



2023
**SCHOOL
CATALOG**

Revised 11/30/2022

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Welcome to the Mississippi Institute...



Dear Future Professional,

I am proud of the profession that I have chosen and the joy of sharing my knowledge and experience comes naturally. It brings me great pleasure to transform aspiring young adults into highly skilled beauty professionals. When I made the decision to open this institution in 2003, I made it a personal challenge to ensure that all graduates of the Mississippi Institute leave with an education well above the standards set forth by the State for licensure because I am passionate about the image and stability of my profession. Upon enrollment, I am certain that you will see that you made the right decision concerning your future. However, I understand this decision is an important one. To assist you, my staff has compiled this catalog. I affirm that the information contained in this School Catalog is true and accurate to the best of knowledge. Thank you for choosing the Mississippi Institute and I look forward to meeting you soon.

Karoline Finch
President

MISSION STATEMENT

The Mississippi Institute of Aesthetics Nails & Cosmetology is dedicated to providing career preparation in cosmetology arts and sciences and giving students the knowledge necessary to meet the present and future demands of the industry. We assess our performance against its stated objectives, documents the results, and use the assessment to maintain or improve performance.

OBJECTIVES

Each student admitted to the Mississippi Institute of Aesthetics Nails & Cosmetology receives individual instruction in technical skills, professional services, and business- and job-related information. Each student also participates in closely supervised services while training in the clinic. Each unit of study offered by the Institute is designed to provide a broad base to maximize the employability of its graduates. Additional objectives of the program are:

- 1.To develop technical abilities
- 2.To instill professional qualities
- 3.To counsel each student in the variety of opportunities within the field
- 4.To introduce and teach techniques involved in products and equipment
- 5.To ensure mastery of the necessary skills and procedures required for passing the State Board examination and obtaining a license.

MSI STAFF

Karoline Finch

President / Aesthetics Department Head

Karoline is a graduate of the Vicksburg School of Cosmetology, the Gulf Coast Institute of Electrolysis, and the Kemp-Harris Institute of Aesthetics & Hypertrichology. She has been a licensed Cosmetology Instructor for over 20 years, with an emphasis in aesthetics and Nails and a practicing Cosmetologist and Salon Owner for more than 40 years.

Donna Head

Vice-President / Cosmetology Department Head

Donna is a graduate of the Vicksburg School of Cosmetology, a licensed Cosmetology Instructor, and has been a practicing cosmetologist and salon owner for more than 40 years

Reggie Head

Director of Admissions

Reggie Head has been with us since 2006 and has over 40 years of managerial and sales experience.

Robert Head

Financial Aid Administrator

Robert Head has been with us since 2007 and studied Business Administration at Mississippi College. He is certified in the Fundamentals of Title IV Administration by the U.S. Department of Education.

Alexandria DiMartino

Cosmetology Instructor

Alex is a 2010 graduate of the Mississippi Institute's Cosmetology Program and joined the instructional staff in 2019 upon graduation from the Cosmetology Instructor Program.

Keely Foster

Cosmetology Instructor

Keely is a 2020 graduate of the Mississippi Institute's Cosmetology Program and joined the instructional staff in 2022 upon graduation from the Cosmetology Instructor Program.

OUR HISTORY

The Mississippi Institute was founded in 2004 by President Karoline Finch offering only Aesthetics & Nails. In 2006, Karoline joined forces with her sister and longtime business partner, Donna Head, and added Cosmetology to the program lineup. The Mississippi Institute earned its National Accreditation by the National Accrediting Agency for Career Arts & Sciences in 2007 followed their certification from the U.S. Department of Education to offer Title IV funding in 2008. In 2018, the Mississippi Institute relocated from its original location to a brand-new facility with over 8,500 square feet of space. Since 2004, the Mississippi Institute has enrolled nearly 1800 students and earned itself very respectable reputation throughout the state and region.

ACCREDITATIONS, APPROVALS, & LICENSES

The Mississippi Institute of Aesthetics Nails & Cosmetology is fully licensed and approved as a Post-Secondary School by the **Mississippi State Board of Cosmetology** Located at 239 North Lamar Suite 301 Jackson, MS 39201. Mailing: P.O. Box 55689 Jackson, MS 39296-5689. Phone: (601)359-1820

The Mississippi Institute of Aesthetics Nails & Cosmetology is nationally accredited by the **National Accrediting Commission of Career Arts and Sciences (NACCAS):**
3015 Colvin Street Alexandria, VA 22314.

The Mississippi Institute of Aesthetics Nails & Cosmetology is certified by **the United States Department of Education** to Administer Title IV funds under the Higher Education Act of 1964.

ALTERNATE NAMES

Throughout this Catalog, the Enrollment Agreement, Institutional Communications, and promotions & advertisements the Mississippi Institute of Aesthetics Nails & Cosmetology may be referred to as "Mississippi Institute", "MSI", or "Mississippi Institute Aesthetics Nails Cosmetology".

FACILITIES AND EQUIPMENT

The Mississippi Institute of Aesthetics Nails & Cosmetology has just over 8,500 square feet of space located at 460-B Springridge Rd., in Clinton, Mississippi. The space is divided into four offices, 2 clinic areas, 5 classrooms, seven restrooms, teacher's resource area, dispensary, laundry room, and storage areas. All areas are temperature controlled by central air / heat. Enclosed in the aforementioned space is the following Equipment: 10 fully-equipped manicure stations, 4 pedicure stations, 34 styling stations, 16 drying stations, 7 shampooing stations, 2 hair removal centers, 7 facial beds, and 7 facial machine treatment centers. Our room arrangements and equipment meet or exceed the requirements set forth by the Mississippi State Board of Cosmetology.

STUDENT SERVICES

Advising: Personal advising is available as an aid to student motivation and as a means for maintaining the productive attitudes and professional outlook through which students will be able to reach their fullest potential.

Housing: There is no on-campus housing available.

Placement: The school's educational programs offer to students' job skills, job placement skills, and resume writing. Upon successful completion of the course, students may be registered for employment assistance and the school will use its best efforts to successfully place students. However, students are advised that the school cannot and does not guarantee placement to any student or graduate. Good placement has been achieved for many students and graduates through a cross filing system listing prospective employers who contact the school for students desiring placement. Information on job placement and career opportunities is available from the school office or the employment board displayed in the school.

CAREER OPPORTUNITIES

Below we have composed a list of the possible career opportunities that may be achieved once a graduate becomes licensed as an esthetician, nail technician, cosmetologist, or instructor:

Member of State Board
 School Owner / Director
 Instructor
 Free Lance
 Sales
 Stylist

Skin Specialist
 State Board Inspector
 Manufacturer Representative
 Magazine Columnist
 Spa / Salon Owner
 Platform Artist

Theatrical Hair Stylist
 Make-up Artist
 Nail Tech
 Salon Consultant
 Medical Skin Care Specialist
 Style Director

PHYSICAL AND SAFETY DEMANDS

Certain physical demands need to be considered before one enters training. Students will experience standing for prolonged periods of time and excessive use of hands and upper arms, exposure to chemical odors, bending, light lifting and sitting. Most students experience no problems or inhibitions to training with the proper personal regiment of diet, sleep and physical exercise.

Studies involve learning to stand and sit properly, wearing proper shoes and the proper use of equipment to avoid stress to the body.

ENROLLMENT POLICIES

Non-Discrimination Policy

The Mississippi Institute has a strict non-discrimination policy. This policy states the no member of our staff may discriminate against any student or prospect on the basis of race, sex, age, color, religion, or ethnic origin.

Handicapped Policy

The Mississippi Institute complies with the Rehabilitation Act of 1973 (section 504) in that no qualified, handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction, though manual dexterity is required in the field of cosmetology. All areas of the facility are handicap accessible, including (3) restrooms, access to classrooms and clinic.

Enrollment Eligibility Requirements

The Mississippi Institute admits for regular enrollment anyone who meets the following requirements:

1. Is at least seventeen (17) years of age. Enrollees are required to submit a valid state/federal issued photo ID at enrollment
2. Has successfully completed high school or its equivalent. See the chart below;

If the student has:

Submit the Following:

High School Diploma from a State Recognized High School	Official Transcript showing the successful completion of high school.
A GED Certificate	Copy of the GED Certificate and Transcript with scores
Diploma From a Home School or School Not Recognized by the State	<p>a) Official Transcript showing the successful completion of high school</p> <p>b) Copy of the Student's Certificate of Enrollment submitted to the attendance officer of the state or local school district; May vary for out of state students.</p> <p>and, c) Copy of ACT Results showing a Composite Score of 15 or greater.</p>

3. Must be able to clearly read, write, & speak English
4. Must have attended an interview and campus tour with the Director of Admissions prior to enrollment

Re-Enrollment

Any student that enrolls in a program at the Mississippi Institute of Aesthetics Nails & Cosmetology, and withdraws prior to completion, is only eligible for one (1) re-enrollment in that program. Re-enrollment must take place within 3 years of the initial start date of the program. Upon re-enrollment within the required timeframe, the student will be given credit for any hours and work completed during the initial enrollment.

Credit for Previous Training / Transfer

Decisions concerning the acceptance of credits by any institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution. Students considering their education at or transferring to another institution must not assume that credits at this school will be accepted by the receiving institution. An institution's accreditation does not guarantee that credits earned at that institution would be accepted for transfer by any other institution. Students must contact the admissions office of the receiving institution to determine what credits, if any, will be accepted. Any student withdrawing from Mississippi Institute of Aesthetics Nails & Cosmetology and transferring to another school may retain and transfer their hours provided there is no financial obligation. In the event of Financial Obligation, ALL monies must be paid before hours will be released and credited.

Credit given to transferring students from another licensed cosmetology school will be determined on a case-by-case basis. Students enrolling in Aesthetics Nails or an Instructor program are not allowed to transfer hours or grades from another school. Students enrolling in Cosmetology may not transfer more than 750 clock hours from another school. Transfer students may enroll 30 days after previous instruction at a former school, or with the State Board's approval.

Aesthetics or Nails graduates of the Mississippi Institute of Aesthetics Nails & Cosmetology may transfer up to 50% of their hours to the Cosmetology program at the Mississippi Institute if enrolled within one year of graduation. (300 Aesthetics / 175 Nails)

Tuition at Mississippi Institute of Aesthetics Nails & Cosmetology will be based on the total hours of instruction needed to complete the course. Mississippi Institute of Aesthetics Nails & Cosmetology does not recruit students already attending or admitted to another school offering a similar program of study.

ENROLLMENT PROCESS

1. Schedule & attend an interview with the Director of Admission. The primary purpose of the interview process is to:
 - a. Allow prospective students to receive a full tour of the facilities
 - b. Ensure the prospective student meets all the requirements of enrollment
 - c. Disclose to the prospective student all information required to be disclosed according to State & Federal Requirements
2. Complete, sign, and agree to all the terms outlined in the Enrollment Agreement. This process is completed in person with an admission's representative. It cannot be completed online.
3. Pay required Registration fee and submit official high school transcripts / GED transcripts
4. Attend mandatory New Student Orientation

INSTITUTIONAL CHARGES / PAYMENT SCHEDULE

Fees to be charged to a student's account will be identified in the Enrollment agreement. These fees will include charges for Registration, Student Kit & Textbook, Tuition, and, if applicable, Overtime Fees. All charges and payments will be recorded in the student ledger. A student may request a copy of their student ledger at any time.

1. Registration fees are required to be paid at the time of enrollment. This fee will reserve an enrollee's spot in their respective program of study.
2. Student Kit & Textbook fees are required to be paid at New Student Orientation. Kit & Textbook items are required for attendance and will not be issued until this fee is paid in full.
3. Payment schedule for Tuition will vary based on the source of the payment. Sources include Self-Payment Plan, Federal Pell Grant disbursements, Federal Direct Student Loan disbursements, and Veterans Benefit payments. All sources of payment must be identified and agreed to by the time the student is 50% complete with their training.
4. Rates for overtime fees vary by program and are identified in the enrollment agreement. Once a student reaches their contracted graduation date and is not complete, Overtime fees begin to accrue on a weekly basis. Overtime fees must be paid as they accrue. NOTE: Federal Pell Grant or Federal Direct Loan funds may not be used to pay Overtime fees.
5. Upon Graduation any outstanding fees must be paid in full. If a balance remains on the student's ledger after graduation, records will not be forwarded to the Mississippi State Board of Cosmetology and the graduate will not be eligible to sit for the licensing exam until all fees are paid in full.
6. Methods of payment accepted are: Cash, Check, Money Order, Certified Check, Visa, MasterCard, Discover Card, or American Express. Fee for returned check is forty dollars (\$40).

ACCESS TO STUDENT FILES / PRIVACY ACT

The Mississippi Institute of Aesthetics Nails & Cosmetology complies with all the requirements set forth by the Family Educational Rights and Privacy Act (FERPA). Student or parent/guardian (if student is a dependent minor) may have access to his or her own files by submitting a request in writing to the administration for an appointment. These records may not be removed from the property.

No information regarding a student will be released in response to third-party requests without the prior written consent of the student, or parent/guardian for each request if the student is a dependent minor, unless required to do so by the Mississippi State Board of Cosmetology, accrediting agency, US Department of Education, or other authorized government entity.

ACADEMIC POLICIES

Credit Unit and Class Size: The Mississippi Institute of Aesthetics Nails & Cosmetology operates on a Clock-hour basis, where 60 minutes is equal to one clock hour. Class sizes vary depending on the material being covered, but generally classes are limited to 20 students per instructor. Class sizes may be larger if multiple instructors are combining efforts to cover the same material.

Class Schedule: New classes begin on the first Tuesday of every month with mandatory Orientation taking place the Friday before, See Exhibit 1 at the back of the catalog. Classes are held Tuesday thru Friday from 8:00am to 5:00pm. Students are allowed two ten minute breaks during the day for which they are not required to clock-out. Daily lunch breaks are a maximum of 1 hour and students are required to clock-out. Students usually accumulate 32 clock hours per week. Students are not allowed more than a monthly average of 40 hours per week.

Grading System: Teachers evaluate students' understanding of the material and practical ability regularly through the use of examinations and other assigned projects. Each assignment must be passed with a score of 85% percent or better. The following grade scales are used:

Theory

A (100 – 96%) Excellent

B (95 – 91%) Good

C (90 – 85%) Satisfactory

F (84 – Below) Failing (must retake)

Practical

100% Accuracy = Pass

Less than 100% Accuracy = Fail

Students must receive an 85 or better on examinations. Students are required to re-take failed exams. Progress records are monitored for each student and recorded. The student's records are available for explanation or clarification by the school director or instructor during regular school hours. Students must maintain an 85% cumulative grade average and complete the required amount of hours for the program he/she enrolled in, for graduation

Holiday Observance / Scheduled closings: On a yearly basis, the Mississippi Institute of Aesthetics Nails & Cosmetology is closed one week for Spring Break in March, One week in May, One week in July for Summer Break, One week in September for Fall Break, One week in November for Thanksgiving holidays, and two weeks for Christmas and New Year's. See **Exhibit 1** at the back of the catalog for specific dates.

Academic Transcripts: Students may obtain a transcript from the school upon request if he/she has fulfilled his/her financial obligation to the school. The transcript or certificate of completion is to be withheld until all fees and charges have been paid. A copy of the written contract, rules and regulations and the school catalog are given to the student at the time of execution of the contract.

Makeup Work: All missed work must be made up. Students are responsible for making arrangements with their instructor for making up the missed test / assignments. Any makeup test taken by a student after the completion of their contracted hours will result in an additional fee of \$20 per examination. Payment of this fee is required before the exam will be administered. Students are required to complete all tests within 60 calendar days of the completion date of their contracted hours or be withdrawn from the program.

Practical Instruction: Students are required to accept and complete all work that is assigned to them. An instructor must inspect all work so that credit can be given. If working on a client an instructor must inspect your work prior to the departure of the client.

Sanitation: Each Student is responsible his/her workspace daily as well as the assigned daily chores assigned to them. All tools must be sanitized appropriately and towels must be placed in their designated cabinets.

Graduation and Certificate of Completion

To graduate from the Mississippi Institute of Aesthetics Nails & Cosmetology a student must complete all required Hours, Tests, and Clinic Services. Once a student has completed all of the above, the Mississippi Institute of Aesthetics Nails & Cosmetology will issue him / her a certificate of completion. The school will forward the notification of graduation and examination approval form to the Mississippi State Board of Cosmetology. Any student that has not fulfilled their financial obligation with the Mississippi Institute of Aesthetics Nails & Cosmetology will not be approved by the MS State Board to sit for the licensing exam. NOTE: A Student that completes the program earlier than the estimated timeframe stated in the contract, may have their financial aid package recalculated, which may result in liabilities owed by the student and/or the institution.

SCHOOL RULES & REGULATIONS

Attendance:

- Time of Enrollment is defined as the time elapsed between the date student started class and the date of termination regardless of time actually spent in class.
- Daily attendance is required. A daily report is accurately kept on the trainee's attendance. Excessive absenteeism may be cause for extra charges, suspension, or dismissal.
- Each student must record his/her own time at the required time. Recording time, in or out for another student is prohibited.
- If a student is to be tardy, it is the responsibility of that student to notify the office.
- Tardy students will not be allowed into once class has begun until invited in by the instructor or until there is a break in the class.

Clock-In / Clock-Out Procedures

- Student attendance is monitored and tracked electronically utilizing biometric timeclocks and FAME Freedom software.
- Student hours are tracked to the 1/100 of the minute.
- Students are required to clock-in daily when they arrive at school.
- Students are required to clock out when they:
 - a. Leave for the day
 - b. Take their lunch break, regardless of whether or not they actually leave the facility. Additionally, any student in attendance for more than six (6) hours in a day is required to take a minimum lunch break of fifteen (15) minutes or more.
 - c. Take an unscheduled, unapproved, or extended break.
 - d. Patronize or Enter another business a part of or adjacent to the shopping center where the school is located.
 - e. Have a service performed on them, unless told otherwise by their instructor
 - f. Return to their vehicle or the front parking lot for any reason

Absences:

- It is the responsibility of the student to notify the office if he/she is going to be absent
- It is the responsibility of the student to find out what assignments were missed while absent
- The Mississippi Institute of Aesthetics Nails & Cosmetology does not allow for excused absences. Instead, students may miss up to 10% of the scheduled course hours without being charged additional charges.
- Students are allowed absences of no more than 10% of scheduled course hours without being charged for time beyond graduation date. Overtime Rates are as follows: \$12 per Hour for Cosmetology \$13.76 Per Hour for Aesthetics \$10.71 Per Hour for Nails
- You will be notified in writing when you begin accruing such charges.
- Any absences must be made up and will revise the student's graduation date.
- In the event an extended absence is needed, See Leave of Absence below.

Leave of Absence Policy:

- To request a leave of absence a student must complete the *Status Change Request Form* in the office. Request forms should be completed in advance, unless unforeseen circumstances prevent the student from doing so.
- A Leave may be granted to a student who did not complete the request form prior to the leave due to unforeseen circumstances if the school documents the reason for its decision and the form is completed prior to, or at the time of the student returning to school. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the incident.
- Leave request must include the reason for the leave, date of return, amended contract graduation date, and signatures of both parties.

- Leaves of absence are approved on a case-by-case basis at the sole discretion of the Director of Admissions. Leaves will only be granted if deemed necessary and there is a reasonable expectation that the student will return.
- A student granted a Leave will not be charged any additional fees and is not considered to have withdrawn and no refund calculation is required at this time, unless the student does not return by the date indicated on the request form. If a student does not return from a leave, the student's last date of attendance will be used for the calculation for the withdrawal and settlement calculation.
- Students who qualify for a leave will be allowed one (1) leave of absence for a period of no less than 2 weeks and no more than 8 weeks. If a student is granted a Leave and returns to school but does not use the entire 8 weeks they will forfeit the remaining days. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
- Any student withdrawn will be allowed to re-enroll if space is available and reenrollment fee of \$200 is paid. Reenrollment is limited to 1 occurrence for each student.

Suspension Policy:

The school for the following reasons may suspend students:

- Non-payment of monies due the school
- Students who are suspended for non-payment of monies due the school may return to school at any time during the suspension period provided that the student brings his/her account current by paying the past due tuition amount plus the current month's tuition.
- Failure to comply with school rules and regulations.

***If, at the end of the suspension period, the student does not return to school, he/she will be dropped and the refund policy will apply.*

Grounds for Termination:

- Insufficient progress in training and attendance
- Non-payment of monies due the school
- Failure to comply with the School Rules and Regulations
- Students who do not return from a leave of absence, last date of attendance is used as the termination date.

Additional Stipulations:

- No responsibility is assumed by the school for any negligence, carelessness or lack of skill by one or more students while practicing any part of the school course on one another.
- Students are responsible for their own equipment and personal property.
- Students must obey all rules of personal hygiene, sanitation and sterilization while in school.
- Students must handle all school equipment with respect and care. Purpose mishandling of school equipment is treated as willful destruction of school property.
- No change in the contract will be recognized unless made in writing

Parking:

- Students may park anywhere in the front parking lot in designated / striped parking spots of the shopping center. Parking in the rear or on the side of the building is strictly prohibited.
- Students coming from or returning to their cars must use the front entrance only.
- Students being dropped off or picked up must do so at the front entrance only.
- Parking decals are issued at no cost by the institution and must be placed on the lower left portion of the rear windshield.
- For security reasons, students should lock their cars and not leave any valuables in plain sight

Dress Code:

- All Students must wear scrubs
- Aesthetics students' uniforms will consist of white tops (without any striping) and navy-blue bottoms
- Nail technician Students' uniforms will consist of white tops (without any striping) and burgundy bottoms
- Cosmetology Students' uniforms are black tops with black bottoms
- Undershirts are required with white tops
- If a student wears an undershirt (Short or long sleeve), it must be solid white or the solid color of the uniform pants.
- Only tennis shoes will be allowed.
- School issued identification must be worn at all times
- School approved t-shirts may be worn **only** when pre-approved by the administration
- No hats, scarves, headbands, or wraps of any kind shall be worn inside the school
- No coats or jackets are allowed inside the school. Sweatshirts are available for purchase in the main office and maybe worn over the uniform.
- Purses or bookbags worn inside the school must be clear.

Professional Ethics and Conduct:

- The use of profanity, alcohol, and drugs during school hours is prohibited, including lunch & break periods.
- Improper, abusive, or threatening behavior toward other students, school officials or school patrons is cause for suspension or dismissal.
- Students should understand that anytime they can be identified as a MSI Student, whether on school campus, in public, or online, their actions/comments are subject to disciplinary action including suspension or termination.
- Students are not to refuse to perform a service on a client. If you cannot do the service for whatever reason, you take the client to your station and ask an instructor for guidance.
- Cheating, stealing or willful destruction of property will not be tolerated.
- There is no smoking inside the building or within 50 feet of an entrance. Smoking is only allowed in designated areas.
- Personal telephone conversations are prohibited on the school telephone, unless you have been called to the phone due to an emergency.
- All students must return school supplies immediately upon completion of work; under no circumstances can they be taken from the building.
- Students shall not be permitted to gather around the reception area.
- All clients are to be treated with courtesy and respect. If a client harasses a student, the student will ask the instructor to handle it.
- Students are prohibited from possessing firearms inside the school.

Mobile Devices & other electronic devices:

- The use Audio / Video recording devices and cameras is prohibited, unless informed otherwise by an instructor
- The use of cellphones and other mobile devices, such as smart watches, tablets, laptops, Bluetooth devices, etc., is limited. See below:
 - a. Students may only use their cellphone or other mobile devices in the student break areas only. Clinic areas, classrooms, bathrooms, hallways, and other general areas are strictly off-limits for device usage.
 - b. Instructors may allow students to use certain devices at times. At that time the instructor will specify which devices are acceptable and when they may be used.
 - c. Smart watches may be worn if only being used as time telling device. Use for any other function will be considered a violation of the policy and will be subject to the disciplinary actions listed below.
 - d. Bluetooth earpieces may not be worn or used in any of the restricted areas listed above in section "a".
- Violation of this policy will result in the following disciplinary actions:
 - a. First Offense: Student will be written up and be required to surrender the device to the main office until the 1st major break in the day (Lunch or End of the Day).
 - b. Second Offense: Student will be written up and be required to surrender the device to the main office until the end of the day. *Note: End of the Day is 5:00 p.m., regardless of what time the student leaves school for the day.*
 - c. Third Offense: Student will be suspended from school for two (2) weeks.
 - d. Subsequent violations of this policy will result in more suspension or even termination from the institution.

Alcohol and Drug Policy:

The Mississippi Institute is committed to excellence in all aspects of personal and academic life. Alcohol abuse and misuse is a significant impediment to achieving this excellence. Therefore, MSI permits only responsible, legal consumption of alcohol and complies with all federal, state and local laws concerning alcohol and illegal drugs.

Alcohol policies apply to the campus and to all sponsored activities at off-campus locations. Administrators, alumni, faculty, guests, staff, and students must adhere to all applicable state and local laws and MSI regulations related to the sale, possession, and use of alcoholic beverages. The most common laws and regulations related to alcohol use and sales are as follows:

1. Alcohol is not permitted on campus
 2. The sale of alcoholic beverages is prohibited except in designated areas at times and dates licensed by the Mississippi Department of Revenue.
 3. In the State of Mississippi, it is against the law for persons under 21 years of age to possess or consume alcoholic beverages. MSI enforces all federal, state, and local laws concerning possession and/or consumption of alcohol. Enforcement options may include criminal charges as well as a referral to the administration for possible disciplinary sanctions.
 4. The furnishing of alcoholic beverages to underage persons is also against state law.
 5. Alcohol cannot be consumed or carried in open containers on any street, sidewalk, alley, automobile, or public area.
 6. No person under legal drinking age or any obviously intoxicated person shall be furnished, served, or given an alcohol beverage.
- Federal and State drug laws as well as MSI policy prohibit the sale, unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, or of illicit drugs, on university property or as part of any MSI activity, in compliance with the 2012 Campus Security Report 29 Drug Free Schools and Communities Act and the Drug-Free Workplace Act. MSI enforces all federal, state, and local drug laws. This prohibition applies to all students and to all employees

SATISFACTORY ACADEMIC PROGRESS

Satisfactory progress in attendance and academic work is a requirement of all students enrolled in the Mississippi Institute of Aesthetics Nails & Cosmetology. A copy of this policy is provided to all students prior to enrollment. Students receiving funds under any Federal Title IV financial aid program or receiving VA Educational Benefits must maintain satisfactory progress in order to continue eligibility for such funds.

Maximum time: The maximum time a student has to complete is 150% of the program length. Leave of Absence extends contract period and maximum timeframe by the number of days taken in LOA. Any student that does not complete the program within the maximum timeframe will be allowed to remain in school and complete the program, but will not be eligible for financial aid.

Attendance Progress: All students must maintain at least 67% cumulative attendance average in order to be considered making satisfactory progress. However, any time past the stated graduation date will be subject to overtime charges as stated in school catalog and enrollment agreement.

Academic Progress: To meet SAP all students must maintain a minimum average of 85% of combined written and practical grades.

Evaluation Periods: Hours, theory, practical progress, and attendance will be evaluated according to the following schedule of the student's actual clock hours:

Program	Evaluation Periods (Hrs.)	Evaluation Periods (Weeks)	Total Program Hours	Academic Year Length
Aesthetics	300, 600	9.5, 19	600	900 Hours
Nails	175, 350	5.5, 11	350	900 Hours
Cosmetology	450, 900, 1200, 1500	14, 28, 37.5, 47	1500	900 Hours
Instructor (all)	450, 900, 1000	14, 28, 32	1000	900 Hours

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. A student will be notified of any evaluation that impacts their eligibility for financial aid.

Warning: Students enrolled in a program of more than 900 clock hours that 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.

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 describing why they failed to meet satisfactory academic progress standards, along 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.

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 warning or 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.

Noncredit, Remedial Courses, Repetitions:

Noncredit, remedial courses and repetitions 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. SAP evaluation periods are based on actual contacted hours at the institution.

Student Access to SAP Results:

Following the completion of Satisfactory Academic Progress evaluations students will be notified in writing of the determination within a reasonable amount of time. Students sign and are given a copy of the printed results.

STUDENT FINANCIAL AID

The Mississippi Institute of Aesthetics Nails & Cosmetology participates in Title IV Federal Financial Assistance programs under authorization of the U.S. Department of Education, Office of Student Financial Assistance. The Financial Aid Office at the Mississippi Institute processes financial aid applications, determines eligibility for and awards financial assistance in compliance with federal and state regulations and institutional policies. Financial assistance consists of grants and loans. The office works in partnership with the director of admissions to monitor students continuing eligibility for student aid.

To Apply:

- Go to **www.fafsa.gov**. It is recommended that you enter the web address directly into the address bar instead using a search engine. FAFSA is an acronym for "Free Application for Federal Student Aid." If you are asked for any payment information you are on the wrong site.
- Login using your FSA User ID (or verified email) and Password. To create your FSA User ID go to **www.fsaid.ed.gov**. Be sure to remember your login information and store it in a secure place. You will need this information later in the application process and in the future to update or make corrections to the application.
- Complete the Financial Aid Application. Multiple award year applications are available for you to complete. Select the appropriate application by selecting the tab at the top of the page. **You must complete the application for the correct award year.** To determine which application(s) you should complete see the chart below.

Program	Month in which you plan to start												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Aesthetics	22/23	22/23	22/23	22/23 23/24	22/23 23/24	23/24	23/24	23/24	23/24	23/24	23/24	23/24	
Nails	22/23	22/23	22/23	22/23	22/23	23/24	23/24	23/24	23/24	23/24	23/24	23/24	
Cosmetology	22/23 23/24	22/23 23/24	22/23 23/24	22/23 23/24	22/23 23/24	22/23 23/24	23/24	23/24	23/24	23/24	23/24	23/24 24/25	23/24 24/25

- Enter our federal school code into your application so that it will be forwarded to us. Our federal school code is: **041402**
Sign and Submit the Application. Please allow approximately 7-10 days for your application to be sent to the Financial Aid Office
- Students who want Federal Direct Student Loans must complete a Master Promissory Note and Direct Loan Entrance Counseling. This can be done with the assistance of the Financial Aid Administrator or by going to **www.studentloans.gov** and logging in using your FSA User ID and Password

RETURN TO TITLE IV POLICY

- The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the enrollment period. If a student does not begin training the R2T4 formula does not apply.
- For official withdrawals a student's withdrawal date is the date the school received the notice from the student that they are withdrawing.
- For unofficial withdrawals a student's withdrawal date is their last day of physical attendance.
- The school's determination that a student is no longer in school for unofficial withdrawals is determined after 14 days of non-attendance. The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Stafford Loans, or Plus loans and withdraws on or before completing 60% of the enrollment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was scheduled to be completed as the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of aid earned from 100%.
- The percentage of the enrollment period completed is calculated by the hours scheduled to be completed in the period as of the withdrawal date divided by the scheduled hours in the period.
- The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was disbursed as of the withdrawal date. Return of Unearned Aid is allocated in the following order:
 - Unsubsidized Federal Stafford Loan
 - Subsidized Federal Stafford Loan
 - Federal Perkins Loan
 - Federal Parent (Plus) Loan
 - Federal Pell Grant
 - Federal Supplemental Opportunity Grant
 - Other Title IV Assistance
- Refunds will be made to the federal programs within 45 days of the date of determination.
- If a student earned more aid than was disbursed, the school will owe the student a disbursement of the earned aid that was not received at the time of their withdrawal; known as a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student's permission before crediting their account.
- From the date the institution determined the student withdrew, grant funds must be paid within 45 days and the loan funds must be paid within 180 days.
- The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

WITHDRAWAL AND SETTLEMENT / CANCELLATION POLICY

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

Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal.

- I. Official cancellation or withdrawal shall occur on the earlier of the dates that:
 - 1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid
 - 2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
 - 3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$200.
 - 4. A student notifies the institution of his/her withdrawal in writing.
 - 5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
 - 6. A student is expelled by the school
 - 7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

II. Unofficial withdrawals for clock hour students are determined by monitoring students' attendance at least every thirty (30) days. 14 consecutive school days of absences will result in the student being unofficially withdrawn from his/her program of study. Refunds are calculated based on the student's last day of attendance.

III. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on actual hours:

% Of Actual Hours Completed to Contracted Hours			% Of Total Tuition Owed the 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%	to	100%	100%

IV. If a course is canceled after a student's enrollment, and before instruction in the course has begun, or if the school decides to close permanently once instruction has begun, the school shall at its option:

- 1. Provide a full refund of all monies paid; or
- 2. Provide completion of the course at a later time

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

- 1. Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school, or;
- 2. Participate in a Teach-Out Agreement.

VI. Any monies due a student who withdraws from the institution shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially.

VII. This refund policy applies to the original tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: kits or extra kit materials, books, products, overtime charges, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

CAMPUS CRIME STATISTICS

The following annual security report provides crime statistics for selected crimes that have been reported to local police agencies or to campus security authorities. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

OFFENSES	2019		2020		2021	
	On-Campus	Public Property	On-Campus	Public Property	On-Campus	Public Property
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
VAMA (VIOLENCE AGAINST WOMEN ACT)						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
ARRESTS						
Weapons	0	0	0	0	0	0
Drugs	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0
REFERRALS						
Weapons	0	0	0	0	0	0
Drugs	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0
HATE CRIMES						
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0

A full copy of our Annual Security report, including descriptions of the data listed in the chart above, can be found at <http://msinstitute.com/about-us/>

AESTHETICS (600 Clock Hours)

U.S Department of Labor's SOC Code (www.onetonline.org): 39-5094.00

Course Description: The course is designed to teach students the practical applications of procedures of the esthetics industry as well as the theory behind them

Course Objective: To prepare students to be employed at the entry level in the Field of Esthetics. The student will learn both machine and manual skin care treatments.

Instructional Methods: Theory is taught in a classroom structure with the aid of lecture, video, power point, games, and/or demonstration. Skill is taught in the Clinic area with demonstration from the instructor and student application. Skill training and clinic work is assigned and supervised by a licensed Instructor

Grading Procedure: Teachers evaluate students' understanding of the material and practical ability regularly through the use of examinations and other assigned projects. Each assignment must be passed with a score of 85% percent or better. The following grade scales are used:

Theory Exams:	100-85 = Pass	Practical Exams:	100% Accuracy = Pass
	84 – 0 = Fail (Must Retake)		Less than 100% = Fail (Must Retake)

Clock Hours Required	600	2021 Completion Rate – % of Enrollees who graduated the program	94.44%
Timeframe for Completion	19 Weeks	2021 Licensure Rate - % of graduates that passed licensure exam	100.00%
Registration Fee	\$200.00	2021 Placement Rate – % of Graduates working in the field	85.29%
Kit / Textbook Fee	\$1,000.00	2020 Median Annual Compensation – US Bureau of Labor	\$44,850
Tuition Fee	\$8,500.00		
Total Program Cost	\$9,700.00		
Hourly Rate	\$16.17		
Overtime Rate	\$15.00		

Textbooks: Pivot Point Fundamentals: Esthetics 101-111
 Pivot Point Fundamentals: Esthetics Study Guide
 Milady Skin Care Product Dictionary

*Financial Aid is Available to those who qualify.

*Accepted Methods of payment are: Cash, Check, Money Order, Credit Card (Visa, MasterCard, Discover, American Express)

Curriculum:		Required Practical Services:	
Health, Sanitation, & Infection Control	50 Hours	Basic Facial	45
Ergonomics		Facial with Machine	20
Products, Tools, & Equipment Use		Tweeze	30
Sciences	175 Hours	Brow / Lip Wax	75
Chemistry		Brow Tint	10
Anatomy		Make-up Application	15
Bacteriology / Ecology		Chemical Peels	30
Electricity		Microdermabrasion	30
Skin Physiology			
Product Knowledge and Safety	25 Hours	Certifications Included with Tuition	
Principals and Techniques of:	50 Hours	Microdermabrasion	
Microdermabrasion		Chemical Peel	
Chemical Peels		Microcurrent	
Principals and Techniques of:	275 Hours	Full Body Treatments	
Hair Removal			
Basic Facial			
Facial with Electrotherapy			
Lash & Brow Tint			
Eyebrow Design			
Career and Employment Information	25 Hours		
Professional Ethics			
Effective Communication			
Business Plan			
Licensing Requirements & Regulations			
Business Management			

NAILS (350 Clock Hours)

U.S Department of Labor's SOC Code (www.onetonline.org): 39-5092.00

Course Description: The course is designed to teach students the practical applications of procedures of a nail technician as well as the theory behind them

Course Objective: To prepare students to be employed at the entry level in the Field and to be licensed to practice as a Manicurist / Nail Technician.

Instructional Methods: Theory is taught in a classroom structure with the aid of lecture, video, power point, games, and/or demonstration. Skill is taught in the Clinic area with demonstration from the instructor and student application. Skill training and clinic work is assigned and supervised by a licensed Instructor

Grading Procedure: Teachers evaluate students' understanding of the material and practical ability regularly through the use of examinations and other assigned projects. Each assignment must be passed with a score of 85% percent or better. The following grade scales are used:

Theory Exams:	100-85 = Pass	Practical Exams:	100% Accuracy = Pass
	84 – 0 = Fail (Must Retake)		Less than 100% = Fail (Must Retake)

Clock Hours Required	350	2020 Completion Rate – % of Enrollees who graduated the program	93.75%
Timeframe for Completion	11 Weeks	2020 Licensure Rate - % of graduates that passed licensure exam	100.00%
Registration Fee	\$200.00	2020 Placement Rate – % of Graduates working in the field	60.00%
Kit / Textbook Fee	\$500.00	2020 Median Annual Compensation – US Bureau of Labor Geo	\$24,140
Tuition Fee	\$4,100.00		
Total Program Cost	\$4,800.00		
Hourly Rate	\$11.71		
Overtime Rate	\$15.00		

Textbooks: Pivot Point Salon Fundamentals: Nails
Pivot Point Salon Fundamentals: Nails Workbook

*Financial Aid is Available to those who qualify.

*Accepted Methods of payment are: Cash, Check, Money Order, Credit Card (Visa, MasterCard, Discover, American Express)

Curriculum:		Required Practical Services:	
Health, Sanitation, & Infection Control	75 Hours	Manicure	30
Ergonomics		Pedicure	20
Products, Tools, & Equipment Use		Nail Tips	10
Sciences	100 Hours	Nail Overlay	5
Nail Physiology		Sculpted Nails / Gels	10
Skin Physiology		Electric Nail File	3
Chemistry		Nail Art	5
Electricity		Nail Wrap	5
Ecology			
Product Knowledge and Safety	25 Hours	Certifications Included with Tuition	
Principals and Techniques of:	140 Hours	Electric Nail File	
Manicures			
Pedicures			
Massage			
Nail Mend			
Artificial Nail Removal			
Nails Extensions			
Electric Nails File			
Career and Employment Information	10 Hours		
Professional Ethics			
Effective Communication			
Business Plan			
Licensing Requirements & Regulations			
Business Management			

COSMETOLOGY (1500 Clock Hours)

U.S Department of Labor's SOC Code (www.onetonline.org): 39-5012.00

Course Description: The course is designed to teach students the practical applications of procedures of the cosmetology industry as well as the theory behind them

Course Objective: To prepare students to be employed at the entry level in the Cosmetology / Hair Styling Field upon completion of the State Board Licensure Examination

Instructional Methods: Theory is taught in a classroom structure with the aid of lecture, video, power point, games, and/or demonstration. Skill is taught in the Clinic area with demonstration from the instructor and student application. Skill training and clinic work is assigned and supervised by a licensed Instructor

Grading Procedure: Teachers evaluate students' understanding of the material and practical ability regularly through the use of examinations and other assigned projects. Each assignment must be passed with a score of 85% percent or better. The following grade scales are used:

Theory Exams:	100-85 = Pass	Practical Exams:	100% Accuracy = Pass
	84 – 0 = Fail (Must Retake)		Less than 100% = Fail (Must Retake)

Clock Hours Required	1500	2021 Completion Rate – % of Enrollees who graduated the program	84.21%
Timeframe for Completion	47 Weeks	2021 Licensure Rate - % of graduates that passed licensure exam	100.00%
Registration Fee	\$200.00	2021 Placement Rate – % of Graduates working in the field	87.50%
Kit / Textbook Fee	\$1,400.00	2020 Median Annual Compensation – US Bureau of Labor Geo	\$25,800
Tuition Fee	<u>\$16,500.00</u>		
Total Program Cost	\$18,100.00		
Hourly Rate	\$11.00		
Overtime Rate	\$15.00		

Textbooks: Pivot Point Fundamentals 101 - 113
Pivot Point Fundamentals: Cosmetology Study Guide

*Financial Aid is Available to those who qualify.

*Accepted Methods of payment are: Cash, Check, Money Order, Credit Card (Visa, MasterCard, Discover, American Express)

Curriculum:		Required Practical Services:	
Health, Sanitation, & Infection Control	75 Hours	Shampooing	200
Ergonomics		Facial Massage	10
Products, Tools, & Equipment Use		Eyebrow Arch	10
Sciences	275 Hours	Hair Shaping (Razor / Shears)	125
Chemistry		Manicuring	20
Anatomy		Air Forming	75
Bacteriology / Ecology		Permanent Waving	75
Electricity		Hair Straightening (Chemical)	15
Skin Physiology		Figure 6	30
Nail Physiology		Figure 8	30
Trichology		Fingerwaves & Pincurls	50
Product Knowledge, use, & Safety	100 Hours	Wet / Thermal Sets	175
Principals and Techniques of:	950 Hours	Hair Tinting / Bleaching	50
Skin Care Treatments		Eyebrow Dye	5
Application of Cosmetics		Thermal Press / Flat Iron	20
Hair Removal		Pressing Comb	10
Shampooing			
Hair Styling			
Hair Cutting			
Perm Wrapping			
Color Application			
Chemical Relaxers			
Wigs and Hair Pieces			
Scalp Hair Treatments			
Nails			
Career and Employment Information	100 Hours		
Professional Ethics			
Effective Communication			
Business Plan			
Licensing Requirements and Regulations			
Business Management			

AESTHETICS INSTRUCTOR (1000 Clock Hours)

Course Description: The course is for licensed Cosmetologist, Aestheticians, & Nail Technicians who wish to become licensed instructors in their field.

Course Objective: The objective of this program is to prepare licensed Cosmetologist, Aestheticians, & Nail Technicians for the Mississippi State Board of Cosmetology's Instructor Licensing Exam and prepare them for a career as a successful instructor

Instructional Methods: Theory is taught in a classroom structure with the aid of lecture, video, PowerPoint, and demonstrations.

Grading Procedure: Teachers evaluate students' understanding of the material and practical ability regularly through the use of examinations and other assigned projects. Each assignment must be passed with a score of 85% percent or better. The following grade scales are used:

Theory Exams:	100-85 = Pass	Practical Exams:	100% Accuracy = Pass
	84 – 0 = Fail (Must Retake)		Less than 100% = Fail (Must Retake)

Additional Admission Requirements:

- Must be at Least 20 years of age
- Must hold current license as an Esthetician, Nail Technician, or Cosmetologist
- Must have at least 6 Semester hours in approved college courses
- Must have a minimum of 2 years work history as an Esthetician, Nail Technician, or Cosmetologist

Clock Hours Required	1000	2021 Completion Rate – % of Enrollees who graduated the program	n/a
Timeframe for Completion	32 Weeks	2021 Licensure Rate - % of graduates that passed licensure exam	n/a
Registration Fee	\$200.00	2021 Placement Rate – % of Graduates working in the field	n/a
Textbooks	\$175.00		
Tuition Fee	\$5,000.00		
Total Program Cost	\$5,375.00		

Textbooks:

- Pivot Point Salon Fundamentals: Master Educator
- Pivot Point Salon Fundamentals: Master Educator Workbook
- Pivot Point Salon Fundamentals: Master Exam Review

*Accepted Methods of payment are: Cash, Check, Money Order, Credit Card (Visa, MasterCard, Discover, American Express)

Curriculum:

Theory Observation	16 Hours
Skill Observation	90 Hours
The Professional Teacher	223 Hours
The Teacher	
Personality	
Technical Knowledge	
Characteristics	
Teachers as Professionals	
Preparations for teaching	
Planning the Course	
Preparing Lesson Plans	
Steps to Teaching	
Student Motivation and Learning	132Hours
Laws governing learning	
Student Motivation	
Student Participation	
Student Personalities	
Individual Differences	
Methods, Management, & Materials	436 Hours
Methods, Procedure, & Techniques	
Classroom Management	
Teaching Materials	
Teaching and Evaluation	90 Hours
Laws, Rules, & Regulations	13 Hours

NAILS INSTRUCTOR (1000 Clock Hours)

Course Description: The course is for licensed Cosmetologist, Aestheticians, & Nail Technicians who wish to become licensed instructors in their field.

Course Objective: The objective of this program is to prepare licensed Cosmetologist, Aestheticians, & Nail Technicians for the Mississippi State Board of Cosmetology's Instructor Licensing Exam and prepare them for a career as a successful instructor

Instructional Methods: Theory is taught in a classroom structure with the aid of lecture, video, PowerPoint, and demonstrations.

Grading Procedure: Teachers evaluate students' understanding of the material and practical ability regularly through the use of examinations and other assigned projects. Each assignment must be passed with a score of 85% percent or better. The following grade scales are used:

Theory Exams:	100-85 = Pass	Practical Exams:	100% Accuracy = Pass
	84 – 0 = Fail (Must Retake)		Less than 100% = Fail (Must Retake)

Additional Admission Requirements:

- Must be at Least 20 years of age
- Must hold current license as an Esthetician, Nail Technician, or Cosmetologist
- Must have at least 6 Semester hours in approved college courses
- Must have a minimum of 2 years work history as an Esthetician, Nail Technician, or Cosmetologist

Clock Hours Required	1000	2021 Completion Rate – % of Enrollees who graduated the program	n/a
Timeframe for Completion	32 Weeks	2021 Licensure Rate - % of graduates that passed licensure exam	n/a
Registration Fee	\$200.00	2021 Placement Rate – % of Graduates working in the field	n/a
Textbooks	\$175.00		
Tuition Fee	\$5,000.00		
Total Program Cost	\$5,375.00		

Textbooks:

- Pivot Point Salon Fundamentals: Master Educator
- Pivot Point Salon Fundamentals: Master Educator Workbook
- Pivot Point Salon Fundamentals: Master Exam Review

*Accepted Methods of payment are: Cash, Check, Money Order, Credit Card (Visa, MasterCard, Discover, American Express)

Curriculum:

Theory Observation	16 Hours
Skill Observation	90 Hours
The Professional Teacher	223 Hours
The Teacher	
Personality	
Technical Knowledge	
Characteristics	
Teachers as Professionals	
Preparations for teaching	
Planning the Course	
Preparing Lesson Plans	
Steps to Teaching	
Student Motivation and Learning	132Hours
Laws governing learning	
Student Motivation	
Student Participation	
Student Personalities	
Individual Differences	
Methods, Management, & Materials	436 Hours
Methods, Procedure, & Techniques	
Classroom Management	
Teaching Materials	
Teaching and Evaluation	90 Hours
Laws, Rules, & Regulations	13 Hours

COSMETOLOGY INSTRUCTOR (1000 Clock Hours)

Course Description: The course is for licensed Cosmetologist, Aestheticians, & Nail Technicians who wish to become licensed instructors in their field.

Course Objective: The objective of this program is to prepare licensed Cosmetologist, Aestheticians, & Nail Technicians for the Mississippi State Board of Cosmetology's Instructor Licensing Exam and prepare them for a career as a successful instructor

Instructional Methods: Theory is taught in a classroom structure with the aid of lecture, video, PowerPoint, and demonstrations.

Grading Procedure: Teachers evaluate students' understanding of the material and practical ability regularly through the use of examinations and other assigned projects. Each assignment must be passed with a score of 85% percent or better. The following grade scales are used:

Theory Exams:	100-85 = Pass	Practical Exams:	100% Accuracy = Pass
	84 – 0 = Fail (Must Retake)		Less than 100% = Fail (Must Retake)

Additional Admission Requirements:

- Must be at Least 20 years of age
- Must hold current license as an Esthetician, Nail Technician, or Cosmetologist
- Must have at least 6 Semester hours in approved college courses
- Must have a minimum of 2 years work history as an Esthetician, Nail Technician, or Cosmetologist

Clock Hours Required	1000	2021 Completion Rate – % of Enrollees who graduated the program	100.00%
Timeframe for Completion	32 Weeks	2021 Licensure Rate - % of graduates that passed licensure exam	100.00%
Registration Fee	\$200.00	2021 Placement Rate – % of Graduates working in the field	100.00%
Textbooks	\$175.00		
Tuition Fee	\$5,000.00		
Total Program Cost	\$5,375.00		

Textbooks:

- Pivot Point Salon Fundamentals: Master Educator
- Pivot Point Salon Fundamentals: Master Educator Workbook
- Pivot Point Salon Fundamentals: Master Exam Review

*Accepted Methods of payment are: Cash, Check, Money Order, Credit Card (Visa, MasterCard, Discover, American Express)

Curriculum:

Theory Observation	16 Hours
Skill Observation	90 Hours
The Professional Teacher	223 Hours
The Teacher	
Personality	
Technical Knowledge	
Characteristics	
Teachers as Professionals	
Preparations for teaching	
Planning the Course	
Preparing Lesson Plans	
Steps to Teaching	
Student Motivation and Learning	132Hours
Laws governing learning	
Student Motivation	
Student Participation	
Student Personalities	
Individual Differences	
Methods, Management, & Materials	436 Hours
Methods, Procedure, & Techniques	
Classroom Management	
Teaching Materials	
Teaching and Evaluation	90 Hours
Laws, Rules, & Regulations	13 Hours

Exhibit 1

ACADEMIC CALENDAR

Enrollment is limited and the start dates listed below will only apply if space is available. Dates are subject to change.

2023	
January 10, 2023	Return from Christmas / New Year Break. New Student Orientation & Aesthetics & Cosmetology New Class Start
February 3, 2023	New Student Orientation
February 7, 2023	New Class Start for Aesthetics & Cosmetology
March 3, 2023	New Student Orientation
March 7, 2023	New Class Start for Aesthetics & Cosmetology
March 10, 2023	Last Day of Class before Spring Break
March 21, 2023	Classes resume
March 31, 2023	New Student Orientation
April 4, 2023	New Class Start for Aesthetics & Cosmetology
April 28, 2023	New Student Orientation
May 2, 2023	New Class Start for Aesthetics & Cosmetology
May 12, 2023	Last Day of Class before May Break. New Student Orientation for Nail Students
May 23, 2023	Classes resume. New Class Start for Nails
June 2, 2023	New Student Orientation
June 6, 2023	New Class Start for Aesthetics & Cosmetology
June 30, 2023	Last Day of Class before Summer Break, New Student Orientation
July 11, 2023	Classes Resume, New Class Start for Aesthetics & Cosmetology
July 28, 2023	New Student Orientation
August 1, 2023	New Class Start for Aesthetics & Cosmetology
September 1, 2023	New Student Orientation
September 5, 2023	New Class Start for Aesthetics & Cosmetology
September 8, 2023	Last Day of Class before Fall Break
September, 19, 2023	Classes resume
September 29, 2023	New Student Orientation
October 3, 2023	New Class Start for Aesthetics & Cosmetology
November 3, 2023	New Student Orientation
November 7, 2023	New Class Start for Aesthetics & Cosmetology
November 17, 2023	Last Day of Class before Thanksgiving
November 28, 2023	Classes resume
December 22, 2023	Last Day of Class before Christmas Break

2024	
January 9, 2024	Return from Christmas / New Year Break. New Student Orientation & Aesthetics & Cosmetology New Class Start
February 2, 2024	New Student Orientation
February 6, 2024	New Class Start for Aesthetics & Cosmetology
March 1, 2024	New Student Orientation
March 5, 2024	New Class Start for Aesthetics & Cosmetology
March 8, 2024	Last Day of Class before Spring Break
March 19, 2024	Classes resume
March 29, 2024	New Student Orientation
April 2, 2024	New Class Start for Aesthetics & Cosmetology
May 3, 2024	New Student Orientation, Last Day of Class before May Break
May 14, 2024	Classes resume. New Class Start for Aesthetics & Cosmetology
June 7, 2024	New Student Orientation
June 11, 2024	New Class Start for Aesthetics & Cosmetology
June 28, 2024	Last Day of Class before Summer Break, New Student Orientation
July 9, 2024	Classes Resume, New Class Start for Aesthetics & Cosmetology
August 2, 2024	New Student Orientation
August 6, 2024	New Class Start for Aesthetics & Cosmetology
August 30, 2024	New Student Orientation
September 3, 2024	New Class Start for Aesthetics & Cosmetology
September 6, 2024	Last Day of Class before Fall Break
September, 17, 2024	Classes resume
September 27, 2024	New Student Orientation
October 1, 2024	New Class Start for Aesthetics & Cosmetology
November 1, 2024	New Student Orientation
November 5, 2024	New Class Start for Aesthetics & Cosmetology
November 22, 2024	Last Day of Class before Thanksgiving
December 3, 2024	Classes resume
December 20, 2024	Last Day of Class before Christmas Break