

**MASON**

**ANTHONY**

■ SCHOOL OF COSMETOLOGY ARTS & SCIENCES ■

**School Contact Information**

6353-6363 Presidential Gateway Campus  
Columbus, Ohio 43231

(614) 710-1025

[www.masonanthony.com](http://www.masonanthony.com)

**Esthetics & Massage Therapy**

Presidential Gateway Campus : Building A

**Cosmetology & Manicuring**

Presidential Gateway Campus : Building B

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# 2024-2025 SCHOOL CATALOG

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**11<sup>th</sup> Edition**

Date of Revision: February 2025

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All the information in the content of this school catalog is current and correct and is so certified as true by Mason Anthony School of Cosmetology Arts & Sciences, LLC as of the date of its publication. A prospective student can review this catalog on Mason Anthony School’s website, or request a hard copy, prior to signing an enrollment agreement. Although every effort has

been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Mason Anthony School reserves the right to change its curriculum, schedules, tuition, fees, student rules, regulations and requirements at any time and without notice. Changes to information in the school catalog shall be updated annually by the institution. Changes made to catalog information prior to the annual update will accompany the catalog as supplements or inserts.

## **LICENSURE | ACCREDITATION | OWNERSHIP**

### **Mason Anthony School of Cosmetology Arts & Sciences Is Licensed By:**

Ohio State Cosmetology and Barber Board  
1929 Gateway Circle • Grove City, OH 43123  
(614) 466-3834  
<https://cos.ohio.gov>

State Medical Board of Ohio  
30 E. Broad Street, 3rd Floor • Columbus, OH 43215  
(614) 466-3934  
<https://med.ohio.gov>

State Board of Career Colleges and Schools  
30 East Broad Street, Suite 2481 • Columbus, OH 43215  
(614) 466-2752  
<https://scr.ohio.gov>  
Ohio State Board of Career Colleges and Schools Registration Number: 2185

### **Mason Anthony School Of Cosmetology Arts & Sciences Is Fully Accredited By:**

National Accrediting Commission of Career Arts & Sciences (NACCAS)  
3015 Colvin Street • Alexandria, VA 22314  
(703) 600-7600  
<http://www.naccas.org>

### **Mason Anthony School Of Cosmetology Arts & Sciences Is Owned By:**

Mason Anthony School of Cosmetology Arts & Sciences LLC

## **SCHOOL STAFF**

### **Administrative Team**

Larissa Catapano	Owner, Chief Executive Officer, and School Administrator
Connor Tomich	General Counsel, VP of Operations and Compliance Officer
Madeline Mayes	Operations Director
Alicia Dolan	Education Director
Enid Cruse	Admissions Director
Wynona Statterfield	Front Desk Coordinator
Kylie Scott	Front Desk Coordinator

### **School Faculty**

Rianna Carey	Cosmetology Instructor
Wendy Feazel	Cosmetology Instructor
Briana McMilan	Esthetics Instructor
Vijayalaxmi Madhu	Esthetics Instructor
Kimberly Jackson	Esthetics Instructor
Sharon Babbert	Esthetics Instructor
Jamie Corelis	Esthetics Instructor
Sandra Ortiz	Manicuring Instructor
Coral Felix-Ortiz	Manicuring Instructor

Paula Carter                      Manicuring Instructor  
Kara BeeBee-Mosher        Massage Therapy Instructor

### **MISSION STATEMENT**

At Mason Anthony School of Cosmetology Arts & Sciences, it is our objective to provide each student with the education necessary, to not only pass the licensing exam, but to be an asset to the profession of Cosmetology Sciences and/or Massage and to become a success in whatever area of beauty, health and wellness the student desires. We place emphasis on how to be successful in the salon or spa, and how to build a life centered around Character, Intelligence, Strength and Style. This means hard work, dedication and practice on your part. It is our belief that the degree of your success at Mason Anthony School and your future career and practice will depend on the effort you are willing to expend during the entire course of your training.

### **OUR GOAL**

The Instructors and School Administrator are profoundly dedicated to the education of hair design, esthetic, massage and nails techniques. Our goal is to train students in art, science, marketing and professionalism in the workplace. The instructors work closely with each student while giving them hands-on experience with emphasis on how to be successful in whatever area of Cosmetology and/ or Massage the student selects, and how to create the lifestyle that the student desires.

In order to achieve this objective, the School does the following:

- Maintain a skilled and qualified teaching staff.
- Provide the student with a comprehensive curriculum in the basics and advanced areas of cosmetology, esthetics, massage and manicuring and related subjects with emphasis on salon techniques.
- Teaches the value of professionalism including high standards of workmanship and personal conduct, which will enable the student to acquire employment and be an asset in both their chosen field and community.
- Conducts its business in an ethical and educational atmosphere that is a credit to the Cosmetology and Massage Industry.

### **NON-DISCRIMINATION POLICY**

Mason Anthony School of Cosmetology Arts and Sciences (the "School") does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, genetic information, religion, financial status, disability, or age in its programs and activities. The School practices non-discrimination on these bases in its admission, instruction and graduation policies. The School applies this same standard to its employees. Discrimination on any of these grounds is illegal and will be handled with a zero-tolerance policy.

### **SCHOOL FACILITY**

Mason Anthony School is located on the northwest side of Columbus, Ohio, just south of Westerville, Ohio. Class sessions are held at 6353 Presidential Gateway (Building A) and 6363 Presidential Gateway (Building B). The School is convenient for public transportation, freeway access and restaurants. We are within 1 mile of the I-270 interchange at Exit 27. Plenty of parking is available in our private parking lot. There is in excess of 40,000 square feet between both buildings, which can accommodate over 500 students at any one time. The interior of the School has been designed to reflect both a professional and stylized atmosphere conducive to

learning and esthetic stimulation. The School is divided into three types of class areas. Traditional classrooms and Salon Services and Spa Services. Classrooms are equipped with TV's and DVD players, WIFI internet capable, and course management material used for instruction. Classrooms have available worktables and chairs for student use. The school's clinic area is equipped with equipment used in professional salon and spas. Reference material related to the beauty industry (DVD's, Modern Salon styling guides, additional books) are available for student use in our media library. There are student break rooms for lunches in both buildings, and the restrooms are conveniently located throughout the buildings. Both buildings are equipped to facilitate the handicapped. Mason Anthony School does not provide housing to students but may be able to assist in researching suitable accommodations. According to apartmentguide.com, many rental opportunities are available within 5 miles of campus, and 1 bedroom apartment rentals in the area start at \$700/month.

### **SCHOOL PROGRAMS**

All programs are offered in the English language only. Please find below our list of programs as well as the length in clock hours and weeks. Please note that the weeks include scheduled holidays.

Program Name	Clock Hours	Full-time (weeks)	Part-Time Day (weeks)	Part-time Evening (weeks)
Advanced Cosmetology	1800 (up to 360 via Distance Learning)	55	85	NA
Esthetics	600 (up to 120 via Distance Learning)	19	29	43
Advanced Esthetics	150 (up to 30 via Distance Learning)	5	8	14
Manicuring	200 (up to 40 via Distance Learning)	8	11	16
Advanced Manicuring	100 (up to 20 via Distance Learning)	4	6	10
Massage Therapy	600 (up to 120 via Distance Learning)	N/A	41	N/A
Apprentice Manicuring Instructor	300	11	N/A	21
Apprentice Esthetics Instructor	500	18	23	43
Apprentice Cosmetology Instructor	1000	36	48	86



Full-Time Cosmetology	Mon-Fri 9am-5pm	(35 hours per week)
Full-Time Manicuring	Mon-Fri 9am-5pm	(37.5 hours per week)
Part-Time Day	Mon-Fri 9am-3pm	(27.5 hours per week)
Part-Time Day (MT only)	Mon-Thu 9am-1pm	(16 hours per week)
Part-time Evenings	Mon, Tue, Thu 5pm-9pm	(15 hours per week)

Note: All students are required to complete one day's work of clock hours via Distance Learning each week, on the day determined with their program schedule. with their program schedule. Day students must complete these hours on Monday (between: 12:00am and 11:59pm) and Night students must complete these hours on Wednesday (between: 12:00am and 11:59pm). Students will only receive credit for their distance learning assignment if they both complete the assigned work AND are logged in for the amount of time required.

### **ADMISSIONS REQUIREMENTS**

The following are the requirements of Mason Anthony School of Cosmetology Arts & Sciences.

- 1) Written application for admissions
- 2) Non-refundable application fee of \$100
- 3) Registration fee of \$1,000\* (Depending on date of enrollment)
- 4) Personal interview
- 5) Proof of either US Citizenship or Permanent Residence status.
- 6) Government-Issued ID (applicants must be at least sixteen years old)
- 7) High school Diploma or GED, either submitted must show high school completion. Official verified transcripts are acceptable.
  - a. For any High School Diploma issued from a Foreign Country, evidence is required that evaluation was performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- 8) A completed and signed Enrollment Agreement (contract). If applicant is under 18 years of age, a parent or a Legal guardian must sign the Enrollment Agreement.
- 9) A completed and signed TFC Agreement for any payment plan extending beyond a student's start date

Mason Anthony School does not accept Ability-To-Benefit (ATB) students for enrollment.

Students already attending or admitted to another school offering a similar program of study will not be recruited.

Mason Anthony School does not admit non-immigrant, foreign students.

Mason Anthony School does not provide visa services.

Mason Anthony School has not entered into an articulation or transfer agreement with any other college or university.

Applicants enrolling in the Advanced Manicuring, Advanced Esthetics or any of the Instructor programs must also submit a copy of a current Ohio practitioner license or be a recent graduate of the applicable basic program at this school.

**RE-ENTRY POLICY**

The institution will charge a non-refundable application fee of \$100.00 and a registration fee of \$450.00 for students wishing to enroll, re-enter, or who are transferring to the school. Students are permitted to re-enroll after withdrawal or termination from the program upon approval from the School Administrator. The student will be responsible for meeting the above admissions requirements, payment of any balance owed from the prior enrollment period and tuition rates current at the time of re-entry will apply to the balance of training hours needed for students. All re-entry students will re-enter with the same SAP status and clock hours as at time of withdrawal.

**TRANSFER POLICY**

The institution will not accept applications from prospective transfer students enrolling into all of our programs.

**Transfer Policy From This Institution**

The institution will not make any guarantees that hours earned in our programs will be accepted as transfer hours by another institution. As a transfer student it is your responsibility to confirm what other schools will accept. Hours will be transferred to the Ohio State Cosmetology and Barber Board with the instructions to the board as to what institution should receive these hours. All requests must be made in writing. Hours will not be transferred to the Ohio State Cosmetology and Barber Board until all tuition and fees have been paid in full.

**PROGRAM COSTS AND FEES**

Mason Anthony School utilizes Tuition Financing Company (TFC), a third-party student account servicer for any student wishing to enroll with the School on a payment plan extending beyond their start date. All tuition costs are to be paid through the TFC portal, or via mail to TFC. The student's tuition may be paid by check, money order, or credit card. The school may, at its option and without notice, prevent a student from attending class until any applicable unpaid balance is satisfied. All tuition must be paid in full prior to receiving graduation certificates.

<b>PROGRAM</b>	<b>TUITION and LAB FEES</b>	<b>KIT/BOOKS/ SOFTWARE</b>	<b>APPLICATION FEE</b>	<b>REGISTRATION FEE*</b>	<b>TOTAL</b>
Advanced Cosmetology	\$ 17,045	\$ 1,950	\$100	\$1,000	\$ 20,095
Esthetics	\$ 12,345	\$1,650	\$100	\$1,000	\$15,095
Advanced Esthetics	\$ 1,100	\$ 300	\$100	\$0	\$ 1,500
Manicuring	\$ 2,620	\$ 575	\$100	\$1,000	\$ 4,295
Advanced Manicuring	\$800	\$ 100	\$100	\$0	\$ 1,000
Massage Therapy	\$8,000	\$1,795	\$100	\$1,000	\$ 10,895
Apprentice Manicuring Instructor	\$1,000	\$100	\$100	\$0	\$1,200
Apprentice Esthetics Instructor	\$1,800	\$100	\$100	\$0	\$2,000
Apprentice Cosmetology Instructor	\$4,000	\$100	\$100	\$0	\$4,200

## **OTHER CHARGES**

- Extra Instructional Charges - School will charge additional tuition for hours remaining after the contract ending date at the rate of \$10 per hour, or any part thereof, payable directly to the school in advance.
- Withdrawal Fee - The school will charge a withdrawal fee of \$150.00, payable directly to the school for students who withdraw or are withdrawn from their program for any reason.
- Payments are due **on the 1<sup>st</sup> or 15<sup>th</sup> of every month** (determined by start date and payment date is told to students at time of enrollment) and it is considered late after that date. A **\$3 late fee** will be due with the payment if the payment is still not paid after ten (10) days, and the student will lose access to the Student App, and will not be able to attend classes until payment is made in full. A **\$15 fee** paid directly to the school to reactivate the Student App will be assessed at the time of payment.
- Students wishing to change their program, start date, or schedule (i.e., from full-time to part-time or vice versa) BEFORE start date must pay a \$300 change fee. Students may not change their program, start date, or schedule after beginning their program, without dropping and re-enrolling from their respective course.

## **SCHOLARSHIP AND FEE WAIVER**

The institution offers tuition discounts for particular classes that start throughout the year. Currently Mason Anthony School is offering an in-state tuition grant, for students enrolling in Esthetics, Advanced Cosmetology, and Massage Therapy. Eligible students shall fill out a grant application form as part of their enrollment process.

## **METHOD OF PAYMENT**

Methods of payment accepted for tuition and fees are check, money order and credit card. All tuition payments are to be made to TFC Tuition.

## **STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES**

Your responsibilities include:

- 1) Completion of all application forms accurately and on time.
- 2) Submission of all additional requested documentation.
- 3) Reviewing and understanding all forms and procedures prior to enrollment.
- 4) Enrollment into an eligible program.
- 5) Reading, understanding, and accepting responsibility for all forms and agreements you sign.
- 6) Notifying the School of any changes in your marital and income status.
- 7) Notifying the School if your address or enrollment status changes.
- 8) Notifying any lender with which you have a loan of any changes in your address or enrollment status.
- 9) Repayment of any loan amount received while attending Mason Anthony School.
- 10) Maintaining satisfactory progress while enrolled at Mason Anthony School.

## **GRADUATION AND LICENSING REQUIREMENTS**

Mason Anthony School issues Certificates of Completion of Hours, as required to take state board examinations. In addition, Mason Anthony School issues a Diploma for students to retain, memorializing their academic achievement. Upon completion of their respective program, students can expect to receive their Certificate of Completion and Diploma by 5:00PM on the Monday following their graduation date. Students are required to comply and work with Operations to correct any errors in their student files prior to receiving graduation documents.

### **All Cosmetology Programs (including instructor programs)**

In order to receive a Certificate of Completion and graduate, the following graduation requirements apply:

- 1) Complete all phases of study according to State requirements.
- 2) Complete all required assignments, tests, and examinations, both practical and theoretical.
- 3) Satisfactory payment of all debts owed to the school.
  - a) Includes but is not limited to:
    - i. Tuition fees
    - ii. Overage fees
    - iii. Clinic Fees
  - b) Students on payment plans with TFC may be excepted from the requirement to pay all tuition fees prior to receiving graduation paperwork if they are able to show “good payment history” at time of graduation certificate distribution (the Monday following the student’s graduation date) to receive paperwork. This DOES NOT WAIVE the student’s financial obligations after graduation, it merely allows them to receive their graduation certificate prior to completing their financial obligations.
    - (a) If a student’s account does not show good payment history, the student will not receive their graduation certificate until all financial obligations owed to the school have been satisfied.
    - (b) Manicuring students may not receive the “good payment history” exception

“Good Payment History” means that a student has had fewer than two (2) payments returned for non-sufficient funds, fewer than three (3) late payments, and is current on their payment plan. Students (except for Manicuring students) who are on payment plans that extend beyond graduation may be exempt from the requirement to fulfill all obligations prior to receiving graduation paperwork. Students still MUST continue to make payments after receiving their certificate. Failure to do so will result in additional late fees, may affect the student’s credit score and may be sent to collections if payment is not made in accordance with the student’s payment plan.

After all graduate requirements have been met the student must sit for and pass the applicable state board licensing examination. To be eligible to take the Ohio State Cosmetology and Barber Board licensing examinations, an applicant for licensure must satisfy the following:

- 1) Passes an examination conducted under Section 4713.24 of the Ohio Revised Code, for the branch of cosmetology the applicant seeks to practice;
- 2) Pays to the Board the applicable fee;
- 3) Completes the applicable program and required clock hours of board approved training in a school of cosmetology licensed in the State of Ohio.

*Disclosure: Please see the Ohio State Cosmetology and Barber Board, Ohio Administrative Code, Chapter 4713-1-07 Prohibited Acts, for reasons why the Board may refuse to renew, or may fine, suspend and/or revoke any license or permit for any one or more causes and therefore prevent an individual from obtaining or maintaining gainful employment as a licensed professional.*

### **Massage Therapy Program**

In order to receive a Certificate of Completion and graduate, the following graduation requirements apply:

- 1) Complete all phases of study according to State requirements.
- 2) Complete all required assignments, tests, and examinations, both practical and theoretical.
- 3) Satisfactory payment of all debts owed to the school.
  - a. Includes but is not limited to:
    - i. Tuition fees
    - ii. Overage fees
    - iii. Clinic Fees

After all graduate requirements have been met the student must sit for and pass the applicable state board licensing examination. To be eligible to take the MBLEx (Massage and Bodywork Licensing Examination), an applicant for licensure must satisfy the following:

- 1) Be at least eighteen years of age and of good moral character
- 2) Attained high school graduation or its equivalent
- 3) Has a Diploma from a school with a board-approved curriculum
- 4) Completes the application and pays the \$150 fee
- 5) Submits an FBI & BCI criminal records check

State Medical Board of Ohio  
30 East Broad Street, 3<sup>rd</sup> Floor  
Columbus, OH 43215  
(614) 466-3934

<https://www.med.ohio.gov/Apply/Massage-Therapist-MT>

### **EMPLOYMENT REFERRAL AND STUDENT SERVICES**

Mason Anthony School does not guarantee employment or placement. Law prohibits any school or Academy from guaranteeing employment as an inducement to entering school. A referral service is maintained for employment opportunities for licensed graduates of Mason Anthony School. Graduates or Alumni may make an appointment with Admissions and/or Operations to discuss the employment opportunities available. Every effort is made to help the graduate obtain employment. The school has incorporated employment skills such as resume writing, marketing, professional appearance guidelines, job referrals, and follows up in its educational program. The school offers career, academic and individual advisement to all students. Advisement sessions are regularly scheduled but students may request advisement at any time.

**ACADEMIC ADVISING AND CAREER COUNSELING**

The institution provides academic and career advice to all students including professionalism, resume development, interview preparation and job search skills. The faculty and staff are available by appointment or informally to meet with the students to discuss any obstacle that may be in the way of success. Additionally, student advising takes place during Satisfactory Academic Progress evaluations.

The school actively posts potential job offers on the in-house job posting board and continuously works to establish relationships with potential employers. If at any time you need further assistance with employment placement contact the Director. However, the institution does not guarantee employment to any students.

**ARRESTS, CHARGES OR CRIMINAL CONVICTIONS**

Arrests, charge, or convictions of criminal offenses may be cause to deny or limit licensure or employment opportunities in specific careers and occupations and may limit the students ability to obtain federal, state, or other financial aid. Please refer to Rule 4731-4-02(D) of the Administrative Code for factors the Board may consider when reviewing the results of a criminal background check. For further information and the disqualifying offense list, please visit [www.med.ohio.gov/The-Board/Disqualifying-Criminal-Convictions](http://www.med.ohio.gov/The-Board/Disqualifying-Criminal-Convictions).

**SCHOOL CALENDAR AND CLOSURES**

The school is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day and the day after and Martin Luther King Day. The school may close at other times outside of the normal schedule. Pre-notice will be given to the student.

The School observes but does not close for the following special days: President's Day, Columbus Day, and Veteran's Day. Additionally, the School participates in Constitution Day, on or about September 17<sup>th</sup>. Students who wish to take time off from school to observe particular personal holidays must request this in writing at least 2 weeks in advance.

In cases of inclement weather, the school will announce closures via local news channels and/or school social media. For closure purposes, Mason Anthony School is considered to be in the "Westerville City Schools" district.

**2024-2025 PROGRAM START/SCHOOL DATES****Cosmetology (Days)**2024March 4<sup>th</sup>June 4<sup>th</sup>September 3<sup>rd</sup>December 3<sup>rd</sup>2025March 4<sup>th</sup>June 3<sup>rd</sup>September 2<sup>nd</sup>December 2<sup>nd</sup>

**Esthetics (Days) – Starts Every 9 Weeks**

2024

February 6<sup>th</sup>  
April 16<sup>th</sup>  
June 18<sup>th</sup>  
August 27<sup>th</sup>  
October 29<sup>th</sup>

2025

January 7<sup>th</sup>  
March 11<sup>th</sup>  
May 20<sup>th</sup>  
July 22<sup>nd</sup>  
September 30<sup>th</sup>  
December 9<sup>th</sup>

**Esthetics (Nights) – Starts Every 18 Weeks**

2024

March 18<sup>th</sup>  
August 5<sup>th</sup>  
December 9<sup>th</sup>

2025

April 28<sup>th</sup>  
September 8<sup>th</sup>

**Manicuring (Days)**

2024

February 6<sup>th</sup>  
March 19<sup>th</sup>  
May 7<sup>th</sup>  
June 18<sup>th</sup>  
August 6<sup>th</sup>  
September 17<sup>th</sup>  
October 29<sup>th</sup>  
December 10<sup>th</sup>

2025

January 28<sup>th</sup>  
March 11<sup>th</sup>  
April 29<sup>th</sup>  
June 10<sup>th</sup>  
July 22<sup>nd</sup>  
September 9<sup>th</sup>  
October 21<sup>st</sup>  
December 9<sup>th</sup>

**Manicuring (Nights)**2024February 5<sup>th</sup>May 6<sup>th</sup>August 5<sup>th</sup>October 28<sup>th</sup>2025January 27<sup>th</sup>April 28<sup>th</sup>July 21<sup>st</sup>October 20<sup>th</sup>**Massage Therapy (Days) – Starts Every 8 Weeks**2024January 30<sup>th</sup>April 2<sup>nd</sup>May 28<sup>th</sup>July 23<sup>rd</sup>September 24<sup>th</sup>November 19<sup>th</sup>2025January 21<sup>st</sup>March 18<sup>th</sup>May 20<sup>th</sup>July 15<sup>th</sup>September 16<sup>th</sup>November 11<sup>th</sup>**2024-2025 SCHOOL CLOSINGS – HOLIDAYS****2024**Monday, January 1<sup>st</sup> (New Years Day)Monday January 15<sup>th</sup> (MLK Day)Friday January 19<sup>th</sup> (Staff In Service Day)Monday March 25<sup>th</sup> to Friday March 29<sup>th</sup> (Spring Break)Friday May 17<sup>th</sup> (Staff In Service Day)Monday, May 27<sup>th</sup> (Memorial Day)Wednesday June 19<sup>th</sup> (Juneteenth)Thursday, July 4<sup>th</sup> (4<sup>th</sup> of July)Monday July 29<sup>th</sup> to Friday August 2<sup>nd</sup> (Summer Break)Monday, September 2<sup>nd</sup> (Labor Day)Friday September 20<sup>th</sup> (Staff In Service Day)Wednesday November 27<sup>th</sup> to Friday November 29<sup>th</sup> (Thanksgiving Break)Monday December 23<sup>rd</sup> to Friday December 27<sup>th</sup> (Christmas Holiday)Monday December 30<sup>th</sup> to Tuesday December 31<sup>st</sup> (New Year's Eve)



**2025**

Wednesday January 1<sup>st</sup> (New Years Day)  
Friday January 10<sup>th</sup> (Staff In Service Day)  
Monday, January 20<sup>th</sup> (MLK Day)  
Monday March 24<sup>th</sup> to Friday March 28<sup>th</sup> (Spring Break)  
Friday, May 16<sup>th</sup> (Staff In Service Day)  
Monday, May 26<sup>th</sup> (Memorial Day)  
Thursday, June 19<sup>th</sup> (Juneteenth)  
Friday, July 4<sup>th</sup> (4<sup>th</sup> of July)  
Monday July 28<sup>th</sup> – Friday August 1<sup>st</sup> (Summer Break)  
Monday, September 1<sup>st</sup> (Labor Day)  
Friday, September 26<sup>th</sup> (Staff In Service Day)  
Wednesday, November 26<sup>th</sup> to Friday November 28<sup>th</sup> (Thanksgiving Break)  
Monday, December 22<sup>nd</sup> to Friday December 26<sup>th</sup> (Christmas Holiday)

**CAREER OPPORTUNITIES FOR COSMETOLOGY PROGRAM GRADUATES**

**Salon Industry**

Cosmetologist  
Esthetician  
Makeup Artist  
Manicurist

**Education And Other Fields**

Instructor  
Freelance Educator  
Manufacturer Educator  
Consultant/Trainer  
Distributor Educator

**CAREER OPPORTUNITIES FOR MASSAGE THERAPY PROGRAM GRADUATES**

Licensed Massage Therapists (LMT's) Work For:

Day Spas  
Cruise Ships  
Resorts And Hotels  
Hospitals  
Chiropractic Clinics  
Private Massage Clinics  
Sports And Fitness Facilities  
Wellness Centers  
Prenatal Birthing Centers  
Pain Management Centers  
Physicians' Offices  
Corporations

**CAREER CONSIDERATIONS**

Mason Anthony School of Cosmetology Arts & Sciences wants to ensure that students interested in pursuing a career in hair, skin or nails, considers all aspects of such a decision. Those who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy working with the public and be able to follow a customer's direction
- Keep abreast of the latest hair, skin and nail care techniques and technological innovations
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete program of study
- Learn the skills necessary to operate a personal business

Applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing over a stylist's chair, a treatment bed or sitting at a manicurist table
- There will be exposure to various chemicals and vapors that may cause allergic reactions or could be harmful if used incorrectly
- The practice of safety and infection control is essential for effective and successful performance within the industry
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing business).

**PHYSICAL SAFETY DEMANDS OF THE PROFESSION**

The institution educates students on the following physical demands essential to the beauty industry. Students must be able to perform these demands, with or without reasonable accommodations (as appropriate), to participate in the program and become a graduate. Students must understand that as part of the program, there may be other necessary physical and safety requirements. The School does not discriminate against anyone based on physical or intellectual limitations. If you require a reasonable accommodation to perform these demands, direct a written request with documentation, to Larissa Catapano, School Administrator ([larissa@masonanthony.com](mailto:larissa@masonanthony.com)) prior to enrollment.

Some products used in the cosmetology industry may cause an allergic reaction. If you have encountered allergic reactions or are concerned about a reaction, you should consult with your physician. In addition, the profession requires that you work with sharp and/or hot instruments which could cause injury. During instruction, students will be educated on how to work with instruments and the procedure for conditions in which blood may become present.

To ensure continued success, students will need to continue to learn new and current information related to skills, trends, and methods for career development in Cosmetology and related fields. Students will be required to stand for long periods of time and perform precise work with arms and hands in a raised manner. Students must be able to physically and verbally interact with clients and staff. Students must have the ability to maintain work areas and clean and disinfect all implements, equipment and laundry that may have been used during a service. Individuals who want to become Cosmetologists must have finger and wrist dexterity, range of motion for their arms and backs and in several of the professions a sense of form and artistry. All should enjoy dealing with people and have the ability to utilize basic analytical skills to determine safe and proper use of implements and/or tools, products, disinfection specifications, and be able to follow patrons' instructions.

**DRUG FREE WORKPLACE AND INSTITUTION**

The institution has a zero tolerance for drugs and alcohol. No student, educator or employee may be on the institution premises or affiliate clinic under the influence of any substance. As a drug free work environment, individuals under the influence may be subject to immediate dismissal and/or removal. Students may request counseling for substance abuse and will be referred to community resources. Refer to the Annual Campus Security Report for additional information.

**ANNUAL CAMPUS SECURITY REPORT**

The institution updates our Annual Campus Security Report once a year. It is easily and readily accessible to all at the following link <https://www.masonanthony.com/annual-security-report>.

**SEXUAL HARASSMENT, ANTI-BULLYING AND ANTI-HAZING POLICY**

The institution is committed to ensuring an educational environment free of sexual harassment, sexual violence, harassment based on sexual orientation, bullying, hazing or any other form of harassment or discrimination. The institution believes that all students have a right to a safe school environment. The institution, its staff and students have an obligation to promote mutual respect, tolerance and acceptance.

The institution will not tolerate behavior that infringes on the safety of any student or staff member. A student/staff shall not intimidate, harass or bully another student/staff through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; malicious gossip, verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

*Definition of Sexual Harassment:* Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an evaluation of a student's academic performance, term or condition of participation in student activities or in other events or activities sanctioned by the institution.
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or other events/activities sanctioned by the institution.
- Such conduct has the purpose or effect of threatening an individual's academic performance; or creating an intimidating, hostile or offensive educational environment.

Sexual Harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C. S2000e, et, Sequa.) and is punishable under both federal and state laws.

*Definition of Sexual Violence or Assault:* acts of sexual violence, such as rape, acquaintance rape, or other forms of nonconsensual sexual activity or violence or harassment based on sexual orientation. These acts will not be tolerated at the institution as such acts are inappropriate and create an environment contrary to the goals and mission of the institution. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

It is the responsibility of all persons within the institution to ensure an educational environment free from sexually violent and/or harassing behavior. All student and staff are

expected to report incidents of sexual harassment, sexual violence or assault and harassment based on sexual orientation.

The institution's administration is the designated Sexual Harassment Officer responsible for investigating complaints of sexual harassment, sexual violence, harassment based on sexual orientation, and alleged sexual harassment which has not resulted in a complaint.

Students who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the investigation.

Efforts shall be made to protect the privacy of the complainants within the constraints of the law. Complainants shall be protected, to the extent possible, from retaliation. Appropriate and immediate attention will be given to complaints.

For all formal complaints of sexual harassment, sexual violence or violence based on sexual orientation, the director shall determine the action to be taken, implement the action and notify both parties of the action. A memorandum of such action will be sent to the institution's Human Resources Department. Individuals found in violation of these policies will be subject to appropriate disciplinary sanctions, including possible expulsion.

If the perpetrator of a sexual violence/assault is a student, the student will be subject to disciplinary measures by the institution. In the program of any sexual violence/assault proceedings, the victim, the victim's support person of choice, or attorney may be present.

The institution's Administration, in cooperation with the appropriate law enforcement authorities and at the victim's request, shall shield the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternate classes, if alternative classes are available and feasible.

Consensual romantic/sexual relations between staff and student are not allowed and disciplinary action will result. Substantial risks are involved even in seemingly consensual sexual relationships where a power differential exists between the involved parties.

Claims of consensual romantic/sexual relationship will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the staff member who will bear the burden of accountability because of his/her special power and responsibility, and it will be exceedingly difficult to use mutual consent as a defense.

### **Retaliation Prohibited**

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the institution or a government agency with respect to such complaints. The institution will take disciplinary action up to and including the immediate termination or expulsion of any employee or student for engaging in any of these protected activities.

### **False Reports**

The institution recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be

subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

### **HOUSING AND PROFESSIONAL ASSISTANCE POLICY**

The institution can recommend suitable housing in the area. However, the institution does not own or operate housing facilities. Students in need of professional advising may be referred to professional counseling in the community outside the school. A list of professional services, with contact information, is available through the administrative office and in the student restroom.

### **STUDENT RECORDS AND TRANSCRIPTS**

Academic records are safely retained at the institution under lock and key. Records including student attendance and grades are locked up and secure. Records of academic progress are furnished to the student. One transcript is provided to students upon graduation and fulfillment of debt owed to the school. Student records will be provided to potential employers only after receipt of a written request, which has been made by the individual student. Student records are maintained for a minimum of six (6) years.

### **STUDENT INFORMATION RELEASE POLICY**

Unless otherwise required by law, or as required for any accreditation process initiated by this institution, or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission. No information will be released to any party without written authorization, for each request, from a student (or parent/guardian, in the case of a dependent minor), to release academic, attendance, enrollment status, financial, and/or any other information to agencies, to prospective employers, or any other party seeking information about the student. Students and parents or guardians of dependent minor students may deny authority to publish "directory information" such as name, address, phone number, etc.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The institution complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should schedule an appointment with the school administrator to review the student's records.

**PERFORMANCE STATISTICS: NACCAS ANNUAL REPORT OUTCOME RATES**

<b>OUTCOME RATES (ALL PROGRAMS)</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Graduation Rate	95%	91%	93%
Licensure Rate	89%	99%	98%
Placement Rate	95%	68%	62%

<b>OUTCOME RATES (MESSAGE THERAPY)</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Graduation Rate	100%	83%	100%
Licensure Rate	100%	100%	100%
Placement Rate	66%	80%	66%

**KIT, BOOKS AND SOFTWARE RESPONSIBILITY**

Students are required to use the institution's issued Kit, Books and e-learning Software. Students need to have their Kit, Books and/or personal Laptop/iPad at school daily. The kit is considered part of the student's dress code and students may be asked to either retrieve their kits, or be sent home from the day if they enter school for the day without their kit. All educational materials are the property of the School or authorized for use by Delmar Publishing. Any attempts to use these materials for any non-School sponsored activity is considered Copyright Infringement and is subject to punishment by law. If items are not at school, students will be dismissed. If items are lost, stolen or broken, it will be the student's responsibility to replace or repair that item in order to continue the program successfully.

**TIME AND ATTENDANCE**

Daily attendance is critical, as time management is crucial to the success of a salon professional. The institution is a clock hour school; clocking in and out is extremely important. Students are expected to clock in upon arrival, and out at the end of the day. Thirty (30) minutes will automatically be deducted from the Students' hours for their scheduled lunch break. Full-time Cosmetology and Esthetics Students will have an additional thirty (30) minutes deducted for their 3:00 PM break. The institution can only issue credit for hours that are properly documented. The institution will honor documented daily time earned. If the student does not complete shop duties at the end of the day 30 minutes can be deducted from student's hours. *IT IS THE STUDEN'S RESPONSIBILITY TO CLOCK IN AND OUT.* Students are required to clock in no later than fifteen (15) minutes after class begins. Students who arrive more than fifteen (15) minutes late must wait until after lunch at 1pm or the next scheduled day to attend. Students are not permitted to clock in unless they are prepared to begin training for the day.

Because Mason Anthony School is a "clock hours" institution, certain federal rules require strict adherence to published program schedules. Therefore, the School uses a mobile app for Students to clock in and out to track attendance. Use of the mobile app is a required condition of program participation. Failure to follow program schedules will affect attendance.

Please keep the following in mind:

- School starts and instruction begins promptly at 9am
- Students are considered late any time after 9am

- Students are given a 15-minute grace period (for emergencies) to arrive at school no later than 9:15am
- Students who arrive any time after 9:15 MUST be sent home, and can return after lunch break at 1pm
- Students who clock in 9:00 – 9:07 will be rounded BACK to 9:00am start time
- Students who clock in 9:08 – 9:15 will be rounded FORWARD to 9:15am start time

### **Theory Hours**

Students in Cosmetology, Esthetics and Massage Therapy are permitted to miss no more than the equivalent of four (4) class days' worth of hours during the theory portion of their program. For Manicuring students, students are permitted to miss no more than two (2) class days' worth of hours during theory. Any student who fails to meet this requirement must restart their program at the next class start date, and will incur a fee of \$450. Any student who fails to meet this requirement more than once must meet with school administration to discuss their future with the school and whether they are capable of attending class as required.

### **Personal Appointments / Time Off / Buffer Hours**

Students are allowed buffer hours to account for potential absences during their programs. These hours are built into each student's contracted graduation date. Buffer hours are allocated depending on program length, on the following schedule:

- Cosmetology: 84 Buffer Hours
- Esthetics: 28 Buffer Hours
- Manicuring: 14 Buffer Hours
- Massage Therapy: 28 Buffer Hours

It is strongly recommended that Students schedule doctor's or other personal appointments during non-class hours. Doctor's notes for such appointments are not acceptable for requesting an excused absence. Instead, students are required to use buffer hours for these appointments. Temporary injuries and illnesses may count as an excused absence with a doctor's note, but Students should review the Leave of Absence policy if the anticipated absence will be for more than seven (7) days. Any non-excused absences or missed hours that exceed a student's allotted buffer hours will result in overage fees at a rate of \$10 per hour.

### **Student Mobile App/Time Clock**

A Time Clock and associated Mobile App is used for Students to clock in and out and is the prescribed method for Students to monitor their total hours. Students must scan their fingerprint on the time clock each day to clock in and out for the day to record their hours.

### **Internship Hours**

Review the Internship policy below, as well as the Internship Contract and supporting forms, to ensure an understanding of how to report Internship hours. Failure to do so may result in the Student not receiving Internship hours for the week, which will affect attendance.

**Orientation / First Day Of School**

All students who have enrolled in the School must attend the first day of class, which includes Orientation. This time includes but is not limited to payment of fees, Introduction of Staff, registration with the Ohio State Cosmetology and Barber Board, Handbook rules and expectations, a tour of facilities, syllabus overview, MindTap registration, review of Satisfactory Academic Policy, Voter Registration assistance, Annual Security Report and a Human Trafficking class.

**Make Up Work**

It is the responsibility of the student to complete any work missed because of absences. Since much of your training is hands-on through demonstrations and practical applications it may not be possible to make up missed work. Any assignments not made up will be marked as a 0% and may affect your overall grade. All required classes must be passed with at least 75%. Required classes may have to be retaken if a passing grade is not achieved. All missed tests/quizzes must be taken before the student moves on to the next chapter and/or assignment.

**INTERNSHIPS**

Internships, for the purposes of Mason Anthony curriculum, are defined as working in an actual salon or spa under the guidance of a licensed professional (defined as a licensed professional in practice for at least five years). Hours worked count as “clocked hours” and thus can replace in-class hours for the purposes of graduation. For day students, the internship hours must take place during the same timeframe as the student’s regular course schedule, and may not exceed the daily maximum hours allowed in a student’s schedule. For night students, internship hours may be scheduled outside of class hours with approval from School administration.

Internships are not a standard part of the curriculum, but are available for Students who feel they are ready to practice their skills in a real-world environment.

Prior to applying for an Internship, hours must be verified by School Administration. The Internship must be approved by the State Board of Cosmetology.

**Application Process**

1. Discuss the possibility of an Internship with your Instructor.
2. If your Instructor feels you are ready for an Internship, the Student submits the request available in the Student Portal.
3. The request will be reviewed by School Administrator, who, after granting School approval, will submit the request to the State Board of Cosmetology.
4. Once the State Board has approved the Internship request, a Student Badge will be created for the Student.
5. The Student Badge will be made available to the Student at the Front Desk. The Student must complete the Internship Reporting form as a condition of receiving the Student Badge.
6. Students will also be given a Student Internship Record of Hours to document time worked during the Internship.



### **Reporting Hours Worked**

At the end of the week – even if there are no hours to report, scan or take a picture of the Student Internship Record of Hours each week and email it to frontdesk@masonanthony.com by 6:00 PM each Friday.

Failure to do so may result in the Student not receiving Internship hours for the week, which will affect attendance.

### **Revocation Of Internship**

Internships may be revoked for the following reasons:

1. Failure to email the Student Internship Record of Hours twice.
2. Violation of any School policies, State Board policies, or policies of the salon or spa where the Internship is being held.

### **DRESS CODE**

Students must arrive at school prepared to start services. All students must wear their Mason Anthony School shirt/sweater, nametag, black pants: 1) jeans (no rips), 2) dress pants or 3) scrub pants only and sneakers. No leggings or sweatpants may be worn. No jackets, hoodies, cardigans, beanies/hats are permitted on the clinic floor and in the classroom. NO blankets. A white or black long sleeve shirt may be worn under your Mason Anthony Shirt but may not show any graphics or lettering. Students are required to wear a name tag. All students are required to bring their kits to class every day; the kit is considered a part of the dress code. As a result, a student failing to bring their kit to class will be considered to be in violation of the dress code. Students may wear a black apron while performing services. The apron must be clean and neat, and not torn, stained or altered. Any apron that does not meet these standards must be removed or the student will be in violation of the dress code.

If a student does not follow the dress code policy students will receive an opportunity to get into dress code before being sent home.

### **WEAPONS-FREE CAMPUS**

To ensure that Mason Anthony School maintains an environment safe and free of violence for all employees, students, clients and visitors, the School prohibits the possession or use of dangerous weapons on company property.

All School employees, students, clients and visitors, are subject to this policy, including contract workers and temporary employees, as well as visitors and customers on School property. A license to carry a weapon does not supersede this company policy. Any person in violation of this policy will be subject to disciplinary action, up to and including termination if an employee, dismissal if a student, and removal from the premises for all other persons.

"School property" is defined as all school-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the School's ownership or control. This policy applies to all school-owned or leased vehicles and all vehicles that come onto School property.

"Dangerous weapon" include firearms, explosives, knives, and other weapons that might be considered dangerous or that could cause harm. All persons are responsible for making sure that all items in their possession are not prohibited by this policy.

Mason Anthony School reserves the right at any time and at its discretion to search all School-owned or leased vehicles, personal vehicles, containers, briefcases, purses, packages and people entering the property, as well as lockers, desks and other areas for the purpose of determining whether any weapon is being, or has been, brought onto the property or premises in violation of this policy. Those who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination if an employee, dismissal if a student, and removal from the premises for all other persons.

### **CONDUCT POLICY**

Students must obey the Rules of the School as listed herein, the Student Code of Conduct (Attached as "Appendix A"), and the Ohio State Cosmetology and Barber Board Rules and Regulations at all times. Failure to comply may result in suspension or termination.

### **DISCIPLINARY ACTION**

Students who violate school rules, the code of conduct, policies, or those of the State Board shall be subject to disciplinary action. Generally, disciplinary action shall be taken in accordance with a "three strike" paradigm. A first offense will result in a verbal warning; a second offense will result in a suspension (length subject to School Administrator's discretion); and a third offense will result in termination and withdrawal from the school, subject to the Termination Policy. Regardless of the number of offenses committed, the school reserves the right to escalate a punishment to a greater level of offense for conduct violations the school determines to warrant a greater level of punishment, than defined by the three-strike system. In addition, the school reserves the right to impose further sanctions when appropriate and necessary, including but not limited to withholding of certificate, or restitution.

### **TERMINATION POLICY**

The institution may terminate a student's enrollment for noncompliance with School Policies, School Rules and/or the Code of Conduct, the enrollment contract, or State Laws and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act; or if absent 14 consecutive calendar days (10 consecutive school days) without being on an official leave of absence.

### **LEAVE OF ABSENCE POLICY**

A Leave of Absence (LOA) is a temporary interruption in a Student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA. The institution may allow for one LOA per enrollment at its discretion where there is an expectation that the student will return. Students must request a LOA in advance in writing, state the reason for the leave, and include the student's signature for approval by an Administrator. The institution may grant a LOA to a student who did not provide the request prior to the LOA due to an unforeseen circumstance if: the institution documents the reason for the decision AND the institution collects the request from the student at a later date. In unforeseen LOA circumstances, the beginning date of the approved LOA would be determined to be the first date the student was unable to attend. Students must be up to date on self-payments prior to LOA approval.

The LOA, if approved, must last for a minimum of 7 calendar days and may not exceed 180 calendar days total in any twelve- month period. A student who does not return to School or

has failed to request additional LOA days prior to the Scheduled Return Date will be dropped. The institution is required to take attendance and therefore the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. LOAs may be extended up to one (1) time, and require supporting documentation to receive approval.

LOA will be considered on a case-by-case basis for medical emergencies only. A student granted a LOA that meets the policy requirement is not considered to have withdrawn, and no refund calculation is required at that time.

If approved, the official Leave will extend the enrollment contract period and maximum time frame by the same number of calendar days designated in the leave document or actually used by the student. The institution will extend the student's contract period by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. There will be no institutional fees charged as a result of the LOA.

The school is not responsible for the equipment left at the school. The student must personally come into the school and empty their locker that has been assigned to them before taking a leave of absence. This institution is not responsible for any student property left on the premises. Equipment left in the locker will be cleaned out in 3 days after the student leaves. Items will be put in storage.

### **Facilities And Services For Students With Disabilities**

The School does not discriminate against anyone based on physical or intellectual limitations. The School will work with students or applicants in need of reasonable accommodations to determine whether reasonable accommodations can be effective or are available. Students requesting reasonable accommodations in accordance with the Americans with Disabilities Act should direct a written request with documentation, to Larissa Catapano [larissa@masonanthony.com](mailto:larissa@masonanthony.com) prior to enrollment. The School will make every effort to accommodate students with special needs. All school facilities are handicap accessible.

### **Veterans Benefits and Transition Act of 2018, Section 103**

For any students using VA Education Chapter 33 (Post-9/11 GI Bill) or Chapter 31 (Vocational Rehabilitation) benefits, while payment to the institution is pending from the VA (up to 90 days), the school will not:

- Prevent their enrollment;
- Assess a late penalty fee;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.
- To qualify for this provision, such students are required to:
  - Produce a VA Certificate of Eligibility or an eBenefits GI Bill Statement of Benefits by the first day of class;
  - Provide the school a request to be certified;
  - Provide any additional information needed to properly certify the enrollment as described in the school's institutional policies.

### **Student Photo and Video Consent**

Students understand that Mason Anthony School is active in social media, educational content creation and print/digital marketing. As a result, there may become frequent instances where videos and photos are taken of classes, procedures, the facility, and activities. Students may

also be asked to speak or be featured in a video/photo, and students may decline that invitation. However, as a result of the collateral of video/photo conducted on an ongoing and frequent basis, Students acknowledge that their likeness may be captured. Students authorize Mason Anthony School of Cosmetology Arts & Sciences, to take, alter, edit, exhibit, distribute, and publish their photographic images/videos/audio and/or testimonials for lawful promotional materials, including print and digital advertisement and distribution. Students agree that these photographic images/videos/audio recordings and/or testimonials will remain the property of Mason Anthony School of Cosmetology Arts & Sciences and Students may/will not ever gain compensation from, access to, or rights to these photographic images/videos/audio recordings and/or testimonials. Students understand that this material may be used, reproduced, published, or republished and if, in the judgement of Mason Anthony School, used for any or all of the following purposes including but not limited to: education, training, or teaching purposes, brochures, advertisements, branding kits/packages, websites, social media platforms, video, digital applications and other sorts of electronic distribution.

Students understand that they will not be entitled to any payment, royalties, or other forms of compensation as a result of any use of the photographic images/videos/audio, and/or testimonials of their treatment(s) or procedure(s), and/or interviews concerning those treatment(s) or procedure(s).

This consent is hereby valid indefinitely from the date in which the Student signs their Enrollment Agreement. Additionally, there is not any geographic limitation to where these materials may be exhibited, published, or distributed.

### **GRIEVANCE PROCEDURE**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of the final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

- 1) The Student should discuss the concern with his/her Instructor. If the concern is in reference to the instructor, contact the Business Operations Coordinator.
- 2) If the concern is not addressed to the Student's satisfaction, the Student should register the complaint in writing on the designated form provided by the institution within 10 days of the date that the act which is the subject of the grievance occurred. The form is available at [www.masonanthony.com/student-solutions/](http://www.masonanthony.com/student-solutions/).
- 3) The complaint form will be given to the School Administrator.
- 4) The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
- 5) If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.

- 6) Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint
- 7) In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness's testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.
- 8) Students may contact the institution's regulatory agencies regarding unresolved complaints. Contact information for the institution's licensing and accrediting agency can be found by going to the websites linked below:

Licensing Agency: The Ohio State Cosmetology and Barber Board

<https://cos.ohio.gov/COMPLAINTS>

Accrediting Agency: NACCAS <http://naccas.org/?q=node/14>

## **NOTIFICATION OF RIGHTS UNDER FERPA**

### **Privacy of Student Records – Family Education Rights and Privacy Act (“FERPA”)**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

- 1) The right to inspect and review the students' education records within 45 days after the day MASON ANTHONY SCHOOL receives a request for access. A student should submit to the Student Records Administrator a written request that identifies the record(s) the student wishes to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected. All inquiries should be addressed to Larissa Catapano [larissa@masonanthony.com](mailto:larissa@masonanthony.com)
- 2) The right to request an amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should submit a request in writing to the Student Records Administrator, Larissa Catapano [larissa@masonanthony.com](mailto:larissa@masonanthony.com). The request must clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA

authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by MASON ANTHONY SCHOOL in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of trustees; or the student and parents or guardians of dependent minors. A school official also may include a volunteer or contractor outside of MASON ANTHONY SCHOOL who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for MASON ANTHONY SCHOOL. Upon request, the school also discloses education records without consent from officials of another school in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by MASON ANTHONY SCHOOL to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers within MASON ANTHONY SCHOOL whom the school has determined to have legitimate educational interests. A "school official" includes Educators, administrators, staff, counselors, attorneys, clerical staff, advisory board members, members of committees and disciplinary boards, and contractors, volunteers or other parties to whom the school has outsourced institutional services or functions. A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to

outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as “directory information.” “Directory information” is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student’s name, address, e-mail address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, diplomas, certificates, and awards received, the most recent previous educational agency or institution attended, grade level or year (such as freshman or junior), and enrollment status (undergraduate or graduate; full-time or part-time). Eligible students have the right to restrict the disclosure of directory information. Those wishing to do so should inform the School within 14 days of enrollment that he or she does not want any or all of those types of information designated as directory information.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.-

More information about FERPA generally may be found on the U.S. Department of Education’s website at ED.gov.

## **HEALTH AND SAFETY**

**Drug And Alcohol Abuse Prevention**

The institution will annually distribute in writing to each student and employee and will biennially review the Drug and Alcohol Abuse Prevention Program, which will include: Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on Brown Beauty Barber School's property or as part of any of its activities. A description of the applicable legal sanctions under Local, State or Federal Law for the unlawful possession or distribution of illicit drugs and alcohol. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students. A clear statement that the institution will impose disciplinary sanctions against students and employees (consistent, with Local, State, and Federal Law), and a description of those sanctions, up to and including, expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Campus Security Policies, Crime Statistics, and Crime Log are reviewed by October 1 of each year. The school will publish and distribute the annual campus security report to all current students and employees.

**Student Counseling and Assistance**

Local student counseling services are listed within the Drug and Alcohol Abuse Prevention Program and the Campus Security Report. The following national assistance services are also available: - National Alcoholism and Substance Abuse Information Center: 1-800-784-6776 National Sexual Assault Hotline: 800-656-4673 National Domestic Violence Hotline: 800-799-7233

**Vaccination Policy**

MASON ANTHONY SCHOOL does not have a vaccination policy.

**Fire Safety Policies**

MASON ANTHONY SCHOOL does not have any on-campus student housing facilities. However, in the event of a fire educators will direct students and clients out of the building through the nearest exit in an orderly and calm manner. The receptionist will call the fire department (911).

**STUDENT OUTCOMES**

MASON ANTHONY SCHOOL is proud of our track record in graduating students, preparing them for the State Board examinations, and assisting them in employment. Please refer to the statistical information provided earlier in the catalog on Graduation, Licensing, and Placement rates for each School's Graduation, Licensure, and Placement Rates .

**Career and Job Placement Services**

MASON ANTHONY SCHOOL do not guarantee employment to our students; however, the schools do assist students in finding employment. The qualities that employers look for and those that the school monitors are: - Attitude, Professionalism, Grooming, Grade average, Overall attendance, Technical skills, and Retail skills

The school routinely receives inquiries from prospective employers, and these are posted on the student bulletin board. Additionally, MASON ANTHONY SCHOOL has the ability to assist students in out-of-state placement subject to licensing transfer. MASON ANTHONY SCHOOL hold annual job fairs and invite prospective employers to come into



the school to meet with students. MASON ANTHONY SCHOOL' reputation for graduating knowledgeable and productive salon professionals has allowed it to excel in the job placement process.

## **TRANSFER OUT RATES**

Our school does not provide substantial preparation for students to enroll in another institution.

## **OTHER CONSUMER INFORMATION**

### **Instructional Facilities**

#### ***Clinic Service Areas***

A wide variety of clients come to MASON ANTHONY SCHOOL for beauty and therapeutic massage services. As a student you have the opportunity to perform a full spectrum of hair, skin, nail, and massage services in a state-of-the-art salon setting, under the supervision of your instructors. Our facility has a Retail Area, which features hair, skin, makeup and lifestyle products. This area gives students the opportunity to practice client service and retailing skills.

#### ***Student Classrooms***

Various sized classrooms have been designed to provide the proper environment for different types of learning and activities.

### **Educational Materials**

Students are required to use the institution issued Kit, Books and/or e-learning Software. Students must supply a personal Laptop/iPad for daily school use. MASON ANTHONY SCHOOL utilizes Milady educational materials specifically for Cosmetology programs including MindTap online learning. Additionally, A Resource Library containing materials about hair, skin and nail skills, motivation, health, professionalism and business is available for your reference. Student kits are the property of the student and contain equipment, materials and tools appropriate to each program. Apprentice Instructor Programs may utilize Zoom for distance learning on an as needed basis, in the case of unexpected closures or other circumstances necessitating the use of distance learning.

All educational materials are the property of the School or authorized for use by Delmar Publishing. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities up to and including jail time and/or severe fines. Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system will also be subject to disciplinary action by the MASON ANTHONY SCHOOL which could include suspension or expulsion from the program.

### **Faculty**

A Faculty list is found in the catalog on the School's website and can also be obtained from the school administration upon request.

## **STUDENT RULES**

- 1) Attendance. Actual attendance hours in school are rounded to the nearest quarter hour.
- 2) Students are required to clock in and out using the Student app.

- 3) Kits. Supplies are the personal responsibility of the student. Sanitary procedures are followed very closely and the disinfection of all equipment in kits. Purses and food may not be kept in these kits. Kits will be inspected. Kits are needed for client services; if the student doesn't have a complete kit to do services, student is dismissed and may attend the next day.
- 4) Parking. Students may only park in their designated lot, as denoted below. Students may only park at the School during school hours. Students are solely responsible for all belongings retained in their vehicles.
  - a. Cosmetology – East Parking Lot
  - b. Esthetics and Massage Therapy - South Parking Lot
  - c. Manicuring – North Parking Lot
- 5) Dispensary. Additional supplies from the dispensary needed for training are only to be used upon request from the instructor.
- 6) Personal Appearance. Your appearance reflects your thinking, students must adhere to the school dress code.
- 7) Only professional products approved by the school may be used in clinic floor.
- 8) Lunch. Students may go out for lunch or bring their own. Students MUST clock out for lunch. There are designated areas for eating lunch in the school. Students are permitted to store food during the day in the Break Room, and may use the provided refrigerator and microwave. School Staff will dispose of any food left in the refrigerator every Friday. Students are required to clean up any food spills that occur in the Break Room, including in the refrigerator and microwave. NO FOOD ON THE CLINIC FLOOR. Any food or unauthorized drinks that is found on the clinic floor will be thrown out. Lunch hours are assigned per class schedule.
- 9) Breaks. Permission is requested from the instructor.
- 10) Facility is completely SMOKE FREE.
- 11) Health and Character. The taking of drugs without a doctor's prescription is NOT PERMITTED, Students under the influences of alcoholic beverages or non-prescription drugs are not permitted on the premises.
- 12) STATE BOARD RULES AND REGULATIONS STATE: a student in a school of cosmetology who performs Cosmetology services for the public outside such school is liable to prosecution under Section 4713.99 of the Ohio Revised Code.
- 13) Course tuition fees, books, supplies and enrollment fees are contained in the enrollment agreement.
- 14) NO CELL PHONES on the clinic floor or in the classroom except to clock in or use student attendance app.
- 15) Park only in designated areas.
- 16) No personal belongings on the clinic floor. (Purse, keys, cell phones etc.). Must be stored in the classrooms. The School is not responsible for any lost, stolen, or damaged personal belongings, including items left in students' vehicles. Students must clean out all personal belongings after graduation or withdrawal. Any personal belongings left at the school after graduation or withdrawal will be disposed of.
- 17) No using profanity, obscene gestures, fighting or yelling in or around school premises. Failure to abide by this rule WILL RESULT IN IMMEDIATE SUSPENSION AND MAY RESULT IN TERMINATION.
- 18) The school reserves the right to enforce and enact disciplinary measures, up to and including verbal warning, written warning, suspension and dismissal.
- 19) Students MAY NOT REFUSE an assignment (practical or client). Any student who refuses an assignment will be required to clock out and be sent home for the day; and subject to receiving a zero for practical or clinic grade.
- 20) Students cannot perform a service the first day back after a missed school day or expulsion.
- 21) If caught cheating or forging or stealing, a student will be referred to the Administrator for immediate termination.

- 22) Students will be required to work at the front desk and dispensary as assigned. Refusal to do so may result in a write-up and/or the student will be sent home for the day.
- 23) Students are required to practice professional and appropriate conversations in the classrooms and on the clinic floor. Topics including but not limited to race, sex, drugs, alcohol, and politics are deemed inappropriate and may not be discussed during school.
- 24) Students may not discriminate against anyone including but not limited to topics involving religion, race, sexual orientation, gender identity, age, and politics.
- 25) Any books, equipment or supplies left at the school will be disposed of after 7 days of the student's last day.
- 26) Make-up work has to be in before the next scheduled class day or a 0 is entered in your G.P.A.
- 27) The School reserves the right to change or add to any of the school's policies or rules whenever deemed necessary. All changes are posted prior to their enforcement.

### **CLINIC FLOOR RULES**

1. Students are required to charge all clients for services provided on the clinic floor (i.e., no services may be provided for free).
2. Students are required to pay the cost of the product used for services completed on themselves or other classmates, unless the student is participating in a teacher-led demonstration.
3. A student's' friends and family shall receive a 50% discount on all services provided on the clinic floor during the student's first week on the clinic floor. Following that week, only immediate family members (e.g., parents or siblings) will receive the 50% discount.
4. Students are prohibited from using any products other than those provided by the school for all clinic floor services. No outside products may be used on the clinic floor. Any exceptions to this rule must be signed off by the student's instructor, and with the approval of the School Administrator.
5. All clients gained by students while on the clinic floor to build their book of business are available and accessible to the students upon graduation inside students' private practice or with any employer relationship that may result in the future.
6. Failing to abide by any of these rules may result in disciplinary action, and/or charges on student's ledger for unpaid products or services, as described above.

### **SATISFACTORY ACADEMIC PROGRESS ("SAP") 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 enrollment. 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.

#### **Academic Year**

The academic year for this institution, all programs, is nine hundred (900) clock hours.

#### **Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress as follows: Advanced Cosmetology 450 (13 weeks), 900 (26 weeks), and 1350 clocked (scheduled) hours (38.5 weeks) Esthetics 300 clocked (scheduled) hours (8.5 weeks) Advanced Esthetics 75 clocked (scheduled) hours (2.14 weeks) Manicuring 100 clocked (scheduled) hours (2.66 weeks) Advanced Manicuring 50 clocked (scheduled) hours (1.33 weeks) Transfer Students- Midpoint of the contracted hours or the established evaluation periods,

whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the academic year or course and/or program whichever occurs sooner.

### **Attendance Progress Evaluations**

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **Maximum Time Frame**

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

Course	Course Scheduled Hours	Maximum Time Allowed
Advanced Cosmetology	1800 Hours	2700 Hours
Esthetics	600 Hours	900 Hours
Advanced Esthetics	150 Hours	225 Hours
Manicuring	200 Hours	300 Hours
Advanced Manicuring	100 Hours	150 Hours
Massage Therapy	600 Hours	900 Hours
Apprentice Manicuring Instructor	300 Hours	450 Hours
Apprentice Esthetics Instructor	500 Hours	750 Hours
Apprentice Cosmetology Instructor	1000 Hours	1500Hours

All periods of enrollment count towards maximum time frame. The maximum time allowed for transfer students who need less than the full course requirements or part time students will be determined based on 75% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe must be terminated from the program. Students may then be permitted to re-enroll into the program on a cash pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.

### **Academic Progress Evaluations**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

**Grading Scale**

Numerical grades are considered according to the following:

- 1) Theory - test scores, written assignments and projects
- 2) Practical - hands-on demonstration of skills, techniques and procedures. The grading scale is as follows:

93%-100%	4.0	Excellent
85%- 92%	3.0	Above Average
75%- 84%	2.0	Passing
0%- 74%	1.0	Failing

**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. School staff will review with students a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

**Warning**

The School may allow for an initial status of satisfactory academic progress warning for students who are not considered meeting minimum standards for satisfactory academic progress. Probation will be allowed if after evaluation by the institution, it is determined that the student's progress did not make satisfactory academic progress during the warning or previous evaluation period; and the student prevails upon appeal of a negative progress determination prior to being placed on probation; and the institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or the institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. You will then be required to bring your grades and/or attendance up to satisfactory levels in order maintain academic eligibility.

Students are able to make an appeal for any unusual circumstances as to why they have not made SAP. These circumstances include a long-term illness or hospitalizations of a student or family member, death of an immediate family member, or other circumstances deemed appropriate for an appeal by the Administrator. Appeals must be backed with doctor's notes or other necessary documentation. Appeals must be presented to the Administrator with all backup documentation within 7 days of the warning.

**Re-Establishment Of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress by meeting minimum attendance (75%) and academic requirements (70%) by the end of the warning period at the next scheduled evaluation.

**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. Students who have incomplete grades at the time of their SAP evaluation will be re-evaluated once the assignments are completed.

### **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. Our school does not offer summer terms. We do not have different procedures for withdrawals when passing or withdrawals when failing.

### **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 contracted hours at the institution.

If a student wishes to switch from one course to another within our school, credits and hours are not transferable. In pursuit of a second program at Mason Anthony School of Cosmetology, no past hours will count, and a student will begin at zero hours.

## **INSTITUTIONAL REFUND POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due to the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- 1) An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid less the non-refundable \$100 application fee.
- 2) A student (or legal guardian) cancels his/her enrollment in writing within three (3) business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded except the non-refundable \$100 application fee, 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 non-refundable application fee of \$100 and the registration fee.
- 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. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 calendar days.)
- 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.
- 8) 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. He/she shall be entitled to a refund of all monies paid to the school based on scheduled hours, less the non-refundable application fee of \$100:

<b>% Of Scheduled Time Enrolled To Total Course/Program</b>	<b>Total Tuition School Shall Receive/Retain</b>
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- 9) All refunds will be calculated based on the student’s last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment and sap has begun, the school, at its options, provide a full refund of all monies paid or completion of the program. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- 10) Students who withdraw or terminate prior to course completion are charged a termination fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: kit, lab fees, extra kit materials, kit/books, products, unreturned school property, timecards, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

**Participation In And Required Technology For Remote Online Learning**

Up to 20% (50% for Massage Therapy) of the Theory portion of all programs at Mason Anthony School will be/may be taught via Remote Online Learning Services (Distance Learning), in conjunction with the school’s efforts to ensure the safe, practical and continued education of all students and in accordance with all the State of Ohio, Ohio Medical Board, Ohio State Board of Career Colleges. Ohio State Cosmetology and Barber Board and NACCAS.

**By Enrolling in Mason Anthony School and therefore accessing and participating in Distance Learning, you are acknowledging that you have reviewed and agree to the following terms and conditions:**

- You understand and agree that your image and voice will be transmitted over the internet and into other student’s computers and homes and that Mason Anthony School cannot guarantee or warrant complete confidentiality of your voice or image while participating in Distance Learning.
- You understand and agree that any individual present within your household is prohibited from disseminating, recording, capturing and/or disclosing materials, information, and/or images made available to you through Distance Learning without the prior written authorization of Mason Anthony School.

- You will not grant or facilitate any third party's access to the Distance Learning provided by or through Mason Anthony School.
- You also understand and agree that Mason Anthony School may audio and video record the Distance Learning it provides and this document constitutes both notice of such audio and video recording and your agreement to it.
- You understand and acknowledge that the rules and expectations set forth in Mason Anthony Schools' policies and the student catalog apply to, and are in effect during, all Distance Learning provided by or through Mason Anthony School.

**When participating in Distance Learning, it is vital to consider the technology needed in order to have a successful program/course at Mason Anthony School. As such, we require that you meet the technical requirements below before enrolling in our programs:**

#### **Required Hardware**

- A computer (desktop/laptop) or mobile device (smartphone/tablet) that is less than 5 years old will work. Chromebooks are recommended and are compatible.
- Speakers/headphones/earbuds that allow for 2-way talking and listening to audio or videos presented in courses.
- Webcam for interacting in course activities that require video feedback from students or other third-party tools.

#### **Required Software**

- Internet Browsers, such as Mozilla Firefox and Google Chrome, are preferred. It is also suggested to have both of these browsers, so that one can act as a backup in case the other is experiencing issues.
  - Use the latest versions of Mozilla Firefox or Google Chrome.
  - NOTE: Do not use Internet Explorer.
- Adobe Acrobat Reader (latest version) can be used for viewing PDF files offline (outside of a web browser). - Download.
- ZOOM Video Chat Software

#### **Internet Connection**

- A stable Internet connection of 56K or greater is required. (However, please note that a 56K connection may degrade the quality of your experience.)
- Internet Browser(s)
- Various browsers may be able to access the learning management system. We recommend the following tips:



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# **SECTION 2. COURSE OUTLINES**

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Subject Area: <b>1800 ADV COS</b>	Core Hours 1500	Clinic Min.50%	Theory Min. 25%
<b>General Sciences</b> Infection Control Principles/Practices Universal Precautions Anatomy Electricity Basics & Chemistry Basics	80	40	20
<b>Properties of the Hair &amp; Scalp/Trichology</b> Diseases & Disorders Hair Texture/Wave Patterns Chemistry	80	40	20
<b>Hair Procedures /Practices/Styling</b> Client Protection Shampoos/Rinses/Treatments Wet/ Finish/Formal Hair Styling Thermal Styling Techniques Braiding Wigs & Hair Additions	140	70	35
<b>Haircutting</b> Haircutting Basics Haircutting Techniques Tools (Shears/Razor/Texturizing/Clippers/Trimmers)	230	115	57.5
<b>Chemical Procedures/Practices/Products</b> Chemical Texturizing Permanent Wave Chemical Relaxers Curl Reforming/Corrections Hair Color Single Process Lightening Toner/Special Effects	390	195	97.5
<b>Nail Procedures &amp; Practices</b> Nail Anatomy Diseases/Disorders/Condition Tools/Equipment Basic Manicure & Pedicure Nail Enhancements/Maintenan ce Massage	120	60	30
<b>Skin Care Procedures &amp; Practices</b> Skin Anatomy Diseases/Disorders/Conditions Basic Facial Procedures/ Skin Type/Products Hair Removal Tools/Equipment Makeup	370	185	92.5
<b>Artificial Lashes/Extensions</b>	10	5	2.5

<b>Salon Operations &amp; Communication Skills</b> Salon Operation & Management Career Dev/Professional Image/Communication/Life Skills Ohio Administrative Code & Ohio Revised Code Inspection/Enforcement/Policies/Procedures Continuing Education Human Trafficking – One (1) Hour Required	<b>80</b>	40	20
<b>Cosmetology Laws and Rules</b>  Ohio Revised Code Statutes Ohio Administrative Rules License and Permit Policy and Procedures Continuing Education Policies and Procedures Inspection and Enforcement Policy and Procedures	10	0	10
<b>Public Health and Safety</b>  Sanitation Practices and Procedures Sterilization Practices and Procedures Dispensary Operations and Procedures Bacteriology, Contagious and Communicable Disease Control Salon Operations and Procedures Consumer and Product Safety	50	25	12.5
<b>Advanced Techniques</b>  Advanced Techniques/Services Salon Supervision and Management Specialized Equipment Use and Control Product and Service Sales Training Communication Skills	240	120	60
<b>Clinic Hours</b>	900		
<b>Theory Hours</b>	450		
<b>Flexible Learning Hours</b>	450		
<b>Curriculum Total Hours</b>	<b>(Must equal 1800)</b>	<b>1800</b>	
<b>Distance Learning Hours</b> <b>(Cannot exceed 360 hours)</b>	360		
<b>Distance Learning Platform Used</b>	Milady via CIMA		

**Flexible Learning Hours may be used:**

- At the school's discretion throughout the curriculum
- To create an Individualized Learning Plan
- For internship Hours.

**Distance Platform box must be completed if Distance Hours are used.**

**School Name:** Mason Anthony School of Cosmetology Arts and **Licensee #** 000748

<b>Subject Area: 600/Esthetics</b>	<b>Core Hours 600</b>	<b>Clinic Minimum 50%</b>	<b>Theory Minimum 25%</b>
<b>General Sciences</b> Infection Control Principles/Practices Universal Precautions Anatomy Electricity Basics Chemistry Basics	<b>50</b>	20	70
<b>Skin Sciences</b> Diseases and Disorders Skin Analysis Physiology and Histology of the Skin Skin Care Products/Chemistry/Ingredients	<b>60</b>	115	35
<b>Skin Care Practices &amp; Procedures</b> Basic Facials Massage Mask Chemical Peels Chemistry Products	<b>320</b>	57.5	195
<b>Hair Removal</b>	<b>40</b>	97.5	60
<b>Makeup</b> Products Application Color Theory Brow Tinting	<b>30</b>	30	185
<b>Facial Machines &amp; Equipment</b>	<b>40</b>	92.5	5
<b>Artificial Lashes/Extensions</b>	<b>10</b>	2.5	40
<b>Salon Operations &amp; Communication Skills</b> Salon Operation & Management Career Development/Professional Image Communication/Life Skills Ohio Administrative Code & Ohio Revised Code Inspection/Enforcement/Policies/Procedures Continuing Education Human Trafficking – One (1) Hour Required	<b>50</b>	20	Mason Ant
<b>Clinic Hours</b>	750		
<b>Theory Hours</b>	375		
<b>Flexible Learning Hours</b>	375		
<b>Curriculum Total Hours</b>	(Must equal 600) 600		
<b>Distance Learning Hours (Cannot exceed 120 hours)</b>	<b>120</b>		
<b>Distance Learning Platform Used</b>	Milady via CIMA		

**Flexible Learning Hours may be used:**

- At the school's discretion throughout the curriculum
- To create an Individualized Learning Plan
- For internship Hours

**Distance Platform box must be completed if Distance Hours are used.**

**School Name:** Mason Anthony School of Cosmetology Arts & **Licensee #** 000761

<b>Subject Area: 200/Manicure</b>	<b>Core Hours 200</b>	<b>Clinic Minimum 50%</b>	<b>Theory Minimum 25%</b>
<b>General Sciences</b> Infection Control Principles/Practices Universal Precautions General Anatomy Nail Structure & Growth Nail Diseases & Disorders Electricity Basics Chemistry Basics	<b>40</b>	20	10
<b>Nail Care</b> Client Protection Client Consultation Basic Manicure Basic Pedicure Massage Tools & Equipment Color Theory Polish	<b>70</b>	35	17.5
<b>Nail Enhancements</b> Application/procedures/Maintenance/Repair Wraps Tips Monomer and polymer nail enhancements UV Gel Electric Filing Product Chemistry Embellishments	<b>70</b>	35	17.5
<b>Salon Operations &amp; Communication Skills</b> Salon Operation & Management Career Development/Professional Image Communication/Life Skills Ohio Administrative Code & Ohio Revised Code Inspection/Enforcement/Policies/Procedures Continuing Education Human Trafficking – One (1) Hour Required	<b>20</b>	10	5
<b>Clinic Hours</b>	300		
<b>Theory Hours</b>	150		
<b>Flexible Learning Hours</b>	150		
<b>Curriculum Total Hours</b>	<b>(Must Equal 200) 200</b>		
<b>Distance Learning Hours (Cannot exceed 40 hours)</b>		<b>40</b>	
<b>Distance Learning Platform Used</b>		Milady via CIMA	

**Flexible Learning Hours may be used:**

- At the school’s discretion throughout the curriculum
- To create an Individualized Learning Plan
- For internship Hours

**Distance Platform box must be completed if Distance Hours are used.**

<b>Course Name</b>	<b>ADVANCED ESTHETICS - 150 HOURS</b>
<b>Description</b>	Our comprehensive Esthetics program includes instruction not only in esthetic treatment procedures and services, but in areas such as the structure of the skin and its function, disorders of the skin, and professional business skills. In addition to technical skills, students learn hands-on by participating in clinical experiences. During clinical, students practice their skills at either their home or in our on-site beauty salon where they work on mannequins or schedule appointments with "clients", sanitize equipment, perform services and keep accurate records.
<b>Objective</b>	The objectives of the Advanced Esthetics program are to prepare students with advanced techniques giving students the advanced training needed to enter into the chosen profession with the knowledge to compete with licensed professionals. Training encompasses three types of learning; theoretical knowledge - the foundation of the student's education; practical experience - the application of knowledge, and professional business building skills which are vital for the student's success. Each phase of the students' education emphasizes a different combination of learning approaches. The program is taught using several different types of instructional methods such as lectures, distance learning education, videos, hands-on techniques, demonstrations, whiteboards, and internet research. All programs are offered in the English language only.

	<b>150 Hour Core</b>	<b>Clinic 50% Core</b>	<b>Theory 25% Core</b>
<b>1.Cosmetology Laws and Rules</b> Ohio Revised Code Statutes Ohio Administrative Rules License and Permit Policy and Procedures Continuing Education Policies & Procedures Inspection and Enforcement Policy & Procedures	10	0	<b>10</b>
<b>2.Public Health and Safety</b> Sanitation Practices & Procedures Sterilization Practices & Procedures Dispensary Operations & Procedures Bacteriology, Contagious & Communicable Disease Control Salon Operations & Procedures Consumer & Product Safety	50	25	<b>12.5</b>
<b>3.Advanced Techniques</b> Advanced Techniques and Services Salon Supervision and Management Specialized Equipment Use and Control Product and Service Sales Training c Communication Skills	90	45	<b>22.5/7.5</b>
<b>Flexible Learning Hours/Exams</b>	35		
<b>Total</b>	<b>150</b>	<b>70</b>	<b>45</b>

<b>Course Name</b>	<b>ADVANCED MANICURING – 100 HOURS</b>
<b>Description</b>	Our Advanced Manicuring program is more than just learning how to perform a manicure or do nail art. We have created a curriculum that focuses on the care and maintenance of nails along with training time and customer service that is meant to help you build your own success. In addition to technical skills, students learn hands-on by participating in clinical experiences. During clinical, students practice their skills at either their home or in our on-site beauty salon where they work on mannequins or schedule appointments with “clients”, sanitize equipment, perform services and keep accurate records.
<b>Objective</b>	Students gain Advanced knowledge and skills used in the manicure and nail technology field through courses such as studying of nail disorders, nail enhancement, manicures and pedicures. Training encompasses three types of learning; theoretical knowledge - the foundation of the student’s education; practical experience - the application of knowledge, and professional business building skills which are vital for the student’s success. Each phase of the students’ education emphasizes a different combination of learning approaches. The program is taught using several different types of instructional methods such as lectures, distance learning education, videos, hands-on techniques, demonstrations, whiteboards, and internet research. All programs are offered in the English language only.

	100 Hour Core	Clinic 50% Core	Theory 25% Core
<b>1.Cosmetology Laws and Rules</b> Ohio Revised Code Statutes Ohio Administrative Rules License and Permit Policy and Procedures Continuing Education Policies & Procedures Inspection and Enforcement Policy & Procedures	10	0	10
<b>2.Public Health and Safety</b> Sanitation Practices & Procedures Sterilization Practices & Procedures Dispensary Operations & Procedures Bacteriology, Contagious & Communicable Disease Control Salon Operations & Procedures Consumer & Product Safety	40	20	10
<b>3.Advanced Techniques</b> Advanced Techniques/Services Salon Supervision and Management Specialized Equipment Use and Control Product and Service Sales Training Communication Skills	50	25	12.5
<b>Flexible Learning Hours/Exams</b>	22.5		
<b>Total</b>	100	45	32.5

## Massage Therapy 600 clock hours

The objectives of the Massage Therapy program are to prepare students for the state licensing examination, and give students the advanced training needed to enter into the chosen profession with the knowledge to compete with licensed professionals.

Training encompasses three types of learning; theoretical knowledge - the foundation of the student's education; practical experience - the application of knowledge, and professional business building skills which are vital for the student's success. Each phase of the students' education emphasizes a different combination of learning approaches.

The program is taught using several different types of instructional methods such as lectures, videos, hands- on techniques, demonstrations, whiteboards, and internet research. All programs are offered in the English language only.

<b>THEORY &amp; PRACTICE OF THERAPEUTIC MASSAGE</b>	<b>HOURS</b>
<b>PART I: The History and Advancement of Therapeutic Massage</b>	<b>25</b>
1. Historical Overview of Massage.	
2. Requirements for the Practice of Therapeutic Massage.	
3. Professional Ethics for Massage Practitioners.	
<b>PART II: Human Anatomy and Physiology</b>	<b>275*</b>
<i>(*120 Hours may be Distance Learning)</i>	
4. Overview of Human Anatomy and Physiology and Medical Terminology.	
5. Human Anatomy and Physiology.	
<b>PART III: Massage Practice</b>	<b>275</b>
6. Effects, Benefits, Indications, and Contraindications of Massage.	
7. Equipment and Products.	
8. Infection Control and Safety Practices.	
9. Consultation and Documentation.	
10. Classification of Massage Movements.	
11. Preparations for the Practitioner.	
12. Procedures for Complete Body Massages.	
13. Cold, Heat, and Hydrotherapies.	
14. Massage in the Spa Setting by Steve Capellini.	
15. Clinical Massage Techniques.	
16. Lymph Massage.	
17. Therapeutic Procedures.	
18. Athletic/Sports Massage.	
19. Massage for Special Populations.	
20. Massage in Medicine.	
21. Other Therapeutic Techniques.	
<b>PART IV: Massage Business Administration</b>	<b>25</b>
22. Business Practices.	
<b>Total Clock Hours</b>	<b>600</b>



**MASON****ANTHONY**

■ SCHOOL OF COSMETOLOGY ARTS &amp; SCIENCES ■

Course Name	APPRENTICE MANICURING INSTRUCTOR – 300 HOURS
Description	Our Apprentice Manicuring Instructor Program provides a robust education to prepare students with Advanced Manicuring licenses to become educators themselves. Students shall be instructed on the various compliance requirements for licensed manicuring instruction, and will learn all of the tools needed to run an efficient, effective and engaging learning environment.
Objective	Students possessing the requisite licenses shall gain detailed knowledge on manicuring instruction. Throughout the course of the program, the students shall learn all of the relevant compliance requirements for the instruction of a licensed manicurist course, and also will receive training on the difference between merely possessing knowledge and being able to convey that knowledge.

**Apprentice Manicuring  
Instructor Curriculum**

Subject Area	<b>300 Hour Core</b>	Clinic 50% Core	Theory 25% Core
<b>Cosmetology Laws and Rules</b> Ohio Revised Code Statutes Ohio Administrative Rules License and Permit Policy and Procedures Continuing Education Policies and Procedures Inspection and Enforcement Policy and Procedures	<b>50</b>	25	12.5
<b>Curriculum Development</b> Lesson Planning Presentation Skills Educational Aids Use of Technology Distance Learning Grading Assessment	<b>100</b>	50	25
<b>Learning Styles</b> Learning Modalities Special Learning Needs Learner Accommodations	<b>50</b>	25	12.5
<b>Classroom Management</b> Structuring the Learning Environment Communication Skills Professional Ethics Conflict Management	<b>100</b>	50	25
Total Hours	<b>300</b>	150	75
Flexible Learning Hours		75	

**MASON****ANTHONY**

■ SCHOOL OF COSMETOLOGY ARTS &amp; SCIENCES ■

Course Name	APPRENTICE ESTHETICS INSTRUCTOR – 500 HOURS
Description	Our Apprentice Esthetics Instructor Program provides a robust education to prepare students with Advanced Esthetics licenses to become educators themselves. Students shall be instructed on the various compliance requirements for licensed esthetics instruction, and will learn all of the tools needed to run an efficient, effective and engaging learning environment.
Objective	Students possessing the requisite licenses shall gain detailed knowledge on esthetics instruction. Throughout the course of the program, the students shall learn all of the relevant compliance requirements for the instruction of a licensed esthetics course, and also will receive training on the difference between merely possessing knowledge and being able to convey that knowledge.

## Apprentice Esthetics Instructor Curriculum

Subject Area	<b>500 Hour Core</b>	Clinic 50% Core	Theory 25% Core
<b>Cosmetology Laws and Rules</b> Ohio Revised Code Statutes Ohio Administrative Rules License and Permit Policy and Procedures Continuing Education Policies and Procedures Inspection and Enforcement Policy and Procedures	<b>84</b>	42	21
<b>Curriculum Development</b> Lesson Planning Presentation Skills Educational Aids Use of Technology Distance Learning Grading Assessment	<b>166</b>	83	41.5
<b>Learning Styles</b> Learning Modalities Special Learning Needs Learner Accommodations	<b>83</b>	41.5	20.75
<b>Classroom Management</b> Structuring the Learning Environment Communication Skills Professional Ethics Conflict Management	<b>167</b>	83.5	41.75
Total Hours	<b>500</b>	250	125
Flexible Learning Hours		125	

**MASON****ANTHONY**

■ SCHOOL OF COSMETOLOGY ARTS &amp; SCIENCES ■

Course Name	APPRENTICE COSMETOLOGY INSTRUCTOR – 1000 HOURS
Description	Our Apprentice Cosmetology Instructor Program provides a robust education to prepare students with Advanced Cosmetology licenses to become educators themselves. Students shall be instructed on the various compliance requirements for licensed cosmetology instruction, and will learn all of the tools needed to run an efficient, effective and engaging learning environment.
Objective	Students possessing the requisite licenses shall gain detailed knowledge on cosmetology instruction. Throughout the course of the program, the students shall learn all of the relevant compliance requirements for the instruction of a licensed cosmetologist course, and also will receive training on the difference between merely possessing knowledge and being able to convey that knowledge.

**Apprentice  
Cosmetology  
Instructor Curriculum**

Subject Area	<b>1000 Hour Core</b>	Clinic 50% Core	Theory 25% Core
<b>Cosmetology Laws and Rules</b> Ohio Revised Code Statutes Ohio Administrative Rules License and Permit Policy and Procedures Continuing Education Policies and Procedures Inspection and Enforcement Policy and Procedures	<b>170</b>	85	42.5
<b>Curriculum Development</b> Lesson Planning Presentation Skills Educational Aids Use of Technology Distance Learning Grading Assessment	<b>330</b>	165	82.5
<b>Learning Styles</b> Learning Modalities Special Learning Needs Learner Accommodations	<b>170</b>	85	42.5
<b>Classroom Management</b> Structuring the Learning Environment Communication Skills Professional Ethics Conflict Management	<b>330</b>	165	82.5
Total Hours	<b>1000</b>	500	250
Flexible Learning Hours		250	