500	18 months	27 months
Barber Styling - Day 1500	12 months	18 months
Barber Styling – Night 1500	18 months	27 months

**\*\*As mentioned above, each student will be told the maximum time frame in which they must complete the course and the average number of hours they should complete each month at the time of contract is signed.\*\***

#### ACADEMIC PROGRESS EVALUATIONS

In addition to evaluation attendance, the following factors will be measured to determine academic progress:

Theory work (test grades, homework, etc.)

Practical and Laboratory work

The following grading system is used at our school:

A	95-100
B	90-94
C	85-89

#### D 84 and under

Students are required to achieve a grade of at least 85% for each theory subject and earn a letter grade of “C” or better on practical and laboratory subjects.

#### DETERMINATION OF PROGRESS STATUS

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

#### WARNING

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

#### PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as not making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

#### RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

#### INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

#### APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

#### NONCREDIT AND REMEDIAL COURSES

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

#### TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

#### LEAVE OF ABSENCE

It is the policy of this school to permit emergency leaves approved by the Director. Any time lost must be made up prior to the completion of the course. The student will not be required to pay extra tuition in order to make up the emergency leave approved by the Director. The following absentee policy is applicable and will be observed in this school.

1. Five days or the equivalent thereof, in part days during each month.
2. Fifteen days or the equivalent thereof, in part days during each successive six month period.

A student who exceeds the absentee policy will be called before the Director for a personal interview before being permitted to continue in school, or to be interrupted for excessive absences. A student who is interrupted for this reason will not be permitted to re-enter for a period of 30 days and only then upon recommendation of the Director.

## REPETITION

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to making satisfactory progress at the point of re-entry.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one month when accepted for re-enrollment. If at the end of the one month period, the student has met all requirements for satisfactory progress for the month, financial aid will immediately be reinstated. If the student has not met all requirements for satisfactory progress for the month, the student will be terminated immediately.

## AMENDMENT FOR STUDENTS RECEIVING V. A. BENEFITS

Veterans and other eligible persons receiving benefits from the VA will be interrupted (either suspended or dismissed) if he/she is not making satisfactory progress after two (2) periods of probation.

## CLASS LEVELS

1500 Hours Basic Course:

Freshman	0-250 Hours
Junior	251- 750 Hours
Senior	751-1500 Hours

## CLASS SCHEDULE

1500 Hour Hairdressing and Cosmetology Course

Two hundred and forty (240) hours must be completed prior to performing services on paying customers. This initial training consists of theory and practical classes. Students attending the college five days a week on Tuesday, Wednesday, Thursday, Friday and Saturday. Students do not exceed thirty (30) hours average per week. Classes are continuous. Students not assigned to the clinic floor are required to attend classes.

Foster's Cosmetology College is open Tuesday, Wednesday, Thursday, Friday and Saturday. The hours of operation are 9:00 a.m. until 4:00 p.m. on the above days.

For night classes, the hours are 4:00 p.m. until 9:30 p.m. Tuesday and Thursday nights. Night students must attend day hours on Saturday.

## DAY CLASSES

### Cosmetology

Tuesday & Wednesday.....	9:00 – 4:00
Theory Classes.....	9:00 – 12:00
Clinic work, morning and afternoon.....	1:00 – 3:30
(15 minute breaks and 60 minutes lunch break included)	
Duty work & sanitation (All Students).....	3:30 – 4:00

### Barber

Thursday, Friday and Saturday.....	9:00 – 4:00
Clinic Work.....	9:00 – 3:30
(students assigned to clinic floor, special classes or theory-practical room)	
Duty work & sanitation (All Students).....	3:30 – 4:00

## NIGHT CLASSES

### Tuesday & Thursday

Theory Classes .....	4:00 – 7:00
Clinic work.....	7:00 – 9:00
(students assigned to clinic floor, special classes or theory-practical room)	
Duty work & sanitation (All Students).....	9:00 – 9:30

### Thursday

Clinic Work.....	4:00 - 9:00
Duty work & sanitation (All Student) .....	9:00 – 9:30

Saturday.....	9:00 – 4:00
(students assigned to mannequins, clinic floor, or special classes)	
Duty work & sanitation (All Students).....	3:30 – 4:00

## COLLEGE RULES AND REGULATIONS

Upon entrance, each student is given a copy of the College Rules and Regulations and a copy of the State Board of Cosmetology Rules and Regulations. These Rules and Regulations are explained by the college and the student must abide by the Rules and Regulations.

## COLLEGE POLICY AND REGULATIONS

Each student agrees to abide by all the Rules and Regulations in effect or which may become effective to the college during the period of training. Upon enrolling, each student is given a set of the rules of conduct established by the college. The student agrees to attend all classes and will bring acceptable excuses for days missed. Except for sickness, prior arrangements must be made by the office for leave of absences. All days not attended are to be made up before graduation. This is a State Board requirement. A student may make up excused absences only.

Foster's does not recruit students already attending or admitted to another school offering a similar program of study.

REFUND POLICY

1. An applicant not accepted for training by the school will be entitled to all monies paid.
2. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and requests his/her money back in writing, within three (3) business days of the signing of an enrollment agreement or contract, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.
3. If a student cancels his/her enrollment after the three (3) business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a registration or enrollment fee of \$100.00 or 15 % of the contract price of the course, whichever is less.
4. For students who enroll in classes, the following schedule of tuition adjustment is authorized.

Percentage Time to Total Time of Course	Amount of Total School Tuition Owed
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 %

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within thirty (30) days of formal cancellation by the student as defined in item (2) or formal termination by the school, which shall occur no more than thirty (30) days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return.

5. When situations of mitigating circumstances are in evidence, the school may provide a refund which exceeds this refund policy.



6. The cost of the kit and supplies are not included in tuition adjustment computations. These items become the property of the student when issued and are nonrefundable except as stated in items 1, 2, and 3 above.
7. Students who terminate prior to course completion will be charged a \$100.00 termination fee.
8. Financial aid students will be entitled to return to title IV calculations.
9. If the school permanently closes and no longer has offers instruction after a student enrolled, the student shall be entitled to title IV refund of tuition. A pro-rata refund of tuition is made. A list of all students who were enrolled at the time of school closure, including the amount of each pro-rata refund, is submitted to NACCAS.
10. If a course is canceled subsequent to a student's enrollment, the school shall at its option
  - a. Provide a full refund of all monies paid; or
  - b. Provide for completion of the course
11. Policies related to absences, make-up work, and termination are found on page 27 in the Rules section of the school catalog. Students must have an overall attendance average of 67 %.
12. Scholarship and fee waiver- the school may provide scholarships and fee waivers as deemed appropriate.

### PRO RATA REFUND

The policy provided that the amount charged to the veteran or eligible person for tuition, fees, and other charges for a portion of the course shall not exceed the approximately pro rate portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. (SEE VA REG. 14255).

### OBSERVED HOLIDAYS

Foster's Cosmetology College operates on a yearly basis with the exception of the following holidays: January 1 (New Year's Day); 3<sup>rd</sup> Monday in January (Dr. King's Birthday); Last Monday in May (Memorial Day); July 4<sup>th</sup> (Independence Day); First Monday in September (Labor Day); 3<sup>rd</sup> Thursday in November (Thanksgiving Day); and December 25<sup>th</sup> – 26<sup>th</sup> (Christmas Holidays).

If a holiday falls on a non-business day, the next business day will be observed in celebration of the holiday.

### LIBRARY

The college maintains an extensive library. A variety of reference books, trade journals, and audio/visual materials are available. Materials needed by the student for assigned projects or for increasing their knowledge of Cosmetology are provided by the College.

## NONDISCRIMINATION CLAUSE

Foster Cosmetology College, in its admission, instruction, and graduation policies, practices no discrimination on the basis of race, color, creed, religion, financial status, handicap, national origin, ethnic origin, sex, or age.

## TRANSFER STUDENT

A student from another accredited school will be given credit in accordance with the regulations of the Mississippi State Board of Cosmetology.

The tuition to be paid by the transfer student will be determined on the basis of total hours of instruction needed to complete the course. Only the equipment and supplies necessary to complete the course of study will be purchased by the transfer student.

## LIVING QUARTERS

Careful attention and assistance are given to students in finding satisfactory living quarters. The College gives assistance when requested. Usually there is little difficulty in securing a satisfactory residence.

Foster's Cosmetology College provides modern dormitories for men and women. Those students living at the dorm are responsible for providing their own meals. However, each student is required to clean their own living quarters which are inspected on a weekly basis.

Dorm Fee.....\$35.00 per week

A \$100.00 room deposit is required at time of move in, which may be returned to the student upon completion of training if no damage is sustained to the student's dormitory room.

## RULES FOR - DORMITORY

Any days missed by the students will not be made up later. The fee remains the same per week, if the student is there or not. The student must pay for all the time he/she is on the campus. After the regular twelve month period has been paid, the student must pay for any additional weeks that he/she remains on campus.

## JOB PLACEMENT SERVICE

The Foster's Cosmetology College maintains placement service which is available to students, not only when they graduate, but also at any later date. Foster's also offers

classes to assist students in acquiring jobs in the Cosmetology and Barbering fields. For example resume writing and salon business classes. Due to excellence of training received at our College, our graduates rarely have a difficulty finding a job, but we cannot guarantee employment.

The job placement service contains a list of all potential employers on many counties in Mississippi and Southwest Tennessee. This service contains a list of all beauty salons and barber/styling salons; the contact person's name, address, telephone number, etc. A questionnaire is mailed to each business requesting information on any potential job opening during the next 12 months.

Once a student has been placed, close contact will be maintained with both the employer and employee. This will be done for 2 years.

In the event a problem develops between the employer and employee, the school will investigate to determine if they can assist in resolving the issue.

All documentation regarding the graduate's work experience will be documented in his/her file for a period of two (2) years following graduation.

### STUDENT PERSONNEL SERVICE

Foster's Cosmetology College is available for student counseling, placement and other personal service for the benefit of students. Students are free at any time to discuss personal problems that might affect their schooling or future employment.

## CURRICULUM

### COSMETOLOGY COURSE

Twelve months of continuous training is required which will consist of not more than 30 hours each week. There shall be a minimum total accumulation of 1500 clock hours. The State of Mississippi Law requirement for theory and practical classes in cosmetology are divided approximately as follows: 60% clinic work and 40% classroom (both theory and practical application).

Theory and Demonstration.....	230
Shampooing.....	150
Wet Waving, Hair Setting, Pin Curls.....	.80
Scalp Treatments.....	.100
Permanent Waving.....	.90
Comb-outs, Iron Curls, Blow Drying.....	100
Facial Massage.....	...25
Hand and Arm Massage.....	...10
Eyebrow Arch.....	40
Hair Shaping	
Razor.....	...35
Shears.....	...100
Chemistry.....	...20

Chemical Relaxing.....	125
Color Rinses	
Temporary.....	15
Semi-permanent.....	15
Wig and Hair Goods.....	10
Hair Tints.....	35
Bleaches.....	35
Eye Lash & Eyebrow Dye.....	10
Manicuring.....	30
Written and Oral Tests.....	75
Lectures and Instruction on Sanitation	
Sterilization, Care and Treatment of skin, scalp and equipment.....	140
Electricity as pertaining to salon work.....	10
Salesmanship, Business Training and Law relating to Cosmetology.....	20
 TOTAL HOURS.....	 1500

Course:	Cosmetology
Hours Required:	1500
Tuition	\$ 8,625.00 Twelve Month Course
	\$ 100.00 Registration
	\$ 425.00 Basic Kit
Starting Dates:	Check with College Registrar
Hours:	See page 7
Admission Requirements:	See page 5

Course Objectives: Students are trained in all phases of Cosmetology. After licensing, students may work as a stylist or open their own salon. Students may wish to travel by working on a cruise ship, doing platform work with a color company or perm company. Students will also be qualified to work as make-up artists.

Curriculum: See page 19

Graduation Requirements: Students must complete 1500 hours as designated by Mississippi State Board of Cosmetology, complete all assigned credits, all assigned projects, pass all tests with an average of 85, pass pre-state examination on theory and practical skills. He or she is then issued a certificate by the College and is then eligible to take the Mississippi State Board Cosmetology licensing examination. All tuition and supply bills must be paid before graduation.

State Examination: A student must pay a license and examination fee of \$85.00 in the form of a money order or bank draft. The money order or bank draft should be made payable to the Mississippi State Board of Cosmetology. The State Examination consists of practical skills and a written theory test. The College prepares you for this examination. Barber/Styling examiners must take two models and a fee of \$100.00 in the form of a money order or bank draft payable to Mississippi State Board of Barber Examiners. Cosmetology examiners must take at least two mannequins.

BARBER/STYLING COURSE

Twelve months of continuous training is required which will consist of no more than 30 hours each week averaged. There shall be a minimum total accumulation of 1500 clock hours. The State of Mississippi Law requirement for theory and practical classes in Barbering are divided approximately as follows: 89% clinic work and 11% classroom (both theory and practical application).

- A. The 1500 hour course shall include practical demonstration, written and oral tests, theoretical and practical instruction in all the common phases of barbering.
- B. The following minimum hours of instruction are recommended for the theory portion:

History Fundamentals of Barbering.....	5
Elementary Chemistry Relating to Sterilization	
Sanitation, Bacteriology and Hygiene.....	25
Barber Implements, Shaving, Beard, Hair Cutting/Styling.....	5
Men Hairpiece Sales and Services.....	2
Hair Coloring-Tinting, Bleaching and Straightening.....	5
Hair Structure and Chemicals.....	75
Theory of Massage and Facial Treatment.....	5
Disorder of the Skin, Scalp and Hair.....	10
Barber Laws, Rules and Regulations.....	5
Business Management and Salesmanship.....	10
General Review.....	18

TOTAL HOURS 165

- C. The following minimum hours are recommended on practical:

Hair Cutting Tapered and Long (Male and Female).....	900 & 800
Shaving Beard and Mustaches.....	25 & 10
Hair Coloring.....	70 & 50
Scalp and Hair Treatments, Shampoo, etc.....	50 & 20
Facial Treatments.....	20 & 5
Permanent Waving, Razor Cutting and Styling.....	150 & 120
Hairpieces-Fitting (Sales and Service).....	20 & 5
Miscellaneous.....	100 & 325

TOTAL HOURS 1335 & 1335

Course:	Barber/Styling
Hours Required:	1500
Tuition	\$ 8,625.00 Twelve Month Course
	\$ 100.00 Registration
	\$ 475.00 Basic Kit
Starting Dates	Check with College Registrar

Hours: See Page 7  
Admission Requirements: See Page 5

Course Objective: The objective of Foster's Barber/Styling course is to educate students in coed hair cutting, styling, perming, coloring, skin care, and various techniques in the field of barber/styling to educate students to be more successful through personal motivation with the understanding of the financial aspect of hair styling; to master the necessary skills and procedures required for students to successfully pass the State Board Exam and obtain their license.

Graduation Requirements: Students must complete 1500 hours as designed by the Mississippi State Board of Barbering, complete all assigned credits, all assigned projects, pass all tests, with an 85 average, and pass pre-state examination on theory and practical skills. He/she is then issued a certificate by the college and is then eligible to take the Mississippi State Board of Barbering licensing examination. All tuition and supply bills must be paid before graduation.

State Examination: A student must pay a license and examination fee of \$90.00 in the form of a money order or bank draft. The money order or bank draft should be made payable to the Mississippi State Board of Barbering. Applicants must take two models. The State examination consists of practical skills and a written theory test. The College prepares students for this examination.

#### GRADUATION REQUIREMENTS:

Barber/Styling: Students must complete 1500 hours as designated by the Mississippi State Board of Barbering, complete all assigned credits, all assigned projects, pass all tests with an 85 average, and pass pre-state examination on theory and practical skills. He/she is then eligible to take the Mississippi State Board of Barbering licensing examination. All tuition and supply bills must be paid before graduation.

#### CLASS SIZE

Foster's Cosmetology College is relatively a small college and is therefore able to give each student individualized training and counseling. The class size is maintained at a number where employed faculty can provide each student with individualized instruction in practical and theory. Class enrollments are usually based on a student/teacher ratio of 20-1.

#### SPECIAL LECTURES

Lectures will be given from time to time to keep the student abreast with changing trends in Cosmetology techniques, work ethics, management, and other important aspects of the beauty salon.

BASIC COSMETOLOTY KIT

- Mannequin & Holder (1)
- Cosmetology Textbook (1)
- Cosmetology Theory Workbook (1)
- Iron (1)
- Combs (4)
- Shampoo Cape (1)
- Dozen Assorted Rollers (4)
- Brushes (4)
- Afro Rake (1)
- Large Heavy Comb, for comb out/color (1)
- Shears (1 pair)
- Razor & Box of Blades (1)
- Box of Clippers (1)
- Tint Brush or Applicator Bottle (1)
- Tweezer (1pair)
- Manicure Nippers, Manicure brush,  
Manicuring pusher, Orangewood  
Stick, Emery Board (1 of each)
- Perm rods\*\*
- First basic barber/styling kit only\*

BASIC BARBER/STYLING KIT

- Mannequin & Holder (1)
- Barber/Styling Textbook (1)
- Barber/Styling Workbook (1)
- Hair Dryer (1)
- Clipper (1)
- Carrying Case (1)
- Regular Shears (1 pair)
- Vent-type hair brush (1)
- Chair Cloth (1)
- Taper comb (1)
- Razor (Shapers) & Box of Blades (1)
- Liner (1)
- Perm rods \*\*

PROGRESS RECORDS

Progress records of attendance and hours of theory and practical work are maintained daily. No student will be permitted to service a paying patron before the following list of training hours have been completed in each curriculum:

Cosmetology.....	240
Barber/Styling.....	150

Students enrolled in the 1500 hour programs will need to complete only 1500 hours of the assigned credits. These credits will be obtained by practicing on mannequins, fellow students, or patrons. The required number of services must be completed by the total time required to finish each course. Each student will be assigned the following list of different services per week in order to complete the assigned credits in each curriculum.

Cosmetology.....	12 different services
Barber/Styling.....	12 different services
Cosmetology and Barber/Styling Night Students.....	8 different services

## RULES

1. Students must report to class wearing clean, pressed uniforms. Extremely tight uniforms will not be accepted. Pant uniform tops \*must be tunic top length, over the hips; pants must cover the ankles and tops of shoes.
2. All students are required to be neatly groomed. Hair clean and in a neat style, and make-up and name tags on before class begins. Shoes are to be polished and laces clean. If students are not attired correctly, they may be dismissed for the remainder of the day.
3. Students shall be punctual in attendance. Roll call is at 8:55 a.m. for day class and 3:55 p.m. for night class. Students must be at their desk.
4. Tardy students must report to the roll call person before being allowed in class.
3. Three (3) unexcused tardies constitute one day suspension.
4. Three (3) unexcused absences per month constitute three (3) days suspension.
5. During the 1500 hour course, a student may have two (2) Fridays and two (2) Saturdays off with the approval of the office and one week's notice to the office. This does not apply to a Friday or a Saturday prior to a holiday.
6. Absentees on Fridays and Saturdays without a week's notice and the approval of the office of a doctor's excuse will be given a suspension notice for the next three school days for each absence.
7. A two (2) day notice must be given prior to days needed to be out on family business other than Friday and Saturday. This must be approved by the office.
8. A doctor's excuse must be brought to the office for student sickness or the sickness of your child.
9. Foster's College reserves the right to dismiss any student without written notice to that student for failure to comply with all rules and regulations of the college. The length of dismissal will be determined by the staff.
10. Students may make up hours for excused absences only. This may be done on Tuesday or Thursday night for day class students and Friday or Saturday for night class students. Excused absences are:
  - A. Sickness of student or student's child with doctor's excuse
  - B. Holidays given by the school
  - C. Weather

**\*\*Students must get permission to make up the hours and the office must be notified by the Tuesday prior to make up days or nights. This is for practical hours only.\*\***



## REGULATIONS

1. Since we are striving to be able to look professional, gaudy jewelry and long dangling earrings will not be allowed. The only jewelry permitted is rings, watches, small earrings, small pendant necklaces, and hair ornaments only when appropriate with the hair style. Long hair must be neatly tied back or pulled up while on the clinic floor.
2. All coats and sweaters are to be hung in their proper places. They are not allowed in the classroom.
3. All students will be full-time students unless given permission by the office. If at any time a full-time student needs to obtain part-time status, the reason in writing will be supplied by the student to become part of their file. If the reason is medical, a doctor's excuse must accompany this student. The college will then designate the days to be attended.
4. Students are to show respect to all patrons at all times. Students are to call an Instructor immediately if any trouble occurs.
5. No food is allowed in the classroom or clinic floor. Breaks and food only in the student lounge.
6. The school has a no smoking policy in the facility, smoking only outside.
7. Students will be allowed one hairstyle per week at a designated time. There is no Charge for shampooing and setting, blow drying or cutting their own hair. Color, perms, conditioners, bleachers, weekly rinses will be sold to students at cost to use on their own hair. All items used are to be charged out to the students by the dispensary personnel or instructor.
8. Under no circumstances are students to borrow from one another.
9. Mannequins are not to be rolled up overnight in perm rods. When under dryer, turn to cool. Mannequins can be back combed only if given permission. Students must immediately brush all back combing out, shampoo and condition.
10. Students are not allowed visitors. Unauthorized persons are not allowed in the classrooms.
11. Students leaving school must pick up all belongings within a ten-day period. After this period of time, all equipment, supplies and books become the property of the school.
12. All tools are to be put in kits or lockers at the end of the day. All desks are to be cleared. Books and purses are to be kept in the desks or the lockers. The college requests that each locker is kept locked. A second key may be kept in the office.
13. There will be no smoking, eating or congregation on the clinic floor. Students will remain standing at all times. Students are not to hang around stations and talk to other students who are working on a patron. You are to talk with patrons, not with another student.
14. Gossiping and repeating tales about other students and patrons is strictly prohibited.
15. Students are not allowed to leave class for any reason. Breaks are spaced for the convenience of the students. No additional breaks are needed.

16. Mannequins left rolled up overnight will be taken down and the rollers become the property of the college.
- 
17. Students who have not completed assigned work at 1500 hours are required to attend classes from 9:00 a.m. to 4:00 p.m. Tuesday through Saturday.
  18. Each student is required to clean his/her station and close his/her kit after serving each patron.
  19. The above rules apply to students working on mannequins at their stations. Only one towel is allowed at the station. This towel is to be placed in the dirty towel bin while mannequin is drying.
  20. Students in the dispensary will wash and dry dishes and put them back in the cabinet.
  21. When a student is assigned weekly duties, he or she must fulfill duties during the day as well as again at the end of the day.
  22. When a student graduates, before he/she takes their kit out of the college, an instructor must check the contents.
  23. Students are not allowed to leave the premises to do personal shopping.
  24. Students are not allowed to do their own hair on the day they are assigned to class all day.
  25. Students are required to make out release cards, customer service cards, perm cards, color cards and relaxer cards on every customer.
  26. Students who are not signed in are not to remain on school premises.
  27. Students requiring longer than 12 month/day, 18 month/night, to complete the hours will be charged a set fee per hour for the remaining time the student requires to finish the course. Set fee to be based on current school tuition... (See school contract).
  28. 1500 hours are to be completed before taking final exams. All papers, projects, tests and credits must be completed and cleared. All supplies, charges and tuition must be paid before the student may take finals.
  29. Students are not allowed to accept phone calls or make them. Do not call another student to the phone. If the party insists on talking to the student, take the number and the student may return the call after 4:00 p.m... A student may return only one call per day. This is a business phone. Your business must be conducted at home. Also this is a college and as such you will conduct yourself at college level.
  30. The college is not responsible for lost or stolen articles.
  31. Each student is responsible for cleaning her station, chair and the surrounding floor. He/she is also responsible for her assigned duties. All students will be expected to take any patron given them. If unable to work, sign out and go home, with permission.
  32. No profanity, drugs or alcoholic beverages will be allowed on school premises.
  33. Students must wear label pins at all times designation name and classification.
  34. All instructors will be addressed as Miss, Mrs. Or Mr.
  35. Time cards must be initiated by an instructor or other staff person daily.
  36. No gum chewing during school hours
  37. No one is allowed in the office without permission.
  38. All work must be inspected by the instructor.

39. Students will be terminated for taking anything that does not belong to them, possessing a final exam, cheating on tests or lying to instructors.
40. Students at no time shall change the appointment book or make appointments without first getting permission.
41. Students not in class, on break or working on the clinic floor, are to work on mannequins.

#### CLASS ATTENDANCE

1. When a student registers for a class, he is expected to attend all classes, laboratories and other meetings which constitute a regular part of his program.
2. Any student who is absent from class for any reason other than for an approved college function may be called upon to give satisfactory explanation.
3. If at any time the student's performance, as based on attendance, indicates that he is not measuring up to his responsibilities, the college may take whatever action deemed necessary, based on the nature of the absence.
4. All absences, regardless of their nature, are recorded as a part of the student's overall attendance record.

#### DRUG PREVENTION PROGRAM

Foster's Cosmetology College has initiated and maintains a Drug Prevention Program as follows:

1. During the orientation period, students receive pamphlets which outline the harmful effects of drugs. In addition, students are required to observe a film on alcohol and drug abuse.
2. On a periodic basis, the school provides keynote speakers who offer information on the hazards of alcohol and drug abuse.
3. Foster's Cosmetology College makes every effort to ensure a drug-free environment for the students and staff. Any violation of this policy will result in appropriate action up to and including termination or satisfactory participation in a drug abuse assistance or rehabilitation program.

HANDICAP POLICY: This school complies with the Rehabilitation Act of 1973 (Section 504). No qualified, handicapped person by reason of the handicap will be excluded from enrolling in a course of instruction, although manual dexterity is required in the field of barber/hairstyling and cosmetology. The school is also equipped to provide easy access for all handicapped persons.

**I CERTIFY THIS CATALOG IS TRUE AND CORRECT IN CONTENT AND POLICY.**

**FOSTER'S COSMETOLOGY COLLEGE &  
BARBER/STYLING CLASSES**

*Mrs Hazel L Foster*

Mrs. Hazel L. Foster, Owner

Mr. Allen Christmas, Manager