



**SHORE**  
BEAUTY SCHOOL

**REDKEN  
PREMIER  
SCHOOL**



**“A Beautiful Career!”**

**2018-2019 CATALOG**

3003 English Creek Avenue \*Suite C-3/4/4B\* Egg Harbor Township \* NJ \* 08234 \*  
Phone: (609) 645-3635 - Fax: (609) 645-0024

# TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>OUR SCHOOL</b>                                    | <b>4</b>  |
| <b>OUR MISSION, EDUCATIONAL GOALS AND OBJECTIVES</b> | <b>4</b>  |
| <b>THE STAFF</b>                                     | <b>5</b>  |
| <b>PROGRAMS OF STUDY</b>                             | <b>6</b>  |
| <b>SCHOOL CALENDAR &amp; CLOSURE POLICY</b>          | <b>7</b>  |
| <b>COSMETOLOGY AND HAIRSTYLING</b>                   | <b>7</b>  |
| <b>BEAUTICIAN</b>                                    | <b>15</b> |
| <b>BARBERING</b>                                     | <b>22</b> |
| <b>SKIN CARE SPECIALTY</b>                           | <b>27</b> |
| <b>MANICURING</b>                                    | <b>33</b> |
| <b>TEACHER TRAINING</b>                              | <b>38</b> |
| <b>BRUSH-UP</b>                                      | <b>42</b> |
| <b>BEAUTY PARTNERSHIPS &amp; AFFILIATIONS</b>        | <b>44</b> |
| <b>"SHEAR SUCCESS" BUSINESS FUNDAMENTALS</b>         | <b>44</b> |
| <b>SOCIAL MEDIA</b>                                  | <b>45</b> |
| <b>THE SHORE BEAUTY SCHOOL DIFFERENCE</b>            | <b>45</b> |
| <b>ADMISSIONS AND SCHOLASTIC REQUIREMENTS</b>        | <b>46</b> |
| <b>GRADUATION REQUIREMENTS</b>                       | <b>49</b> |
| <b>COUNSELING AND ADVISEMENT</b>                     | <b>49</b> |
| <b>PRIVACY AND STUDENT INFORMATION</b>               | <b>50</b> |
| <b>CAREER ADVISORY SERVICES</b>                      | <b>51</b> |
| <b>TUITION AND FEES</b>                              | <b>52</b> |
| <b>FINANCIAL AID</b>                                 | <b>53</b> |

|  |           |
|--|-----------|
| <b>REFUND POLICY</b>                                     | <b>54</b> |
| <b>RETURN OF TITLE IV FUNDS</b>                          | <b>55</b> |
| <b>SATISFACTORY ACADEMIC PROGRESS POLICY</b>             | <b>56</b> |
| <b>RULES AND REGULATIONS OF THE SCHOOL</b>               | <b>61</b> |
| <b>SPECIAL NIGHT/PART-TIME PROGRAM RULES AND POLICES</b> | <b>74</b> |
| <b>DRESS CODE</b>  | <b>75</b> |
| <b>SHORE STUDENT CORE VALUES</b>                         | <b>75</b> |
| <b>ARBITRATION OF DISPUTES</b>                           | <b>75</b> |
| <b>LICENSING AND ACCREDITATION</b>                       | <b>76</b> |
| <b>INTERNAL GRIEVANCE PROCEDURE</b>                      | <b>76</b> |

## OUR SCHOOL

Welcome to Shore Beauty School® also referred to herein as “SHORE.” For over 38 years, SHORE has educated numerous beauty professionals, training them for New Jersey State licensing and preparing them for exciting careers in cosmetology, hairstyling, barbering, skin care, manicuring and related fields in the beauty industry. We are licensed by the NJ State Board of Cosmetology and Hairstyling, accredited by the National Accrediting Commission of Career Arts and Sciences (“NACCAS”), and approved by the U.S. Department of Education to offer our students government financial aid when qualified. We offer full-time day and part-time night programs to meet your needs. SHORE can be your path to an exciting, rewarding and life-long career in cosmetology.

SHORE is extremely proud of our partnership with Redken Fifth Avenue NYC and our designation as a “Redken Premier School.” You will learn about Redken products first-hand as you use them on patrons in our clinic. We want SHORE graduates to begin their careers ahead of their peers, having knowledge of and experience with one of our industry’s leading hair products.

SHORE is conveniently located on the Black Horse Pike in the English Creek Shopping Center at 3003 English Creek Avenue, Suite C-3/4/4B, Egg Harbor Township, NJ, with easy access to the Garden State Parkway, Atlantic City Expressway, and the Black Horse and White Horse Pikes. There is convenient and plentiful parking directly in front of our school and, for those relying on public transportation, the bus stops at our shopping center. Our school is surrounded by numerous stores and restaurants.

With over 10,000 square feet, our modern facility is one of the largest dedicated beauty education centers in our marketplace. It was architecturally designed in 2012 to provide an exceptional learning environment for our students and outstanding beauty services to our clinic patrons. Our classrooms and clinic have been carefully planned and customized to create an engaging and interactive educational experience. Classroom equipment and supplies satisfy NJ State Board standards for each of the programs taught. As visitors walk through the school, they will notice large flat-screen TVs and computers in all learning spaces. These screens have been networked with our computer systems to facilitate the delivery of multi-media educational content. A sound system broadcasts music through the clinic, student lounge and reception areas. Most importantly, our school’s technology infrastructure helps us transition to evolving new learning technologies. The school is divided into a reception lobby, individual junior classrooms for cosmetology and barbering, a skin care and manicuring classroom, a beauty clinic and feature clinic, consultation bar, beauty retailing areas, shampoo and spa room, laundry room, administrative offices, student lounge, locker areas, student library and various storage rooms. Our facility is designed to be compliant with the American Disability Act and handicapped accessible. For the protection of our students, staff and patrons, our facility is video monitored and recorded.

We may be reached by mail at 3003 English Creek Avenue, Suite C-3/4/4B, Egg Harbor Township, NJ 08234. Our Website is [shorebeautyschool.edu](http://shorebeautyschool.edu). You may call us at (609) 645-3635 or toll free at 1-888-BE-SHORE. We may also be reached by fax at (609) 645-0024.

## OUR MISSION, EDUCATIONAL GOALS AND OBJECTIVES

Our mission is to provide students with a high-quality education, based upon relevant instructional and beauty techniques, and practical business skills. Our goal is to prepare students for professional licensing, and fulfilling careers in cosmetology and hairstyling, or related disciplines in the beauty industry.

## THE STAFF

**Director, President and CEO:** Mr. Kameron Rabenou is the Director and owner of the school. He also oversees all compliance functions. He has been an active participant in the education industry as a manager, owner, advisor and educator for many years. His involvement has spanned from medical and veterinary schools to information technology schools; corporate training schools; early childhood development; software and product developers for elementary, secondary and post-secondary education; test preparation and online education. Prior to his involvement in education, Mr. Rabenou worked as a corporate executive in various capacities, including working for Fortune 500 companies. Mr. Rabenou holds a B.A. from Franklin & Marshall College and an M.B.A. in Finance from New York University.

**Vice President, Business Development:** Ms. Richelle Rabenou is the wife of our Director and owner of the school. She is responsible for business development, salon relations and product strategies. She is the author of SHORE's "Shear Success" curriculum. Ms. Rabenou has extensive experience in marketing and retail management, which includes experience in beauty products and services. She uses effectively her extensive experience in customer service to better serve our students and patrons. Ms. Rabenou has a B.S. degree in Business from Indiana University.

**Director of Administration & Compliance:** As Director of Administration & Compliance, Ms. Rachel Damico is responsible for overseeing and managing the bursar functions, admissions, marketing, social media, educational staffing, the student clinic, building maintenance and various areas of regulatory compliance. As the regulatory compliance officer, she is responsible for overseeing and enforcing all policies pertaining to: information and cyber security, the Family Educational Rights and Privacy Act (FERPA Coordinator), disability laws, harassment and discrimination (Discrimination Coordinator and Title IX Coordinator), crime reporting (Clery Coordinator), and drug and alcohol prevention. Her past managerial experience includes Assistant Director of Children of America.

**Director of Financial Aid:** Ms. Brittany Poulard is SHORE's Student Financial Aid Officer. She previously served as SHORE's bursar. Prior to SHORE, Ms. Poulard was a manager at Cape Bank. She brings diverse experience to SHORE including: banking, business operations and management. Ms. Poulard graduated from Montclair State University with a B.S. in Chemistry.

**Bursar:** As Bursar, Ms. Duyen K. Vo is responsible for managing student records, billings, payables, inventory, supplies, and student relations and affairs. Her past experience as both an accountant and cosmetologist uniquely qualify her for bursar. Ms. Vo graduated from Stockton University with a B.S. in Business and a concentration in accounting.

**Recruiter:** Ms. Araceli Kramer is responsible for student recruiting and counseling. Ms. Kramer brings to SHORE past experience in salon and spa management, and guest services in the hospitality industry.

**Supervising Instructor:** Ms. Patricia Melchiorre is SHORE's supervising instructor and has taught cosmetology and hairstyling at SHORE since 2009. She has worked in the beauty industry as both an instructor and successful hairstylist for over 30 years.

**Teaching Staff:** Sandy Avanzato, Ronda Conner, Brooke O'Neill, Danielle Ruthig, Tiffany Ross and Desiree Washington are school instructors supporting Patricia Melchiorre.

**Front Desk Manager:** Ms. Jazmin Otero is our front desk manager. In managing the front desk, she manages phone calls, schedules patron appointments, assists with the day-to-day operations of the clinic, and manages product sales.

## PROGRAMS OF STUDY

The Shore Beauty School offers programs of study in Cosmetology and Hairstyling, Beautician, Barbering, Skin Care Specialty, Manicuring, Teacher Training and Brush-up training. All programs are taught in English and designed to provide the knowledge and skills to pass the New Jersey State Board of Cosmetology and Hairstyling licensing examination for the particular discipline and for entry-level employment in a beauty salon, spa, cosmetology school or related discipline in the beauty industry. Our junior class sizes may range typically from five to twenty-five students, ensuring plenty of individual attention. Students should complete the enrollment process at least one week prior to their class start date.

The hours of operation of the Shore Beauty School full-time programs are from 9:00 a.m. to 4:30 p.m., Monday through Friday, with a half-hour lunch period. A full-time student, attending 35 hours per week, would complete the 1,200 clock hour Cosmetology and Hairstyling program on-time in 35 weeks, the 1,100 clock hour Beautician program on-time in 32 weeks, the 1,000 clock hour Barbering program on-time in 29 weeks, the 600 clock hour Skin Care Specialty program on-time in 18 weeks, the 600 clock hour Teacher Training program on-time in 18 weeks, and the 300 clock hour Manicuring program on-time in 9 weeks. Those with firm obligations during the workday may choose our 20-hour per week, part-time/night program, scheduled: Monday, Tuesday, Wednesday and Thursday from 5:00 to 10:00 p.m. On-time graduation for the night program would be 60 weeks for Cosmetology and Hairstyling, 55 weeks for Beautician, 50 weeks for Barbering, 30 weeks for Skin Care Specialty and Teacher Training, and 15 weeks for a 300 clock hour Manicuring programs. On-time graduation is defined as graduating within 100% of scheduled class-time. As a clock hour based school, our students are required to complete and attend every required hour of their respective programs. Start dates for all SHORE programs are based upon student demand and instructor availability; as such, cannot be guaranteed.

SHORE's instructors are licensed and qualified by the NJ State Board of Cosmetology and Hairstyling to teach all of our educational programs. In addition to State licensure, our teachers offer further experience from working in salons and spas, as well as continued education sponsored by the school and outside trainers. SHORE complies with the New Jersey State Board of Cosmetology and Hairstyling's instructional standard requiring a student: licensed instructor ratio of 25:1. In addition to the various licensed cosmetology instructors in our employ, from time-to-time SHORE educates cosmetology instructors through its Teacher Training program. As part of their education, student instructors will participate as cosmetology educators in our classrooms. In addition, following their graduation and prior to passing NJ State instructional licensure, certain student instructors may be employed by SHORE and instruct SHORE students. While SHORE also employs instructors trained for licensure outside of the school, SHORE believes the most effective means of developing and maintaining a strong instructional staff is by starting and developing teachers in our own classrooms.

Curricula for all SHORE programs require students to learn and follow proper cleaning, sanitation, laundering, folding, organizing and inventory restocking procedures. Cosmetologists are typically required to perform these tasks as employees. This training is one part of preparing our students for gainful employment.

This catalog and accompanying consumer information (available at [www.shorebeautyschool.edu](http://www.shorebeautyschool.edu) or in paper form by request) reflects the official policies of the school. Any verbal or written statements from staff members, contrary to the most up-to-date version of the catalog and consumer information, shall not in any way or case be construed as a change of policy. School policies are as written in the catalog,

consumer information and Website.

## SCHOOL CALENDAR & CLOSURE POLICY

We start new students on the first Monday of each month throughout the year, so students can begin their program of choice almost immediately. In the case of a Monday holiday, new students will start on the first Tuesday of the month.

The following monthly class start dates are for all courses (subject to demand):

|        |         |         |         |        |        |
|--------|---------|---------|---------|--------|--------|
| 9/4/18 | 10/1/18 | 11/5/18 | 12/3/18 | 1/7/19 | 2/4/19 |
| 3/4/19 | 4/1/19  | 5/6/19  | 6/3/19  | 7/1/19 | 8/5/19 |

Holidays when the Shore Beauty School will be closed are:

|              |                |                  |
|--------------|----------------|------------------|
| Labor Day    | New Year's Day | Thanksgiving     |
| Memorial Day | Christmas Day  | Independence Day |

### School Closures:

Information on school closings, due to exceptional circumstances such as inclement weather, will be announced on the school's telephone message (at 609-645-3635) and posted on the school Website ([www.shorebeautyschool.edu](http://www.shorebeautyschool.edu)) under the "Events – Announcement Calendar" tab and on Facebook. The Course Outlines, which follow, provide detailed descriptions for each SHORE program, in compliance with the New Jersey State Board of Cosmetology & Hairstyling regulations.

## COSMETOLOGY AND HAIRSTYLING

### Description:

The Cosmetology and Hairstyling course consists of twelve hundred (1,200) clock hours of instruction in the art, science and business of professional beauty care. A comprehensive, full-service approach, applicable in today's modern salon environment is stressed. The student will receive instruction in "theory" (textbook/classroom), "practical" and "clinical" experiences on actual patrons. Learning methods include: discussion, questions and answers, cooperative learning, demonstration and presentations, problem solving, interactive lecture, individual instruction, and lab and salon activity. Students may earn class hours attending pre-approved professional events under instructor supervision.

During the first six hundred (600) hours of the course, the student is designated "Junior" status. Learning activities take place in the lecture room and classroom, separate from the "Beauty Clinic," to assure a quiet and orderly learning environment. Junior students receive instruction in the basic methods of all areas covered in the course. No previous knowledge of any aspect of cosmetology is required or assumed. Students learn through a combination of lectures, demonstrations and hands-on practical experience on mannequins. Opportunity is also provided for students to practice on each other, in order to offer a more realistic experience and exemplify the importance of good grooming for the cosmetologist. Juniors wear white uniforms to signify their student status.

During the second six hundred (600) hours of the course, the student is afforded “Senior” status. Senior learning activities take place in the lecture room, classroom and the “Beauty Clinic.” Along with continued theory and mannequin assignments, Senior students perform beauty services of all kinds upon paying patrons. The Beauty Clinic, while still a controlled educational environment, strives to reflect as realistically as possible, a modern salon environment. During this phase, while continuing to perfect previously acquired skills, the student further develops her/his speed, confidence, salesmanship, customer relations skills and professionalism, all requirements for success in a modern salon environment. Senior students often receive tips from their satisfied patrons (this is the only compensation students may receive). All students are responsible for reporting their tip income on their personal income tax returns and SHORE is not responsible for any students’ failure to do so. Senior students wear black uniforms to display their student status.

### **Course Objectives:**

1. Students are to acquire the knowledge and skills, theoretical and practical, sufficient to pass the New Jersey State Board of Cosmetology and Hairstyling examination for licensing as a professional cosmetologist and hairstylist.
2. Graduates will have the practical and business skills for entry-level employment in a professional, licensed, salon environment, as a hairstylist, assistant or shampoo person; as well as related careers in the beauty industry.
3. Employed graduates will have developed the skills, speed, salesmanship, ethics and professionalism required to succeed as a professional cosmetologist and hairstylist.
4. Successful graduates will have the pride and professionalism to not only maintain, but elevate their perceived value to consumers in today’s full-service beauty salon.

### **Course Format:**

The course will be a combination of lecture, demonstration, and student participation and practice. Student practice will include experiences both on mannequins and live patrons. Audio visual aids and guest artists will supplement regular instructors when available. Students may be provided the opportunity to participate in field trips and other extracurricular activities that are sanctioned by the school. Participation in non-sanctioned events that cause an absence from regularly scheduled class will be counted as a regular absence.

This course, as all courses, is taught in English.

### **Outline:**

- I. STATE LAWS (10 Hours)
  - A. Rules and Regulations
    1. Licensing requirements
    2. Student registration, temporary and work permits
    3. Examination requirements

- B. Salon Management
  1. Planning the physical layout
  2. Regulations, business laws and insurance
  3. Advertising
  4. Business operation and personnel management
  5. Safety in the salon
- C. Employment
  1. Preparing a resume
  2. Preparing an employment application
  3. Interviewing techniques
  4. Payroll deductions

II. DECONTAMINATION & INFECTION CONTROL (20 Hours)

- A. Methods of Sterilization and Sanitation
  1. Physical agents
  2. Chemical agents
- B. Safety Precautions
  1. Properly labeling and storing chemicals
  2. Procedures on measuring and diluting
- C. Public Sanitation
  1. Sanitary regulations governing salons implements, supplies and equipment
- D. Bacteriology
  1. Types and classifications of bacteria

III. PROFESSIONAL IMAGE, HYGIENE & RELATED PRACTICES (2 Hours)

- A. Appearance
- B. Communications
- C. Safe use of tools and equipment
  1. Staff
  2. Client
- D. Posture
- E. Hygiene

IV. HISTORY OF BARBERING (4 Hours)

- A. Origin of barbering
- B. Customs and tradition
- C. The beard and shaving
- D. Rise of barber surgeons
- E. The barber pole
- F. Modern barbers
- G. State Board barbers

V. SHAVING (81 Hours)

- A. Fundamentals of shaving
  1. Sanitation and safety associated with shaving
  2. Razor positions and strokes
  3. The professional shave

4. Final steps of the shave
5. The once over shave
6. The close shave
7. Towel wraps
8. The neck shave

VI. BEARD AND MOUSTACHE TRIMMING (15 Hours)

- A. Moustache design
- B. Moustache trim

VII. FACIALS & MASSAGE, SKIN CARE, MAKEUP, HAIR REMOVAL AND SHAVING (78 Hours)

- A. Facial Treatments
  1. Procedure and manipulative skills
  2. Acne treatment packs and masks facials
  3. Muscle toning
  4. Skin analysis
- B. Facial Make-up
  1. Procedure of make-up application
  2. Cosmetics used in facial make-up
  3. Facial types color and tones
  4. Corrective make-up techniques
  5. False eyelashes
- C. Eyebrow Arching
  1. Procedure for giving an eyebrow arch
  2. Use of eyebrow pencil
- D. Superfluous Hair Removal
  1. Permanent and temporary hair removal methods
  2. Depilatories - physical and chemical
- F. Shaving
  1. Straight razor stropping and honing techniques
  2. 14 shaving areas of the face
  3. 5 basic strokes for shaving
  3. Type of shaves

VIII. SHAMPOOING (60 Hours)

- A. Physical and Chemical Actions
  1. Types of shampoos
  2. Scalp manipulation
- B. Hair Rinses
  1. Types of rinses
  2. Benefits of various types

IX. HAIR AND SCALP TREATMENTS (50 Hours)

- A. Scalp Treatments
  1. Procedures for normal, dry and oily hair, and scalp treatments
  2. Techniques in scalp manipulation

3. Scalp disorders and treatments
4. Hair and scalp conditioners

**X. HAIR SHAPING (160 Hours)**

- A. Hair Shaping Implements
  1. Types and uses of implements
  2. The parts of the implements
  3. How to hold and use the implements
- B. Sectioning and Guideline
  1. Four section parting, five section parting and five section parting with sub-partings
  2. Establish a guide or line to follow
- C. Methods of Cutting
  1. Difference between blunt and effilating
  2. Thinning techniques
  3. Tapering or feathering techniques
  4. Using scissors or razor with different cuffing techniques
  5. Blunt cut, circular cut, layer cut, angle cut, one length cut, undercut, horizontal cut and wedge cut

**XI. HAIRSTYLING (160 Hours)**

- A. Hair Parting Techniques
- B. Finger Waving
  1. Application of finger waving lotion
  2. Horizontal and vertical waves
- C. Pin Curls
  1. Parts of a curl, mobility, direction, placement, comb-out, anchoring, waves, and effect to pin curls
- D. Roller Curls
  1. Sectioning the hair
  2. Roller setting techniques
  3. Different types of rollers and effects
  4. Back-combing and back brushing techniques
  5. Comb-out techniques
- F. Hairstyling to the Individual
  1. Various facial types, special considerations, shapes of heads and profiles

**XII. HAIR COLORING (145 Hours)**

- A. Classification of Hair Coloring
  1. Temporary
  2. Semi-permanent
  3. Permanent
- B. Preparation and Procedures for Coloring

1. Patch test
  2. Color selection & strand test
  3. Hair tint record
  4. Sectioning, outlining & subdividing
  5. Mixing formulas
- C. Hair Lightening
1. Frosting
  2. Tipping
  3. Streaking

### XIII. PERMANENT WAVING

**(115 Hours)**

- A. Chemistry of Permanent Waving
1. Physical action
  2. Chemical action
- B. Scalp and Hair Analysis
1. Scalp condition
  2. Hair porosity
  3. Hair texture & elasticity
- B. Types of Permanent Waving
1. Cold waving
  2. Heat waving
  3. Soft curl permanent
- C. Permanent Waving Techniques
1. Sectioning and blocking
  2. Proper rod size & wrapping
  3. Processing time
  4. Test curls and safety rules
  5. Maintain permanent wave record

### XIV. CHEMICAL RELAXING AND PRESSING

**(90 Hours)**

- A. Chemical Hair Relaxers
1. General types of relaxers
  2. Determining what strength of relaxer
- B. Basic Steps for Chemical Relaxers
1. Processing
  2. Neutralizing
  3. Conditioning
  4. Safety precautions
- C. Hair Pressing
1. Knowledge of implements such as:  
pressing comb, oils or creams, and thermal irons
  2. Hair sectioning and sub-dividing
  3. Soft press technique
  4. Hard press technique
  5. Safety precautions

### XV. THERMAL CURLING & WAVING

**(45 Hours)**

- A. Methods of Thermal Curling
  - 1. Various types of thermal curling
  - 2. How to hold and manipulate irons
  - 3. Technique of spiral curling
- B. Blow-dry Styling
  - 1. Technique for blow-dry curling with a brush
  - 2. Technique for blow-dry waving with a comb

## XVI. MANICURING & PEDICURING

**(135 Hours)**

- A. Manicuring
  - 1. Equipment, implements & cosmetics
  - 2. Preparation of the manicuring table
  - 3. Procedure for various manicures
  - 4. Shape of nails and styling
  - 5. Arm and hand massage
  - 6. Nail repair
  - 7. Nail disorders
  - 8. Artificial nails
- B. Pedicuring
  - 1. Equipment, implements & materials
  - 2. Procedure for pedicuring
  - 3. Foot massage
  - 4. Abnormal foot conditions

## XVII. CHEMISTRY RELATING TO COSMETOLOGY

**(30 Hours)**

- A. Science of Chemistry
  - 1. Matter - elements & compounds
  - 2. Forms - gasses, liquids and solids
  - 3. Difference between organic and inorganic
- B. Chemistry Related to Products
  - 1. Shampoos and rinses
  - 2. Permanent waves solutions
  - 3. Hair coloring & lighteners
  - 4. Cosmetics

### **Evaluation:**

All students will be administered written "theory" examinations. Junior students take a series of practical examinations, which are completed on mannequins or other students. Senior students will be required to complete a minimum number of practical assignments, which will be graded on a pass/fail basis. Only services deemed "passing" will be included in the tabulation of the number of practical assignments completed. Our computerized record keeping system provides each student with detailed information on her/his progress in each area of endeavor.

Written assignments and practical examinations will be weighted equally. A written and practical final examination will be administered at approximately eleven hundred (1,100) hours. Although the final will

not be considered in the students' final average, it must be passed as a prerequisite for graduation. A minimum score of seventy-five (75) will be required as a passing score on all examinations. Cosmetology students are also required to take their theory portion of the NJ State Board of Cosmetology and Hairstyling licensing examination prior to graduation, unless an exemption is granted by the school for extenuation circumstances. In addition to the above requirements, all students must complete twelve hundred (1,200) hours with at least an 67% rate of attendance and have met all financial obligations to the school, including but not limited to, tuition, fees, books, equipment and uniforms before they are eligible for graduation.

In order to graduate from SHORE's programs, students are required to maintain a 75% grade point average, as determined by written and practical evaluations. You will be graded according the following scale:

|        |           |          |         |
|--------|-----------|----------|---------|
| 90-100 | Excellent | 75-79    | Fair    |
| 80-89  | Good      | Below 75 | Failing |

### **Attendance:**

All students are expected to attend class in accordance with their schedule and to pursue the instruction diligently. Students, who must be absent, must call the school office prior to their scheduled start time, as would be expected by an employer. Fourteen consecutive days of non-attendance without a written request for a leave of absence may lead to termination of training. Students are required to present at the start of class and will not be admitted to Theory lectures after the class has begun. For further details of attendance requirements, see school attendance polices under "Satisfactory Academic Progress" and "Rules and Regulations."

### **Instructors:**

Supervising Instructor: Patricia Melchiorre  
Instructors: Sandy Avanzato, Ronda Conner, Brooke O'Neill, Tiffany Ross, Danielle Ruthig and Desiree Washington

### **Kits:**

The student kit costs \$1,062.20, which includes: educational equipment and supplies (\$678.44), a manicuring kit (\$180.00), uniforms (\$245.00) and a combination lock (\$3.98), less a \$45.22 general discount.

### **Texts:**

Milady Standard Cosmetology Text 2016, 13<sup>th</sup> Edition (ISBN #: 9781285769417); Milady Standard Cosmetology: Theory Workbook 2016 (ISBN #: 9781285769455); Milady Standard Cosmetology: Practical Workbook 2016 (ISBN #: 9781285769479); and Milady Standard Cosmetology: Exam Review Book 2016 (ISBN #: 9781285769554). Retail cost of the textbook package is \$286.80.

### **References:**

Milady Cosmetology Dictionary, Multiple Periodicals

# BEAUTICIAN

## Description:

The Beautician course consists of eleven hundred (1,100) clock hours of instruction in the art, science and business of hairstyling and hair design. Currently, the Beautician program is not eligible for financial aid and will only be offered at specially scheduled times, entirely subject to demand. A comprehensive, full-service approach, applicable in today's modern salon environment is stressed. The student will receive instruction in "theory" (textbook/classroom), "practical" and "clinical" experiences on actual patrons. Learning methods include: discussion, questions and answers, cooperative learning, demonstration and presentations, problem solving, interactive lecture, individual instruction, and lab and salon activity. Students may earn class hours attending pre-approved professional events under instructor supervision.

During the first five-hundred fifty (550) hours of the course, the student is designated "Junior" status. Learning activities take place in the lecture room and classroom, separate from the "Beauty Clinic," to assure a quiet and orderly learning environment. Junior students receive instruction in the basic methods of all areas covered in the course. No previous knowledge of any aspect of hairstyling and hair design is required or assumed. Students learn through a combination of lectures, demonstrations and hands-on practical experience on mannequins. Opportunity is also provided for students to practice on each other, in order to offer a more realistic experience and exemplify the importance of good grooming for the hairstylist. Juniors wear white uniforms to signify their student status.

During the second five-hundred fifty (550) hours of the course, the student is afforded "Senior" status. Senior learning activities take place in the lecture room, classroom and the "Beauty Clinic." Along with continued theory and mannequin assignments, Senior students perform beauty services of all kinds upon paying patrons. The Beauty Clinic, while still a controlled educational environment, strives to reflect as realistically as possible, a modern salon environment. During this phase, while continuing to perfect previously acquired skills, the student further develops her/his speed, confidence, salesmanship, customer relations skills and professionalism, all requirements for success in a modern salon environment. Senior students often receive tips from their satisfied patrons (this is the only compensation students may receive). All students are responsible for reporting their tip income on their personal income tax returns and SHORE is not responsible for any students' failure to do so. Senior students wear black uniforms to display their student status.

Currently, the Beautician program is not being offered and does not qualify for Title IV financial aid.

## Course Objectives:

1. Students are to acquire the knowledge and skills, theoretical and practical, sufficient to pass the New Jersey State Board of Cosmetology and Hairstyling examination for licensing as a professional beautician.
2. Graduates will have the practical and business skills for entry-level employment in a professional, licensed, salon environment, as a hairstylist, assistant or shampoo person; as well as related beauty careers.
3. Employed graduates will have developed the skills, speed, salesmanship, ethics and

professionalism required to succeed as a professional beautician.

4. Successful graduates will have the pride and professionalism to not only maintain, but elevate their perceived value to consumers in today's full service beauty salon.

### **Course Format:**

The course will be a combination of lecture, demonstration, and student participation and practice. Student practice will include experiences both on mannequins and live patrons. Audio visual aids and guest artists will supplement regular instructors when available. Students may be provided the opportunity to participate in field trips and other extracurricular activities that are sanctioned by the school. Participation in non-sanctioned events that cause an absence from regularly scheduled class will be counted as a regular absence.

This course, as all courses, is taught in English.

### **Outline:**

#### **I. STATE LAWS (10 Hours)**

- A. Rules and Regulations
  1. Licensing requirements
  2. Student registration, temporary and work permits
  3. Examination requirements
- B. Salon Management
  1. Planning the physical layout
  2. Regulations, business laws and insurance
  3. Advertising
  4. Business operation and personnel management
  5. Safety in the salon
- C. Employment
  1. Preparing a resume
  2. Preparing an employment application
  3. Interviewing techniques
  6. Payroll deductions

#### **II. DECONTAMINATION & INFECTION CONTROL (20 Hours)**

- A. Methods of Sterilization and Sanitation
  1. Physical agents
  2. Chemical agents
- B. Safety Precautions
  1. Properly labeling and storing chemicals
  2. Procedures on measuring and diluting
- C. Public Sanitation
  1. Sanitary regulations governing salons implements, supplies and equipment
- D. Bacteriology
  1. Types and classifications of bacteria

III. PROFESSIONAL IMAGE, HYGIENE & RELATED PRACTICES (2 Hours)

- F. Appearance
- G. Communications
- H. Safe use of tools and equipment
  - 3. Staff
  - 4. Client
- I. Posture
- J. Hygiene

VII. FACIALS & MASSAGE, SKIN CARE, MAKEUP, HAIR REMOVAL AND SHAVING (78 Hours)

- A. Facial Treatments
  - 1. Procedure and manipulative skills
  - 2. Acne treatment packs and masks facials
  - 3. Muscle toning
  - 4. Skin analysis
- B. Facial Make-up
  - 1. Procedure of make-up application
  - 2. Cosmetics used in facial make-up
  - 3. Facial types color and tones
  - 4. Corrective make-up techniques
  - 5. False eyelashes
- C. Eyebrow Arching
  - 1. Procedure for giving an eyebrow arch
  - 2. Use of eyebrow pencil
- D. Superfluous Hair Removal
  - 1. Permanent and temporary hair removal methods
  - 4. Depilatories - physical and chemical
- F. Shaving
  - 1. Straight razor stropping and honing techniques
  - 2. 14 shaving areas of the face
  - 3. 5 basic strokes for shaving
  - 5. Type of shaves

VIII. SHAMPOOING (60 Hours)

- A. Physical and Chemical Actions
  - 1. Types of shampoos
  - 2. Scalp manipulation
- B. Hair Rinses
  - 1. Types of rinses
  - 2. Benefits of various types

IX. HAIR AND SCALP TREATMENTS (50 Hours)

- A. Scalp Treatments
  - 1. Procedures for normal, dry and oily hair, and scalp treatments
  - 2. Techniques in scalp manipulation

3. Scalp disorders and treatments
4. Hair and scalp conditioners

**X. HAIR SHAPING (160 Hours)**

- A. Hair Shaping Implements
  1. Types and uses of implements
  2. The parts of the implements
  3. How to hold and use the implements
- B. Sectioning and Guideline
  1. Four section parting, five section parting and five section parting with sub-partings
  2. Establish a guide or line to follow
- C. Methods of Cutting
  1. Difference between blunt and effilating
  2. Thinning techniques
  3. Tapering or feathering techniques
  4. Using scissors or razor with different cuffing techniques
  5. Blunt cut, circular cut, layer cut, angle cut, one length cut, undercut, horizontal cut and wedge cut

**XI. HAIRSTYLING (160 Hours)**

- A. Hair Parting Techniques
- B. Finger Waving
  1. Application of finger waving lotion
  2. Horizontal and vertical waves
- C. Pin Curls
  1. Parts of a curl, mobility, direction, placement, comb-out, anchoring, waves, and effect to pin curls
- D. Roller Curls
  1. Sectioning the hair
  2. Roller setting techniques
  3. Different types of rollers and effects
  4. Back-combing and back brushing techniques
  5. Comb-out techniques
- F. Hairstyling to the Individual
  1. Various facial types, special considerations, shapes of heads and profiles

**XII. HAIR COLORING (145 Hours)**

- D. Classification of Hair Coloring
  1. Temporary
  2. Semi-permanent
  3. Permanent
- B. Preparation and Procedures for Coloring

1. Patch test
  2. Color selection & strand test
  3. Hair tint record
  4. Sectioning, outlining & subdividing
  5. Mixing formulas
- C. Hair Lightening
1. Frosting
  2. Tipping
  3. Streaking

### XIII. PERMANENT WAVING

**(115 Hours)**

- A. Chemistry of Permanent Waving
1. Physical action
  2. Chemical action
- B. Scalp and Hair Analysis
1. Scalp condition
  2. Hair porosity
  3. Hair texture & elasticity
- E. Types of Permanent Waving
1. Cold waving
  2. Heat waving
  3. Soft curl permanent
- F. Permanent Waving Techniques
1. Sectioning and blocking
  2. Proper rod size & wrapping
  3. Processing time
  4. Test curls and safety rules
  5. Maintain permanent wave record

### XIV. CHEMICAL RELAXING AND PRESSING

**(90 Hours)**

- C. Chemical Hair Relaxers
1. General types of relaxers
  2. Determining what strength of relaxer
- D. Basic Steps for Chemical Relaxers
1. Processing
  2. Neutralizing
  3. Conditioning
  4. Safety precautions
- C. Hair Pressing
1. Knowledge of implements such as:  
pressing comb, oils or creams, and thermal irons
  2. Hair sectioning and sub-dividing
  3. Soft press technique
  4. Hard press technique
  7. Safety precautions

### XV. THERMAL CURLING & WAVING

**(45 Hours)**

- A. Methods of Thermal Curling
  - 1. Various types of thermal curling
  - 2. How to hold and manipulate irons
  - 3. Technique of spiral curling
- B. Blow-dry Styling
  - 1. Technique for blow-dry curling with a brush
  - 2. Technique for blow-dry waving with a comb

## XVI. MANICURING & PEDICURING

**(135 Hours)**

- A. Manicuring
  - 1. Equipment, implements & cosmetics
  - 2. Preparation of the manicuring table
  - 3. Procedure for various manicures
  - 4. Shape of nails and styling
  - 5. Arm and hand massage
  - 6. Nail repair
  - 7. Nail disorders
  - 8. Artificial nails
- B. Pedicuring
  - 1. Equipment, implements & materials
  - 2. Procedure for pedicuring
  - 3. Foot massage
  - 4. Abnormal foot conditions

## XVII. CHEMISTRY RELATING TO COSMETOLOGY

**(30 Hours)**

- A. Science of Chemistry
  - 1. Matter - elements & compounds
  - 2. Forms - gasses, liquids and solids
  - 3. Difference between organic and inorganic
- C. Chemistry Related to Products
  - 1. Shampoos and rinses
  - 2. Permanent waves solutions
  - 3. Hair coloring & lighteners
  - 4. Cosmetics

### **Evaluation:**

All students will be administered written "theory" examinations. Junior students take a series of practical examinations, which are completed on mannequins or other students. Senior students will be required to complete a minimum number of practical assignments, which will be graded on a pass/fail basis. Only services deemed "passing" will be included in the tabulation of the number of practical assignments completed. Our computerized record keeping system provides each student with detailed information on her/his progress in each area of endeavor.

Written assignments and practical examinations will be weighted equally. A written and practical final examination will be administered at approximately one thousand (1,000) hours. Although the final will

not be considered in the students' final average, it must be passed as a prerequisite for graduation. A minimum score of seventy-five (75) will be required as a passing score on all examinations. Beautician students are also required to take their theory portion of the NJ State Board of Cosmetology and Hairstyling licensing examination prior to graduation, unless an exemption is granted by the school for extenuation circumstances. In addition to the above requirements, all students must complete eleven hundred (1,100) hours with at least an 67% rate of attendance and have met all financial obligations to the school, including but not limited to, tuition, fees, books, equipment and uniforms before they are eligible for graduation.

In order to graduate from SHORE's programs, students are required to maintain a 75% grade point average, as determined by written and practical evaluations. You will be graded according the following scale:

|        |           |          |         |
|--------|-----------|----------|---------|
| 90-100 | Excellent | 75-79    | Fair    |
| 80-89  | Good      | Below 75 | Failing |

### **Attendance:**

All students are expected to attend class in accordance with their schedule and to pursue the instruction diligently. Students, who must be absent, must call the school office prior to their scheduled start time, as would be expected by an employer. Fourteen consecutive days of non-attendance without a written request for a leave of absence may lead to termination of training. Students are required to present at the start of class and will not be admitted to Theory lectures after the class has begun. For further details of attendance requirements, see school attendance polices under "Satisfactory Academic Progress" and "Rules and Regulations."

### **Instructors:**

Supervising Instructor: Patricia Melchiorre  
Instructors: Sandy Avanzato, Ronda Conner, Brooke O'Neill, Tiffany Ross, Danielle Ruthig and Desiree Washington

### **Kits:**

The student kit costs \$1,062.20, which includes: educational equipment and supplies (\$678.44), a manicuring kit (\$180.00), uniforms (\$245.00) and a combination lock (\$3.98), less a \$45.22 general discount.

### **Texts:**

Milady Standard Cosmetology Text 2016, 13<sup>th</sup> Edition (ISBN #: 9781285769417); Milady Standard Cosmetology: Theory Workbook 2016 (ISBN #: 9781285769455); Milady Standard Cosmetology: Practical Workbook 2016 (ISBN #: 9781285769479); and Milady Standard Cosmetology: Exam Review Book 2016 (ISBN #: 9781285769554). Retail cost of the textbook package is \$286.80.

### **References:**

Milady Cosmetology Dictionary, Multiple Periodicals

# BARBERING

## Description:

The Barbering course consists of one thousand (1,000) clock hours of instruction in the art, science and business of professional barbering. A comprehensive, full-service approach, applicable in today's modern barbering environment is stressed. The student will receive instruction in "theory" (textbook/classroom), "practical" and "clinical" experiences on actual patrons. Learning methods include: discussion, questions and answers, cooperative learning, demonstration and presentations, problem solving, interactive lecture, individual instruction, and lab and salon/barber shop activity. Among many things, you will learn: haircutting and styling using scissors, clippers and razors; shaving; hot towel treatments; and honing and stropping a razor. Students may earn class hours attending pre-approved professional events under instructor supervision.

During the first five hundred (500) hours of the course, the student is designated "Junior" status. Learning activities take place in the lecture room and classroom, separate from the "Beauty Clinic," to assure a quiet and orderly learning environment. Junior students receive instruction in the basic methods of all areas covered in the course. No previous knowledge of any aspect of barbering is required or assumed. Students learn through a combination of lectures, demonstrations and hands-on practical experience on mannequins. Opportunity is also provided for students to practice on each other, in order to offer a more realistic experience and exemplify the importance of good grooming for the barber. Juniors wear white uniforms to signify their student status.

During the second five hundred (500) hours of the course, the student is afforded "Senior" status. Senior learning activities take place in the lecture room, classroom and the "Beauty Clinic." Along with continued theory and mannequin assignments, Senior students perform barbering services of all kinds upon paying patrons. The Beauty Clinic, while still a controlled educational environment, strives to reflect as realistically as possible, a modern salon/barber shop environment. During this phase, while continuing to perfect previously acquired skills, the student further develops her/his speed, confidence, salesmanship, customer relations skills and professionalism, all requirements for success in a modern barbering environment. Senior students often receive tips from their satisfied patrons (this is the only compensation students may receive). All students are responsible for reporting their tip income on their personal income tax returns and SHORE is not responsible for any students' failure to do so. Senior students wear black uniforms to display their student status.

SHORE's Barbering program targets students who seek additional training beyond State Board requirements. As such, our Barbering program reinforces technical skills unique to barbering education, as well as an increased emphasis on business fundamentals to better prepare our students for the marketplace and shop ownership. SHORE's Barbering program exceeds the NJ State Board minimum 900 clock hour requirements by 100 hours.

## Course Objectives:

1. Students are to acquire the knowledge and skills, theoretical and practical, sufficient to pass the New Jersey State Board of Barbering examination for licensing as a professional barber.
2. Graduates will have the practical and business skills for entry-level employment in a professional, licensed, barber shop environment, as a barber, assistant or shampoo person; as well as related careers

in the beauty industry.

3. Employed graduates will have developed the skills, speed, salesmanship, ethics and professionalism required to succeed as a professional barber.
4. Successful graduates will have the pride and professionalism to not only maintain, but elevate their perceived value to consumers in today's barber shops.

### **Course Format:**

The course will be a combination of lecture, demonstration, and student participation and practice. Student practice will include experiences both on mannequins and live patrons. Audio visual aids and guest artists will supplement regular instructors when available. Students may be provided the opportunity to participate in field trips and other extracurricular activities that are sanctioned by the school. Participation in non-sanctioned events that cause an absence from regularly scheduled class will be counted as a regular absence.

This course, as all courses, is taught in English.

### **Outline:**

- I. STATE LAWS, RULES & REGULATIONS FOR COSMETOLOGY & HAIRSTYLING **(10 Hours)**
  - A. Rules and Regulations
  - B. Salon Management
  - C. Employment
- II. HISTORY OF HAIR AND BARBERING **(4 Hours)**
  - A. Origin of barber
  - B. Customs and tradition
  - C. The beard and shaving
  - D. Rise of barber surgeons
  - E. The barber pole
  - F. Modern barbers
  - G. State Board barbers
- III. PROFESSIONAL IMAGE, HYGIENE & RELATED PRACTICES **(52 Hours)**
  - A. Appearance
  - B. Communications
  - C. Safe use of tools and equipment
  - D. Posture
  - E. Hygiene
  - F. Shear Success business fundamentals program
- IV. DECONTAMINATION & INFECTION CONTROL **(20 Hours)**
  - A. Methods of Sterilization and Sanitation

- B. Safety Precautions
- C. Public Sanitation
- D. Bacteriology

V. SHAMPOOING & SCALP CARE (20 Hours)

- A. Draping for wet and chemical services
- B. Draping for a haircut
- C. Shampoo massage manipulations
- D. Shampoo
- E. Scalp Treatments
- F. Physical and Chemical Actions
- G. Hair Rinses

VI. HONING & STROPPING (4 Hours)

- A. Honing the razor
- B. Stropping the razor
- C. Care of a hone
- D. Care of a strop

VII. SHAVING (125 Hours)

- A. Fundamentals of shaving
- B. Razor positions and strokes
- C. The professional shave
- D. Final steps of the shave
- E. The once over shave
- F. The close shave
- G. Towel wraps
- H. The neck shave
- I. Mustache trim
- J. Beard trim
- K. Fundamentals of shaving

VIII. MEN'S HAIRCUTTING & STYLING (255 Hours)

- A. Finger and shears technique
- B. Shear over comb technique
- C. Arching technique
- D. Clipper cutting straight hair
- E. Clipper cutting curly hair
- F. Razor cutting techniques
- G. Shaving outline areas
- H. Freehand and clipper over comb techniques for straight hair
- I. Freehand and clipper over comb techniques for curly hair
- J. Tapering cutting
- K. Head shaving
- L. Blow dry styling
- M. Corn rowing

- IX. BEARD & MOUSTACHE TRIMMING (15 Hours)
- A. Moustache design
  - B. Moustache trim
- X. WOMEN’S HAIRCUTTING & STYLING (90 Hours)
- A. Hair Shaping Implements
  - B. Sectioning and Guideline
  - C. Methods of Cutting
  - D. Hair Parting Techniques
  - E. Finger Waving
  - F. Pin Curls
  - G. Roller Curls
- XI. FACIALS & FACIAL MASSAGE (15 Hours)
- A. Facial Treatments
  - B. Facial Make-up
  - C. Eyebrow Arching
- XII. ANATOMY OF HEAD, NECK & FACE (5 Hours)
- A. Terms related to anatomy
  - B. Cells
  - C. Tissues
  - D. Organs
  - E. Systems
- XIII. COMMON DISORDERS OF THE HAIR, SKIN & SCALP (5 Hours)
- A. Physiology of the Skin and hair
  - B. Skin and scalp Diseases and Disorders
  - C. Skin scalp and hair analysis
  - D. Disorders of the hair
  - E. Hair analysis
  - F. Hair loss
- XIV. ELECTRICITY (5 Hours)
- A. Theory of Electricity
  - B. Theory of Facial Machines
  - C. Practical Clinical Use of Electricity
  - D. Practical and Clinical Use of Facial Machines
- XV. MEN’S HAIRPIECE SERVICES (55 Hours)
- A. Human hair
  - B. Synthetic Hair
  - C. Mixed hair

- D. Bases and construction measuring for hair replacement systems
- E. Applying and removing hair replacement systems
- F. Cleaning and styling hair replacement systems
- G. Selling hair replacement systems
- H. Alternative hair replacement methods

XVI. CHEMISTRY & CHEMICAL-RELATED SERVICES – STRAIGHTENING & PERMANENT WAVING **(210 Hours)**

- A. Matter - elements & compounds
- B. Chemistry Related to Products
- C. Chemistry of Permanent Waving
- D. Types of Permanent Waving
- E. Permanent Waving Techniques
- F. Chemical Hair Relaxers
- G. Basic Steps for Chemical Relaxers

XVII. HAIR COLOR & LIGHTENING **(110 Hours)**

- A. Classification of Hair Coloring
- B. Preparation and Procedures for Coloring
- C. Hair Lightening
- D. Preparation and Procedures for Coloring

**Evaluation:**

All students will be administered written "theory" examinations. Junior students take a series of practical examinations, which are completed on mannequins or other students. Senior students will be required to complete a minimum number of practical assignments, which will be graded on a pass/fail basis. Only services deemed "passing" will be included in the tabulation of the number of practical assignments completed. Our computerized record keeping system provides each student with detailed information on her/his progress in each area of endeavor.

Written assignments and practical examinations will be weighted equally. A written and practical final examination will be administered at approximately nine hundred (900) hours. Although the final will not be considered in the students' final average, it must be passed as a prerequisite for graduation. A minimum score of seventy-five (75) will be required as a passing score on all examinations. Barbering students are also required to take the theory portion of their NJ State Board of Cosmetology and Hairstyling licensing examination prior to graduation, unless an exemption is granted by the school for extenuation circumstances. In addition to the above requirements, all students must complete one thousand (1,000) hours with at least an 67% rate of attendance and have met all financial obligations to the school, including but not limited to, tuition, fees, books, equipment and uniforms before they are eligible for graduation.

In order to graduate from SHORE's programs, students are required to maintain a 75% grade point average, as determined by written and practical evaluations. You will be graded according the following scale:

90-100 Excellent      75-79 Fair

**Attendance:**

All students are expected to attend class in accordance with their schedule and to pursue the instruction diligently. Students, who must be absent, must call the school office prior to their scheduled start time, as would be expected by an employer. Fourteen consecutive days of non-attendance without a written request for a leave of absence may lead to termination of training. Students are required to present at the start of class and will not be admitted to Theory lectures after the class has begun. For further details of attendance requirements, see school attendance policies under “Satisfactory Academic Progress” and “Rules and Regulations.”

**Instructors:**

Supervising Instructor: Patricia Melchiorre  
Instructors: Sandy Avanzato, Ronda Conner, Brooke O’Neill, Tiffany Ross, Danielle Ruthig and Desiree Washington

**Kits:**

The student kit costs \$1,372.15, which includes: educational equipment and supplies (\$1,291.17) uniforms (\$245.00) and a combination lock (\$3.98), less a \$168.00 general discount.

**Texts:**

Milady Standard Professional Barbering Textbook 2011, 5<sup>th</sup> Edition (ISBN #: 9781435497153);  
Milady Standard Professional Barber Workbook 2011, 5<sup>th</sup> Edition (ISBN #: 9781435497139); and  
Milady Standard Professional Barber Exam Book 2011, 5<sup>th</sup> Edition (ISBN #: 9781435497122). Retail cost of the textbook package is \$276.85.

**References:**

Milady Cosmetology Dictionary, Multiple Periodicals

## SKIN CARE SPECIALTY

**Description:**

The Skin Care Specialty course consists of six hundred (600) clock hours of instruction in the art, science and business of professional skin care. A comprehensive, full-service approach, applicable in today’s modern salon environment is stressed. The student will receive instruction in “theory” (textbook / classroom), “practical” and “clinical” experiences on actual patrons. Learning methods include: discussion, questions and answers, cooperative learning, demonstration and presentations, problem solving, interactive lecture, individual instruction, and lab and salon activity. Students may earn class hours attending pre-approved professional events under instructor supervision.

Training takes place in a dedicated skin care classroom, equipped with multi-media audio visual capabilities, five private skin care treatment areas, adjustable skin care beds, steamers, magnifying lamps, equipment sanitizers, an electric current galvanic machine, nu free wax, paraffin dip machines, mag lamps, towel warmers and blankets To place you a step ahead in your profession, your program includes four offsite visits to The International Dermal Institute, where Dermalogica instructors will educate you on leading techniques in skin and body treatments.

During the first three hundred (300) hours of the course, the student is designated “Junior” status. Learning activities focus on lectures and classroom based practical exercises in a quiet and orderly learning environment. Junior students receive instruction in the basic methods of all areas covered in the course. No previous knowledge of any aspect of skin care is required or assumed. Students learn through a combination of lectures, demonstrations and hands-on practical experience on mannequins. Opportunity is also provided for students to practice on each other, in order to offer a more realistic experience for the esthetician. Juniors wear white uniforms to signify their student status.

During the second three hundred (300) hours of the course, the student is afforded “Senior” status. Senior learning activities take place in the lecture room, classroom and designated private “clinic area,” Along with continued theory and mannequin assignments, Senior students perform a variety of skin care services upon paying patrons. The designated clinic area, while still a controlled educational environment, strives to reflect as realistically as possible, a modern skincare environment. During this phase, while continuing to perfect previously acquired skills, the student further develops her/his speed, confidence, salesmanship, customer relations skills and professionalism, all requirements for success in a modern salon/spa environment. Senior students often receive tips from their satisfied patrons (this is the only compensation students may receive). All students are responsible for reporting their tip income on their personal income tax returns and SHORE is not responsible for any students’ failure to do so. Senior students wear black uniforms to display their student status.

### **Course Objectives:**

1. Students are to acquire the knowledge and skills, theoretical and practical, sufficient to pass the New Jersey State Board of Cosmetology and Hairstyling examination for licensing as a skin care professional.
2. Graduates will have the practical and business skills for employment in a professional, licensed, salon environment, as an esthetician; or associated careers in the cosmetology industry.
3. Employed graduates will have developed the skills, speed, salesmanship, ethics and professionalism required to succeed as a skin care professional.
4. Successful graduates will have the pride and professionalism to not only maintain, but elevate their perceived value to consumers in today’s skin care salons.

### **Course Format:**

The course will be a combination of lecture, demonstration, and student participation and practice. Student practice will include experiences both on mannequins and live patrons. Audio visual aids and guest artists will supplement regular instructors when available. Students may be provided the

opportunity to participate in field trips and other extra-curricular activities that are sanctioned by the school. Participation in non-sanctioned events that cause an absence from regularly scheduled class will be counted as a regular absence.

This course, as all courses, is taught in English.

**Outline:**

- I. STATE LAWS, RULES & REGULATIONS FOR COSMETOLOGY AND HAIRSTYLING (10 Hours)**
  - A. State Laws
    - 1. Exam Rules
    - 2. Student Permit
    - 3. Temporary Permit
    - 4. Physical Requirements for a Salon
    - 5. State Board Members
    - 6. Ancillary Services
    - 7. Safety and Sanitation
    - 8. Payroll Deductions
    - 9. MSDS
    - 10. How Products Can Harm You
    - 11. How to Protect Yourself and Your Clients
  
- II. ORIENTATION, SAFETY & HEALTH, AND PROFESSIONALISM (2 Hours)**
  - A. Orientation
  - B. Safety and Health
  - C. Professionalism
  
- III. DECONTAMINATION AND INFECTION CONTROL (20 Hours)**
  - A. Regulations
  - B. Principles of Infection
  - C. Principles of Prevention
  - D. Salon Image
  - E. Proper Use of Disinfection
  - F. Aseptic Procedure
  - G. Hand Washing
  
- IV. ANATOMY, PHYSIOLOGY AND NUTRITION (40 Hours)**
  - A. Anatomy
  - B. Nutrition
  
- V. STRUCTURE AND FUNCTION OF SKIN (35 Hours)**
  - A. Physiology of the Skin
  - B. Skin Diseases and Disorders
  - C. Skin Analysis

**VI. SUPERFLUOUS HAIR (40 Hours)**

- A. Morphology of Hair
- B. Hair Growth Cycle
- C. Characteristics and Differences in Hair Growth
- D. Methods of Hair Removal
- E. Temporary Methods of Hair Removal
- F. Room Preparation
- G. Client Consultation
- H. General Waxing Procedures
- I. Waxing for Male Clients
- J. Tweezing
- K. Eye Brow Waxing and Soft Wax
- L. Lip Waxing Procedure with Hard Wax
- M. Chin Waxing with Soft Wax
- N. Leg Waxing Procedure with Soft Wax
- O. Underarm Waxing Procedure with Hard Wax
- P. Bikini Waxing Procedure with Hard Wax
- Q. Men's Waxing Procedure with Soft Wax

**VII. CHEMISTRY RELATED TO SKIN CARE (48 Hours)**

- A. Chemistry
- B. Skin Care Products

**VIII. ELECTRICITY AND MACHINES (55 Hours)**

- A. Theory of Electricity
- B. Theory of Facial Machines
  - 1. Magnifying Lamp
  - 2. Wood Lamp
  - 3. Hot Towel Cabinet
  - 4. Rotary Brush
  - 5. Steamer
  - 6. Vacuum Machine
  - 7. Galvanic Current
  - 8. High Frequency Machine
  - 9. Spray Machine
  - 10. Paraffin Wax Machine
  - 11. Electric Mitts and Boots
  - 12. Electric Heat Mask
- C. Practical Clinical Use of Electricity
- D. Practical and Clinical Use of Facial Machines

**IX. FACIAL AND BODY PROCEDURES (200 Hours)**

- A. Basic Facial
- B. Facial Massage
- C. Advance Topics and Treatments
  - 1. Peels for Skin Care Therapist
  - 2. Microdermabrasion

3. Laser Technology
4. Light Therapy
5. Microcurrent Machines
6. Ultrasonic Technology
7. Spa Body Treatments
8. Manual Lymph Drainage
9. Cellulite
- D. Performing a Skin Analysis: Step –by-Step
- E. Making Cleansing Pads and Eye Pads
- F. Removing Products
- G. The Basic Step-by-Step Facial
- H. Applying Cleansing Products
- I. Applying the Cotton Compress
- J. Extractions
- K. Applying the Paraffin Mask
- L. Facial Massage
- M. Performing a Skin Analysis: Step by Step
- N. Making Cleansing Pads and Eye Pads
- O. Removing Products
- P. The Basic Step-by-Step Facial
- Q. Applying Cleansing Products
- R. Applying the Cotton Compress
- S. Extractions
- T. Applying the Paraffin Mask
- U. Facial Massage

**X. MAKE-UP TECHNIQUES AND CORRECTIVE MAKE-UP TECHNIQUES (150 Hours)**

- A. Make-Up
  1. Psychological Aspects of Make-up
  2. Make-up Products
  3. Make-up Brushes
  4. Make-up Color Theory
  5. Selecting Make-up Colors
  6. Facial Shapes and Proportions
  7. Special Occasion Make-up
  8. Retailing
  9. Eyelashes
  10. Permanent Make-up
  11. Airbrush Make-up
- B. Corrective Make-Up
- C. Consultation
- D. Foundation Application
- E. Concealer Application
- F. Face Powder Application
- G. Blush Application
- H. Eye Shadow Application
- I. Eyeliner Application
- J. Eyebrow Color Application
- K. Mascara Application
- L. Lip Color and Lip Liner Application

- M. Corrective Make-Up
- N. Professional Make-Up Application
- O. Special Occasion Make-Up for the Eyes
- P. Camouflage Make-Up
- Q. Applying Artificial Lashes
- R. Lash and Brow Tinting Procedure
- S. Airbrush Make-Up

**Evaluation:**

All students will be administered written "theory" examinations. Junior students take a series of practical examinations, which are completed on mannequins or other students. Senior students will be required to complete a minimum number of practical assignments, which will be graded on a pass/fail basis. Only services deemed "passing" will be included in the tabulation of the number of practical assignments completed. Our computerized record keeping system provides each student with detailed information on her/his progress in each area of endeavor.

Written assignments and practical examinations will be weighted equally. A written and practical final examination will be administered at approximately five hundred (500) hours. Although the final will not be considered in the students' final average, it must be passed as a prerequisite for graduation. A minimum score of seventy-five (75) will be required as a passing score on all examinations. Skin Care Specialty students are also required to take the theory portion of their NJ State Board of Cosmetology and Hairstyling licensing examination prior to graduation, unless an exemption is granted by the school for extenuation circumstances. In addition to the above requirements, all students must complete six hundred (600) hours with at least an 67% rate of attendance and have met all financial obligations to the school, including but not limited to, tuition, fees, books, equipment, overtime, and uniforms before they are eligible for graduation.

In order to graduate from SHORE's programs, students are required to maintain a 75% grade point average, as determined by written and practical evaluations. You will be graded according the following scale:

|        |           |          |         |
|--------|-----------|----------|---------|
| 90-100 | Excellent | 75-79    | Fair    |
| 80-89  | Good      | Below 75 | Failing |

**Attendance:**

All students are expected to attend class in accordance with their schedule and to pursue the instruction diligently. Students, who must be absent, must call the school office prior to their scheduled start time, as would be expected by an employer. Fourteen consecutive days of non-attendance without a written request for a leave of absence may lead to termination of training. Students are required to present at the start of class and will not be admitted to Theory lectures after the class has begun. For further details of attendance requirements, see school attendance polices under "Satisfactory Academic Progress" and "Rules and Regulations."

**Instructors:**

Supervising Instructor: Patricia Melchiorre

Instructors: Sandy Avanzato, Ronda Conner, Brooke O'Neill, Tiffany Ross,  
Danielle Ruthig and Desiree Washington

**Kits:**

The student kit costs \$1,140.15, which includes: educational equipment and supplies (\$950.00), uniforms (\$245.00) and combination lock (\$3.98), less a \$58.83 further discount.

**Texts:**

Milady's Standard Esthetics Textbook, 11th Edition, 2013 (ISBN #: 9781111306892)  
Milady's Standard Esthetics: Fundamentals Workbook, 11<sup>th</sup> Edition, 2013 (ISBN #: 9781111306915)  
Milady's Standard Esthetics: Exam Review, 11<sup>th</sup> Edition, 2013 (ISBN #: 9781111306922)

Retail cost of text book package is \$308.85.

**References:**

Milady Cosmetology Dictionary, Multiple Periodicals

## **MANICURING**

**Description:**

The Manicuring course consists of three hundred (300) clock hours of instruction in the art, science and business of professional nail technology and care. A comprehensive, full-service approach applicable in today's modern salon environment is stressed. Basic manicuring, pedicuring, nail tipping and extensions, nail wraps and nail gels, as well as nail sculpting and art, are covered. The student will receive instruction in "theory" (textbook/lecture-oriented material), "classroom/practical" and "clinical" experience, on actual patrons. Learning methods include: discussion, questions and answers, cooperative learning, demonstration and presentations, problem solving, interactive lecture, individual instruction, and lab and salon activity. Students may earn class hours attending pre-approved professional events under instructor supervision.

During the first one hundred fifty (150) hours of the course, the student is designated "Junior" status. Learning activities take place in the lecture room and classrooms, separate from the "Beauty Clinic," to assure a quiet and orderly learning environment. Junior students receive instruction in the basic methods of all areas covered in the course. No previous knowledge of any aspect of manicuring is required or assumed. Junior students learn through a combination of lectures, demonstrations and hands-on practical experience on artificial fingers. Opportunity is also provided for Juniors to practice on each other so as to offer a more realistic experience and to demonstrate the importance of exemplary nails for the professional manicurist. Juniors wear white uniforms to signify their student status.

During the second one hundred fifty (150) hours of the course, the student is afforded "Senior" status. Senior learning activities take place in the lecture room, classroom and the "Beauty Clinic." Along with continued theory and assignments on models, Senior students perform nail service of all kinds upon

paying patrons. The "Clinic," while still a controlled educational environment, strives to reflect, as realistically as possible, a modern salon environment. During this phase, while continuing to perfect previously acquired skills, the student further develops her/his speed, confidence, salesmanship, customer relations skills and professionalism, all requirements for success in a modern salon environment. Senior students often receive tips from their satisfied patrons. All students are responsible for reporting their tip income on their personal income tax returns and SHORE is not responsible for any students' failure to do so. Senior students wear black uniforms to display their student status.

### **Course Objectives:**

1. Students are to acquire knowledge and skills, both theoretical and practical, sufficient to pass the New Jersey State Board of Cosmetology and Hairstyling examination for licensing as a professional manicurist.
2. Graduates will have the practical and business skills to acquire employment in a professional, licensed salon environment as a manicurist or nail artist, as well as related careers in the beauty industry.
3. Employed graduates will have developed the skills, speed, salesmanship, ethics and professionalism required to succeed as a professional manicurist.
4. Successful graduates will have the pride and professionalism to not only maintain, but elevate their perceived value to consumers in today's full-service nail salons.

### **Course Format:**

The course will be a combination of lecture, demonstration, and student participation and practice. Student practice will include experience both on artificial fingers, models and live patrons. Regular instructors will be supplemented by audio visual aids. Students may be provided the opportunity to participate in field trips and other extra-curricular activities that are sanctioned by the school. Absences for participation in activities that are not sanctioned by the school will be counted as regular absences.

The course is taught in English.

### **Outline:**

- I. STATE LAWS, RULES AND REGULATIONS FOR COSMETOLOGY AND HAIRSTYLING ADMINISTRATIVE SHOP OPERATIONS (10 Hours)
  - A. Rules and regulations
  - B. Licensing requirements
  - C. Student registrations and permits
- II. PROFESSIONALISM SAFETY AND HEALTH (2 Hours)
  - A. Appearance
  - B. Communications
  - C. Safe use of tools and equipment

- 1. Staff
  - 2. Client
  - D. Posture
  - E. Hygiene
- III. DECONTAMINATION AND INFECTION CONTROL **(20 Hours)**
- A. Methods
  - B. Regulations governing salons, implements, supplies and equipment
  - C. Types and classifications of bacteria
  - D. Immunity
- IV. MANICURING AND PEDICURING **(55 Hours)**
- A. Equipment, implements and cosmetics
  - B. Preparation of the manicuring table
  - C. Procedures
  - D. Shape of nails
  - E. Hand & arm massage
  - F. Nail repair
- V. DISEASES AND DISORDERS OF THE NAIL **(10 Hours)**
- A. Nail structure
  - B. Structures adjoining the nail
  - C. Nail growth and shapes
  - D. Malformation
  - E. Types of diseases and disorders
  - F. Identifying disease and disorders
- VI. ANATOMY OF THE HAND, ARM, FOOT AND LEG **(10 Hours)**
- A. Skeletal system
  - B. Muscular system
  - C. Nervous system
  - D. Circulatory system
- VII. NAIL TIP AND EXTENSIONS **(30 Hours)**
- A. Application of nail tips
- VIII. NAIL WRAPS **(30 Hours)**
- A. Types of wraps
  - B. Application
- IX. NAIL GELS **(20 Hours)**
- A. Application
  - B. Curing
    - 1. Accelerators

## 2. Lights

- X. SCULPTURED NAILS (40 Hours)
  - A. Full application
  - B. Fill-ins
- XI. NAIL ART (10 Hours)
  - A. Hand painted
  - B. Airbrush
  - C. Decals
- XII. THE SKIN AND ITS DISEASES (5 Hours)
  - A. Functions of the skin
  - B. Disorders of the skin
- XIII. REMOVAL OF UNWANTED HAIR (40 Hours)
  - A. Tweezing
  - B. Waxing
- XIV. FIRST AID (5 Hours)
  - A. Supplies
  - B. Emergency procedures
- XV. CHEMICALS AND CHEMISTRY RELATING TO PRODUCTS (13 Hours)
  - A. Types of monomers
  - B. Types of polish removers
  - C. Safety
  - D. Storage
  - E. First aid

### **Evaluation:**

All students will be administered a written "theory" examination. Junior students will be graded on practical assignments. Senior students will be required to complete a minimum number of practical assignments, including services performed on patrons in the "beauty clinic." Written and practical grades will be weighted equally. A written and practical final examination will be administered at approximately two hundred seventy (270) hours. Although the final will not be considered in the student's average, it must be passed as a prerequisite for graduation. A minimum score of seventy-five (75) will be required as a passing score on all examinations. Manicuring students are also required to take the theory portion of their NJ State Board of Cosmetology and Hairstyling licensing examination prior to graduation, unless an exemption is granted by the school for extenuation circumstances. In addition to the above requirements, all students must complete three hundred (300) hours with at least an 67% rate of attendance and have met all financial obligations to the school including but not limited to tuition, fees, books, equipment and uniforms before they are eligible for graduation.

In order to graduate from SHORE's programs, students are required to maintain a 75% grade point average, as determined by written and practical evaluations. You will be graded according the following scale:

|        |           |          |         |
|--------|-----------|----------|---------|
| 90-100 | Excellent | 75-79    | Fair    |
| 80-89  | Good      | Below 75 | Failing |

### **Attendance:**

All students are expected to attend class in accordance with their schedule and to pursue the instruction diligently. Students who must be absent must call the school office as would be expected by an employer. Fourteen consecutive days of non-attendance without a written request for a leave of absence may lead to termination of training. For further details of attendance requirements, see school attendance policies under "Satisfactory Academic Progress" and "Rules and Regulations."

### **Instructors:**

Supervising Instructor: Patricia Melchiorre  
Instructors: Sandy Avanzato, Ronda Conner, Brooke O'Neill, Tiffany Ross, Danielle Ruthig and Desiree Washington

### **Kits:**

The student kit costs \$468.15, which includes: educational equipment and supplies (\$375.00), combination lock (\$3.98) and uniforms (\$122.50), less \$33.33 further discount.

### **Text:**

Milady's Standard Nail Technology, 7<sup>th</sup> Edition, 2015 (ISBN #: 9781285080475); Milady Standard Nail Technology: Workbook, Revised, 7<sup>th</sup> Edition, 2015 ((ISBN #: 9781285080512); Milady Standard Nail Technology: Exam Review, Revised, 7<sup>th</sup> Edition, 2015 ((ISBN #: 9781285080543). Retail cost of textbook package is \$256.85.

**References:** Milady Cosmetology Dictionary and Multiple Periodicals

## **TEACHER TRAINING**

### **Description:**

The Teacher Training course consists of six hundred (600) clock hours of instruction in the art, science and business of cosmetology and hairstyling education. Learning methods include: discussion, questions and answers, cooperative learning, demonstration and presentations, problem solving, interactive lecture, individual instruction, and lab and salon activity. Students may earn class hours attending pre-approved professional events under instructor supervision.

During the first three hundred (300) hours of the course, learning activities take place in the lecture room and classroom, separate from the "Beauty Clinic," to ensure a quiet and orderly learning environment. Junior students begin with an evaluation of their skills in the arts and sciences of cosmetology and

hairstyling. A prescription of remedial education is established and implemented. Commensurate with remedial education, the students begin to increase their responsibilities by beginning, under the observation of the teaching staff, to assist undergraduate students. The experiences of the student instructor during this phase are reviewed in conference with the staff and personal recommendations are made.

During the second three hundred (300) hours of the course, the student instructor moves to the "Beauty Clinic." During this phase of the course, the student's teacher engages in the same process previously described, however, with the educational needs of the senior undergraduate and the needs of the patrons of the Beauty Clinic as a focus.

As part of this program, students must complete an additional thirty (30) college level, clock hours in educational methods, which course must be approved by the NJ State Board and is administered off-site by a NJ State approved institution. The cost of the educational methods supplement is determined by the provider and is in addition to SHORE tuition.

SHORE's Teacher Training curriculum exceeds the State Board's standard 500-hour curriculum to better train our instructors. SHORE incorporates numerous supplements to our educational programs, including Shear Success Business Fundamentals, that we believe enhance our curriculum beyond State Board standards and necessitate additional training for our instructors.

The status of a Teacher Training student will be signified by a blue uniform.

### **Prerequisites:**

Students must have at least six (6) consecutive months of full-time work experience, as a licensed cosmetologist and hairstylist, in a licensed New Jersey salon. This requirement may be completed concurrently with the course.

### **Course Objectives:**

1. Students are to acquire knowledge and skills, both theoretical and practical, sufficient to pass the New Jersey Board of Cosmetology and Hairstyling examination for licensing as a Cosmetology and Hairstyling Instructor.
2. Graduates will have developed skills in the arts and sciences of cosmetology and hairstyling, instructional methods and communications necessary for employment as an instructor in a modern cosmetology and hairstyling school.
3. Graduates will have the skill necessary to utilize various types of audio-visual aids to enhance the educational process.
4. Graduates will have developed the knowledge and abilities required to develop curriculum materials.

### **Course Format:**

The course will be a combination of lecture, demonstration and student participation. A "hands on"

approach is taken where the student teacher is encouraged to take an active role in the classroom and to follow-up these experiences with frequent conferences with the teaching staff. A "mentor relationship" is encouraged.

The course is taught in English.

**Outline:**

- I. STATE LAWS, RULES & REGULATIONS FOR COSMETOLOGY & HAIRSTYLING AND ADMINISTRATIVE SHOP OPERATIONS (5 Hours)
  - A. State laws
  - B. Rules and regulations
  - C. Employment
  
- II. DECONTAMINATION AND INFECTION CONTROL (5 Hours)
  - A. Sanitation
  - B. Bacteriology
  
- III. FACIALS, MASSAGE, SKIN CARE, MAKEUP, DEPILATORY, EYEBROW, ARCHING AND SHAVING (30 Hours)
  - A. Facials
  - B. Massage
  - C. Depilatory treatments
  - D. Tweezing
  - E. Waxing
  - F. Shaving
  
- IV. SHAMPOOING – INCLUDING TEMPORARY & SEMI-PERMANENT RINSES (15 Hours)
  - A. Shampooing
  - B. Temporary rinses
  - C. Semi-permanent Colors
  
- V. HAIR AND SCALP TREATMENTS & RECONDITIONING TREATMENTS (15 Hours)
  - A. Scalp massage
  - B. Reconditioning treatments
  
- VI. HAIR AND BASIC LAYER & CLIPPER CUT – RAZORS, SCISSORS, THINNING SHEARS AND TAPERING (40 Hours)
  - A. Basic cuts
  
- VII. HAIRSTYLING – INCLUDING PIN CURLS, FINGER WAVING & BLOW WAVING (40 Hours)

- A. Pin curling
- B. Finger waving
- C. Blow drying
- D. Various styles

VIII. HAIR TINTING & BLEACHING, INCLUDING FROSTING, TIPPING AND STREAKS **(30 Hours)**

- A. Temporary rinses
- B. Semi- permanent rinses
- C. Permanent hair coloring

IX. PERMANENT WAVING **(30 Hours)**

- A. Soft curl perm
- B. Heat waving
- C. Cold waving

XI. CHEMICAL RELAXING & PRESSING, THERMAL CURLING AND WAVING **(35 Hours)**

- A. Chemical relaxing
- B. Hair pressing
- C. Thermal curling and waving

XII. MANICURING & PEDICURING **(30 Hours)**

- A. Manicures
- B. Pedicure
- C. Hand and foot massage
- D. Arm massage

XIII. CHEMISTRY RELATING TO COSMETOLOGY **(20 Hours)**

- A. Basics of chemistry
- B. Chemistry of color
- C. Chemistry of perm waves
- D. Chemistry of relaxers

XIV. TEACHING METHODS **(140 Hours)**

- A. Teachers development
- B. Curriculum development
- C. Educational materials development
- D. Use of audio visual equipment and material

XV. MOTIVATION AND LEARNING **(10 Hours)**

- A. Motivational methods
- B. Styles of learning

XVI. TESTING **(10 Hours)**

- A. Written tests
- B. Practical test

- XVII. TEACHER PREPARATION (55 Hours)
- A. Assessing students and organizing information
  - B. Managing the classroom
  - C. Adult learner characteristics
- XVIII. INSTRUCTOR EVALUATION (20 Hours)
- A. Grading methods
  - B. Grading styles
  - C. Creating evaluations
  - D. Question types
  - E. Point grading
  - F. Rubrics
- XIX. CLASSROOM MANAGEMENT (20 Hours)
- A. Junior classroom management
  - B. Senior clinic management
- XX. BUSINESS FUNDAMENTALS (50 hours)
- A. Shear Success Business Fundamental

**Evaluation:**

Students will be administered a written examination upon the completion of each unit in the text. Practical teaching assignments will be observed and evaluated by the teaching staff. These evaluations will be discussed in conference with the teaching staff and, if required, the administration. A written final examination will be administered at four hundred fifty (450) hours. Although the final will not be considered in the student's final average, it must be passed as a prerequisite for graduation. A minimum score of seventy-five (75) will be required as a passing score on all examinations. Teacher Training students are also required to take the theory portion of their NJ State Board of Cosmetology and Hairstyling licensing examination prior to graduation, unless an exemption is granted by the school for extenuation circumstances. In addition to the above requirements, all students must complete six hundred (600) class hours with at least an 67% rate of attendance and have met all financial obligations to the school, including but not limited to tuition, fees, books, equipment and uniforms before they are eligible for graduation.

In order to graduate from SHORE's programs, students are required to maintain a 75% grade point average, as determined by written and practical evaluations. You will be graded according the following scale:

|        |           |          |         |
|--------|-----------|----------|---------|
| 90-100 | Excellent | 75-79    | Fair    |
| 80-89  | Good      | Below 75 | Failing |

**Attendance:**

All students are expected to attend class in accordance with their schedule and to pursue the instruction diligently. Students who must be absent must call the school office as would be expected by an employer. Fourteen consecutive days of non-attendance without a written request for a leave of absence may lead to termination of training. For further details of attendance requirements, see school attendance polices under "Satisfactory Academic Progress" and "Rules and Regulations."

**Instructors:**

Supervising Instructor: Patricia Melchiorre  
Instructors: Sandy Avanzato, Ronda Conner, Brooke O'Neill, Tiffany Ross,  
Danielle Ruthig and Desiree Washington

**Kits:**

The student kit costs \$118.10, which includes: uniforms (\$147.00) and a combination lock (\$3.98), less a special \$32.88 instructor discount. If required, educational equipment and supplies is an additional \$858.44.

**Texts:**

Milady Master Educator 3<sup>rd</sup> Edition: Student Course Book, 2014 ((ISBN #: 9781133693697); Milady Exam Milady Master Educator: Student Course Book Exam Review, 2014 (ISBN #: 9781133776598). Retail cost of textbook package is \$230.90.

**References:** Milady Cosmetology Dictionary and Multiple Periodicals

## **BRUSH-UP**

**Description:**

The Brush-up course consists of two hundred fifty (250) clock hours. It consists of an evaluation component and a remedial component. Areas of emphasis are dictated by the individual needs of the student. Learning methods include: discussion, questions and answers, cooperative learning, demonstration and presentations, problem solving, interactive lecture, individual instruction, and lab and salon activity. Students may earn class hours attending pre-approved professional events under instructor supervision. Students will wear a black uniform, just as a senior student would be required to wear.

**Objectives:**

1. To provide the skills and confidence to re-enter the workforce in a modern salon.

**Course Format:**

The course will be a combination of lecture, demonstration, and student participation and practice. Student practice will include experiences both on mannequins and live patrons. Audio visual aids and guest artists will supplement regular instructors when available. Students may be provided the opportunity to participate in field trips and other extra-curricular activities that are sanctioned by the school. Participation in non-sanctioned events that cause an absence from regularly scheduled class will be counted as a regular absence.

The course is taught in English.

**Outline:**

- I. ORIENTATION (3 Hours)
  - A. Introduction
  - B. State Laws
  - C. Rules and Regulations
  
- II. EVALUATION OF SKILLS AND WEAKNESSES (22 Hours)
  - A. Testing
  
- III. FOCUSED PRACTICE IN AREAS OF NEED (225 Hours)

**Evaluation:**

Practical assignments will be graded on a pass/fail basis, with a minimum 75% grade as passing. Student teacher conferences will be held to discuss progress in both practical work and confidence level. Students must complete two hundred fifty (250) hours with at least an 67% rate of attendance and have met all financial obligations to the school, including but not limited to tuition, fees, books, equipment and uniforms before they are eligible for graduation.

In order to graduate from SHORE’s programs, students are required to maintain a 75% grade point average, as determined by written and practical evaluations. You will be graded according the following scale:

|        |           |          |         |
|--------|-----------|----------|---------|
| 90-100 | Excellent | 75-79    | Fair    |
| 80-89  | Good      | Below 75 | Failing |

**Attendance:**

All students are expected to attend class in accordance with their schedule and to pursue the instruction diligently. Students who must be absent must call the school office as would be expected by an employer. Fourteen consecutive days of non-attendance without a written request for a leave of absence may lead to termination of training. For further details of attendance requirements, see school attendance polices under “Satisfactory Academic Progress” and “Rules and Regulations.”

**Instructors:**

Supervising Instructor: Patricia Melchiorre  
Instructors: Sandy Avanzato, Ronda Conner, Brooke O’Neill, Tiffany Ross, Danielle Ruthig and Desiree Washington

**Kits:**

The student kit costs \$62.20, which includes: uniforms (\$73.50), a lock (\$3.98) and less a \$15.28 discount. If required, optional educational equipment and supplies is an additional \$858.44.

**Text:** If required, Cosmetology & Hairstyling text bundle totaling \$286.80

## References:

Milady Standard Cosmetology Text, 13<sup>th</sup> Edition, 2016 (ISBN #: 9781285769417); Milady Standard Cosmetology: Theory Workbook 2016 (ISBN #: 9781285769455); Milady Standard Cosmetology: Practical Workbook 2016 (ISBN #: 9781285769479); Milady Standard Cosmetology: Exam Review Book 2016 (ISBN #: 9781285769554); and Multiple Periodicals. Retail cost of textbook package is \$286.80 (requirement to purchase is based upon need).

## BEAUTY PARTNERSHIPS & AFFILIATIONS

### Redken Premier School

SHORE is extremely proud of our partnership with Redken Fifth Avenue NYC and our designation as a “Redken Premier School.” Redken, a global leader in professional hair care products and services, pioneered the science of hair product design. Visiting Redken professionals may train SHORE students and staff in the use of its products and leading hairstyling techniques. You will learn about Redken products first-hand as you use them on and sell them to patrons in our clinic. We want SHORE graduates to begin their careers ahead of their peers, having knowledge of and experience with our industry’s leading hair products.

### Morgan Taylor® and Gelish® Nail Products

New for 2018, SHORE Cosmetology and Manicuring students will train using our industry’s highly respected Morgan Taylor® and Gelish® nail products. Morgan Taylor®’s professional nail lacquer is known for its high quality and assortment of colors and styles. Gelish® is a leading gel polish, comes in a variety of colors and cures with LED or UV lamps. Students will learn techniques in both administering and selling these revered products.

### Dermalogica® Skin Care Products

SHORE students benefit from our partnership with Dermalogica®, one of skin care’s leading product companies. Dermalogica® supports us with not only its exceptional products but accompanying education for students and instructors. Patrons seeking skin services often know Dermalogica as a premier product.

### MIZANI® Hair Care Products

MIZANI®, a division of L’Oreal USA, offers a complete line of professional treatments, relaxers, shampoos, conditioners and styling products for ethnic hair. With the goal of serving the diverse needs of all our students and patrons, SHORE is committed to providing “Beauty Education and Services to All.”

## “SHEAR SUCCESS” BUSINESS FUNDAMENTALS

Starting in our 2010-2011 academic year, SHORE launched “Shear Success” Business Fundamentals, as an enhancement to our traditional Cosmetology & Hairstyling, Barbering, Skin Care Specialty and Teacher Training programs. Just as our clinic combines theory and practice, Shear Success melds technical skills with business success. SHORE recognizes that exceptional hair cutting and coloring skills by themselves will not lead to a successful beauty career. One must also have the skills to build one’s

chair. Through Shear Success, SHORE teaches students how to build a book of business, network, market and promote services, manage client relationships, maximize profitability per customer, and set and meet personal financial goals. SHORE's ability to sell all four major categories of leading beauty products, in a modern and beautiful environment enhances and completes our Shear Success Curriculum. Shear Success is a proprietary educational supplement that was created by SHORE to enhance our graduates' success in the marketplace. In designing this practical supplement, SHORE has gathered information from managers and owners of leading salons, beauty product manufacturers, distributors and retailers. Shear Success incorporates SHORE's views on best business practices in the salon industry, as well as retailing in general.

## SOCIAL MEDIA

In order to give our students a head start on their careers while still in school, SHORE actively participates in social media through relationships with traditional social media sites: Facebook, Instagram and YouTube. Social media provides our students online tools to advertise their services and skills, and to better manage their future careers. While in school, our students are encouraged to participate in social media both individually and through Shore's social media links. Similarly, social media allows SHORE to socially engage with past, future and current students, as well as our clinic patrons. SHORE believes that knowledge of technology is essential to the success of our students, as well as SHORE's continued success as an educator.

## THE SHORE BEAUTY SCHOOL DIFFERENCE

SHORE BEAUTY SCHOOL believes that creative industries require creative educational programs. To this end, our school incorporates the following activities into our curriculum to further differentiate our programs and make SHORE a more engaging and fun place to study, teach and work:

- ***Themed Styling Competitions:*** We at SHORE believe that cosmetology education should be fun, exciting and engaging. Our themed styling competitions put our students' skills and creativity to the test. Outside styling artists are brought in to judge the competitions and prizes may be awarded to our winners. Themes of such competitions have included: wedding, updo, punk, contemporary and many others.
- ***Mentoring Program:*** In the Mentoring Program, SHORE arranges for students to observe local stylists as they work in their salons. We use every opportunity to provide our students with real world experience, preparing them for rewarding futures in cosmetology.
- ***Clinic Honors Certificate:*** How often have you applied for a job and been told that a business only accepts applicants with prior work experience? So, how does one get a job without experience? The best salon jobs often require a stylist to come with a prior book of business. In order to prepare our students for the best jobs available to them, we ask our senior students to begin building their books of business while working in the school clinic. A student who builds a client list of at least 20 patrons, all of whom were not prior customers of the clinic and were sourced directly by the student, will be awarded a "Clinic Honors Certificate" upon graduation. The certificate will attest to the student's book of business and corresponding preparation for a job.
- ***Off-Campus Educational Activities:*** Students, under the supervision of licensed instructors, are

encouraged to participate in school-approved, off-campus beauty events to further their education and better prepare them for the workplace. Such events may include: Beauty Industry Trade Shows and education sponsored by our beauty partners (e.g., Dermalogica). Students will not receive hours for these activities unless it part of a program curriculum, as is the case for visits to the Dermalogica Institute for Skin Care Specialty.

- ***Student Hair Show:*** Since 2009, SHORE has sponsored annually student-managed, Runway Fashion Hair Shows. These shows have raised money for local charities (e.g., Locks for Love, South Jersey Cancer Fund and The Women’s Center), while show-casing student talent and creativity to local salons and potential clients.
- ***SHORE Beauty Clinic – “Where Theory Meets Practice:”*** SHORE students are given the opportunity to build their skills and confidence in our modern and beautiful clinic, which functions as a full-service salon. We believe there is no better preparation for the real world than our clinic.
- ***Star Award System:*** Our Star Award System has been designed to acknowledge student achievement. Bronze, Silver and Gold Stars are awarded to SHORE’s top students at satisfactory academic progress checkpoints, based upon exceptional attendance and grade point averages.

SHORE attempts to adapt and change its activities to meet the evolving needs of the beauty industry. As such, the above activities may be changed, temporarily postponed, replaced or eliminated to meet the ever-changing demands of the marketplace and our students. SHORE cannot guarantee for all students the consistent or complete implementation of each of the above.

## **ADMISSIONS AND SCHOLASTIC REQUIREMENTS**

### **Admissions Requirements:**

SHORE BEAUTY SCHOOL admits as regular students, those who possess high school diplomas or GED certificates. SHORE does not admit ability-to-benefit students. Students with foreign high school diplomas must pass a written entrance examination to demonstrate language proficiency and as a further condition of enrollment.

The New Jersey State Board of Cosmetology & Hairstyling requires that all students must be at least 17 years of age and have a high school diploma or its equivalent (e.g., an official transcript showing high school completion). Proof of age may be documented by a driver’s license, birth certificate, passport or government-issued identification. Adult high school diplomas must meet both SHORE and State Board requirements. The State Board does not accept online diplomas. Foreign high school diplomas must be verified by a State Board approved agency qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. The State Board requires all students to complete an “Application for Registration as a Student” and pay a non-refundable \$5.00 registration fee, which will be submitted directly by SHORE.

The NJ State Board of Cosmetology & Hairstyling requires that anyone with a criminal history seek special approval from the State Board to sit for State licensing in cosmetology and all its related disciplines. SHORE recommends that all applicants with criminal records seek such approval from the State Board prior to enrolling in a SHORE program. All applicants with criminal records must include as

an attachment to their “Application for Registration as a Student” a copy of their judgment of conviction and their release from parole or probation; as well as a letter explaining her/his violation, demonstrating rehabilitation and requesting State approval for State licensing in the desired cosmetology program.

All applicants must demonstrate an attitude and aptitude for success as a beauty professional in a personal interview.

For registration, an applicant must supply a copy of her/his birth certificate or a valid New Jersey State driver's license, a copy of her/his high school diploma or GED, a completed application and \$225.00 in fees (\$25 application fee and \$200 registration fee). Further, all applicants must complete a New Jersey State Board Registration form which will be provided by the school.

### **Re-admissions Requirements:**

Students may apply to be readmitted to the institution after withdrawing, being terminated for failing satisfactory academic progress or being dismissed, but only after waiting a period of at least 12 months and provided that all financial obligations to the school have been paid in full. At its sole discretion, under special circumstances the school may waive the 12-month waiting period requirement. Any student wishing to re-enroll after withdrawal, must submit a letter to the school requesting to be readmitted, explaining why she/he failed to succeed previously at SHORE, describing how her/his circumstances will be different upon re-enrolling, and explain why she/he will succeed the second time around. A committee will review the student’s application for readmission and if a student is re-enrolled, she/he will be enrolled under the same SAP status as when she/he previously left school.

Readmitted students, previously terminated for failing to make SAP, must complete all steps described in the SAP Policy to qualify for probationary status and financial aid eligibility. Any student readmitted will re-enroll with attendance and grades from the time of withdrawal. Students may not be granted back-to-back probationary periods.

Reentering students must execute a new enrollment agreement and will be charged at the current tuition rates for newly entering students. Amounts paid during their first period of enrollment will be credited to their accounts if the student reentering within 180 days of the withdrawal, in which case the registration fee will be waived as well.

### **Discrimination Policy:**

SHORE’s Discrimination Policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ethnic origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, financial status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972 (“Title IX”), the school prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the school has jurisdiction over Title IX complaints. For further information, please see “Anti-Harassment and Discrimination Policy listed in SHORE’s Consumer Information. All harassment and discrimination complaints should be addressed with Rachel Damico, SHORE’s Director of Administration, Title IX Coordinator and Harassment Officer.

## **Student Disability Policy:**

If you would like to request academic adjustment or auxiliary aids, please contact our Director of Administration and Academic Compliance Coordinator, Rachel Damico. You may request academic adjustments or auxiliary aids at any time. Our Academic Compliance Coordinator, overseen by the School Director, is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3 (j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the programs. The school will work with the applicant or student to determine whether reasonable accommodations can be effective and/or available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the Academic Compliance Officer in of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid writing (by completing and submitting a Request for Accommodation Form). The request should be made at least four weeks in advance of the date needed. You may contact the Academic Compliance Officer in person or by mail at 3003 English Creek Avenue, Egg Harbor Township, NJ 08234, by telephone at 609-645-3635, or email: [teacher@shorebeautyschool.com](mailto:teacher@shorebeautyschool.com).
2. The Academic Compliance Officer will respond within two weeks of receiving the request.
3. If you would like to request reconsideration of the decision regarding your request, please contact the Academic Compliance Officer within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

According to SHORE's Internal Grievance Procedure (as published in this catalog), a student may submit to the school Director: (i) a request for redetermination if the school has denied a request for accommodation; or (ii) a grievance if the student feels her/his disability has been inappropriately addressed.

## **Physician's Certification and Vaccination Policies:**

The New Jersey State Board of Cosmetology and Hairstyling mandates that a physician must certify that a given student is "...free from any evidence of infectious, contagious or communicable disease which could reasonably be expected to be transmitted during the course of teaching or rendering cosmetology and hairstyling services," prior to such student progressing to the senior level of training (after 600, 500, 300, 300 and 150 hours of training for each of the Cosmetology & Hairstyling, Barbering, Skin Care Specialty, Teacher Training and Manicuring programs, respectively) and prior to graduated students applying for temporary license permits and scheduling practical licensing examinations. Although the State Board leaves the definition of communicable disease to the discretion of individual physicians, SHORE has observed that most physicians require, at minimum, both Hepatitis and Tuberculosis testing to certify that a student is free of communicable diseases.

SHORE does not require specific vaccinations for its students; rather it conforms to the standards of the NJ State Board of Cosmetology and Hairstyling.

## **Transfer Policy:**

SHORE accepts transfer students from public and private institutions which are State licensed to teach the program under consideration. Transfer students must provide a written request for transfer, an official transcript, in good academic and attendance standing, showing an "hours per subject" break-down of completed hours of study bearing the previous school's seal and, in the case of a transfers from a State other than New Jersey, a certification of hours completed by the State from which the student is transferring. The student must also undergo a written and practical "Evaluation Test," which will be used in the determination of hours to be credited by SHORE. The Evaluation Test fee will be \$150 for all transferring students. The school will determine, at its own discretion, if any, the actual number of clock hours to be accepted, which hours shall not exceed the hours submitted from prior education for a transfer student. Students failing to make satisfactory academic progress at a prior program will not be credited for prior clock hours earned. Tuition will be pro-rated on a per-hour basis. SHORE neither guarantees that it will accept the transfer of clock hours from another school of cosmetology nor guarantees that clock hours earned while attending SHORE will be accepted as transfer hours by other cosmetology schools.

## **Scholastic Requirements:**

In order to graduate from SHORE's programs, students are required to maintain a 75% grade point average, as determined by written and practical evaluations. You will be graded according the following scale:

|        |           |          |         |
|--------|-----------|----------|---------|
| 90-100 | Excellent | 75-79    | Fair    |
| 80-89  | Good      | Below 75 | Failing |

## **GRADUATION REQUIREMENTS**

To graduate from any program, students must complete all hours and assignments required for the course for which they are registered with at least an 67% attendance rate, score 75 or above on a comprehensive final examination, have maintained a 75 or above overall grade point average, and have met all financial obligations to the school. Additionally, all students (except Brush-up, which is not licensed) are required to take the theory portion of the NJ State Board licensing examination, for their respective program, prior to graduation, unless the school grants an exemption for extenuation circumstances. All financial obligations to the school must be met no later than two weeks prior to graduation. See the individual course outline for more information on the requirements of your program of study. A diploma is awarded upon graduation from a SHORE program.

Further, students are encouraged to build a book of business in the student clinic by bringing in and performing services on unique clients (who are not prior SHORE clinic patrons). Post-graduation, SHORE hopes students will transition their unique books of business to salon jobs.

## **COUNSELING AND ADVISEMENT**

SHORE provides a support system for each student. Our educational team and administrative staff are concerned about the welfare of all of the students. Both general and career counseling are provided through the school administrative office. SHORE's staff has practical experience in counseling matters

and is sensitive to our students' needs. If needed, our staff can refer a student to local area social service agencies or counseling services, particularly when counseling requirements are beyond our staff's capabilities. SHORE's Consumer Information disclosures, which is provided prior to enrollment, may be requested from the Office of Administration and can be accessed via our Website, provides a list of community services references and corresponding contact information.

Student advisement is conducted monthly by the student's instructor when progress reports are issued or on an as needed basis. The purpose of student advisement is to provide students with regular and ongoing academic and career guidance. We encourage students to strongly consider such guidance.

## **PRIVACY AND STUDENT INFORMATION**

SHORE respects each student's right to privacy and therefore requires a student's written permission before releasing personal information from that student's educational records to pertinent agencies, prospective employers or other parties. All privacy and student information matters should be addressed with Rachel Damico, SHORE's Bursar and FERPA Coordinator. The FERPA Coordinator will provide a Student Information Release form which must be completed and signed by the interested party.

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

1. The right to inspect and review the student's education records within 45 days of the day SHORE receives a request for access. A student should submit to the Office of Administration a written request that identifies the record(s) the student wishes to inspect. The Administrative Office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. SHORE is not required to provide copies of student records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Under such circumstances, there is a document copying charge of \$0.50 per page.
2. Students have the right to request the amendment of the student's education records that she/he believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask SHORE to amend a record should write the Administrative Office, clearly identifying the part of the record the student wants changed and specify why it should be changed. If SHORE decides not to amend the record as requested, SHORE 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. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth her/his view about the contested information.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

SHORE discloses education records without a student's prior written consent under FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed

by SHORE in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom SHORE has contracted as its agent to provide a service instead of using SHORE employees or officials (such as an attorney, auditor, collections agency, financial aid servicer, organizations conducting studies on behalf of the school, etc.); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing her/his 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 the school. FERPA also allows schools to disclose such records, without student consent, to: accrediting agencies, U.S. Department of Education, State and local authorities, other regulatory overseers, comply with a judicial order or lawfully issued subpoena, law enforcement officer with a valid subpoena, and someone who SHORE believes in good faith requires such information to deal with a health or emergency for the student.

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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 20202-5901.

SHORE currently does not publish student directories. However, should it decide to publish directory information in the future, in the case of requests for such directory information, students, and parents if the student is a minor, would be notified in person or by phone. Unless the student or parent would decline the release within three days, directory information would be released.

## **CAREER ADVISORY SERVICES**

SHORE offers lifetime career assistance for our graduates by providing a listing of available employment when requested. However, SHORE does not guarantee job placement, the availability of jobs, licensure or compensation levels; and no SHORE employee has the authority to make any such promises or guarantees. Our school has produced numerous graduates, but SHORE has no control over how a student's individual traits, including, but not limited to, alcoholism, drug addiction, criminal records, and physical and mental conditions, may influence graduate employment, licensure or future compensation.

Graduates and current students alike are encouraged to examine a cumulative listing of job openings, which we collect from local salons and job listings. This listing may be reviewed in the administrative office during school office hours. Available positions are also listed on the school bulletin board as they are received. Students receive training in professionalism and job search skills, including how to write a resume and prepare for an interview. Our Shear Success Business Fundamentals curriculum helps further prepare students for career success. Although employment is not guaranteed, we are extremely proud of the SHORE's fine record of placing our graduates in salons throughout Atlantic and surrounding counties. Graduates are encouraged to maintain contact with the school and follow-up with us on current employment or employment needs.

We also aid interested Senior students in obtaining part-time salon positions when they become eligible to work (e.g., after only 600 hours of training for the Cosmetology and Hairstyling student). New Jersey State law allows Senior students, holding valid senior permits, to work in licensed salons, providing the same services as licensed cosmetologists and hairstylists. However, students cannot work during hours

when they are normally scheduled for class. Some of our Senior students work in salons part-time as they complete their programs.

## TUITION AND FEES

| <u>Course</u>       | <u>Tuition</u>        | <u>Fees<sup>1</sup></u> | <u>Books &amp; Kit<sup>2</sup></u> |
|---------------------|-----------------------|-------------------------|------------------------------------|
| Cos & Hairstyling   | \$18,050              | \$ 225                  | \$ 1,349                           |
| Beautician          | \$16,600              | \$225                   | \$ 1,349                           |
| Barbering           | \$15,150              | \$ 225                  | \$ 1,649                           |
| Skin Care Specialty | \$ 8,600              | \$ 225                  | \$ 1,449                           |
| Manicuring          | \$ 3,900              | \$ 225                  | \$ 725                             |
| Teacher Training    | \$ 8,700 <sup>3</sup> | \$ 225                  | \$ 349 <sup>3,4</sup>              |
| Brush-Up Course     | \$ 3,250              | \$ 225                  | \$ 349 <sup>4</sup>                |

Admissions provides students an itemized breakdown of kit equipment for each program prior to enrollment. The preceding program descriptions break out the separate costs of books, educational equipment and the Shear Success Business Fundamentals Program, which costs are aggregated directly above under Books & Kit. Students are not required to purchase books and kit from the school. However, should a student choose to opt-out from purchasing books and/or kit from the school, students must purchase equivalent books and kit from an alternative vendor in order to attend classes.

<sup>1</sup>The fees for each course include costs for registration (\$200.00) and an application fee (\$25.00).

<sup>2</sup>Books & kit, excluding clothing, are subject to additional 6.625% NJ State sales tax. Due on the first day of class.

<sup>3</sup>Excludes cost of State-required, 30-hour educational methods course, with an outside approved educator.

<sup>4</sup>Optional kit equipment available at an additional cost of \$858.44.

For all courses, students may pay tuition upfront or arrange payment plans consisting of an initial down payment and monthly payments sufficient to be paid in full, one month prior to the scheduled graduation date. SHORE accepts payments in the form of cash, check, money order, debit cards or credit cards. Cash payments must be made in person at the school, Monday through Friday, from 8:30 a.m. to 5:00 pm. At its sole discretion, SHORE may require students making final payments prior to graduation, or with histories of bouncing checks or failed credit card transactions, to make such payments in cash or by money order.

Any student account that becomes delinquent and must be referred to a collection agency or attorney for collections will be subject to additional collection fees as allowed by the law.

## Other Fees:

The following table should provide students guidance on other fees they may potentially incur as students and for NJ State Board licensure. These fees will only apply when applicable and may be described in further detail throughout the catalog. SHORE from time-to-time, at its discretion, may change these fees, in which case such changes will be posted before they are instituted. SHORE makes no assurances that student fees will be limited to those listed as follows.

| <b><u>Description:</u></b>   | <b><u>Fee:</u></b>       |
|--|--------------------------|
| State Board Student Registration                                       | \$ 5.00*                 |
| State Board Student Permits  | \$ 5.00*                 |
| State Board Examination and Temporary Permit                           | \$ 70.00*                |
| Physician Examination (out of pocket est. based on student experience) | \$ 0.00 - 60.00          |
| State Board Computer-Based Theory Licensing Exam (PSI Testing)         | \$ 45.00                 |
| Miscellaneous Administrative Processing                                | \$ 5.00                  |
| State Board Professional License                                       | \$ 30.00 - 60.00         |
| Parking Violation  | \$ 20.00 per incident    |
| Smoking/ loitering violation   | \$ 50.00 per incident    |
| Jacket/ equipment rental   | \$ 5.00                  |
| Towel rental   | \$ 1.00                  |
| Locker violation   | \$ 25.00                 |
| Clean classroom violation  | \$ 25.00 per day         |
| Premises Damage (based on damage)                                      | \$ 50.00 plus            |
| Late Fee on monthly payment  | \$ 10.00 - 50.00 per mo. |
| Bounced check  | \$ 30.00 plus bank fee   |
| Absent with No Response for 3 days                                     | \$ 5.00 per day          |
| Transcripts  | \$ 50.00                 |
| Diploma (additional)   | \$ 20.00                 |
| Veri-tax (income tax transcript service)                               | \$12.00 - 15.00          |
| Teaching Methods Course (30 clock hours)                               | \$450                    |

\* Included in your tuition

## FINANCIAL AID

SHORE offers financial aid to those Cosmetology & Hairstyling, Barbering, Skincare Specialty and Teacher Training Students who can demonstrate need and qualify for such aid. Typically, Manicuring and Brush-up students do not qualify for financial aid. However, certain Manicuring students may qualify for State-sponsored One Stop grants. Our financial aid programs include the Federal Pell Grant program, Federal Direct Loan program, Workforce Development /One Stop program, New Jersey College Loans to Assist State Student Program and the Vocational Rehabilitation program. SHORE is also approved for the training of veterans of the Armed Forces. Students may also fund their educations through monthly payment plans, which typically span through their enrollment periods, but not beyond graduation. Based upon the financial aid for which they qualify, students may fund their educations with combinations of the aforementioned programs. For further information on SHORE's financial aid programs, see the Financial Aid section of SHORE's Consumer Information, which may be requested directly from the school or accessed from [www.shorebeautyschool.edu](http://www.shorebeautyschool.edu).

## REFUND POLICY

Rejected applicants are entitled to a refund of all moneys paid, except the non-refundable application fee.

If a student (or in the case of a student under legal age, her/his parent or guardian) cancels her/his enrollment and demands her/his money back in writing, within three business days of the signing of the enrollment agreement, regardless of whether the student has actually started training, all moneys collected by the school shall be refunded, except the \$25.00 application fee. In all cases, the student cancellation or withdrawal date will be determined by the postmark on the written notification, or the date said information is delivered in person to the school office of administration. This policy applies regardless of whether or not the student has actually started training.

If a student cancels her/his enrollment after three business days following signing, but prior to entering classes, she/he shall be entitled to a refund of all moneys paid to the school less the registration fee of \$200.00 and application fee of \$25.00, regardless of the course registered.

For students on an approved leave of absence, the date of withdrawal is the earlier of the scheduled expiration of the leave, or the date the student notifies the school that she/he will not be returning.

For all students who enroll and begin classes, the following calculations will be used, based on your last day of physical attendance, to determine tuition adjustments following termination, by either party, for any reason (including student decision, expelled, course cancellation or school closure):

| <b><u>Percent Enrollment<br/>Time to Total Time<br/>of the Course</u></b> | <b><u>Amount of Total Tuition<br/>Owed to the School</u></b> |
|---|--|
| 0.01% to 4.9%   | 20%  |
| 5.0% to 9.9%  | 30%  |
| 10.0% to 14.9%  | 40%  |
| 15.0% to 24.9%  | 45%  |
| 25.0% to 49.9%  | 70%  |
| 50.0% and over  | 100%   |

Plus : Books & Kit \$1,349 (Cosmetology and Beautician), \$1,649 (Barbering) \$1,449 (Skin), \$725 (Manicuring), \$349 (Teacher Training), \$349 (Brush-up) - [Books & taxable equipment are subject to an additional 6.625% NJ State sales tax.]

Plus : Termination Fee of \$100.00, applicable to all programs

Enrollment time is defined as the hours scheduled to be completed between the actual starting date and the last day of physical attendance in the school. Unofficial withdrawals are determined by the school through monitoring clock hour attendance at least every thirty (30) days. Any moneys due the applicant or student shall be refunded within 30 days of determining the student has withdrawn from school, whether by the student's official notification of withdrawal or termination by the school. Students will be terminated after 14 calendar days of continuous absences from the last day of physical attendance.

If the school is permanently closed and ceases to offer instruction after a student has started class, the student shall be entitled to, at the school's option: (i) a pro-rata refund; or (ii) participate in a Teach-Out Agreement.

If a course and/or program is canceled subsequent to a student's enrollment but prior to beginning training, the school shall, at its option: (i) provide a full refund of all moneys paid; or (ii) provide completion of the course and/or program.

If a course and/or program is canceled and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: (i) provide a pro rata refund for students transferring to another school based on hours accepted by the receiving school; (ii) provide completion of the course and/or program; (iii) participate in a Teach-Out Agreement; or (iv) provide a full refund of all monies paid.

If books and kit are purchased through the school, no refund will be given after the beginning of the first day of class.

The above refund policy may be suspended by Federal Regulations which change from time to time.

## RETURN OF TITLE IV FUNDS

The Federal Return of Title IV funds formula ("R2T4") dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

***Official Withdrawal Process:*** If a student wishes to withdraw from school, she/he must notify the Bursar of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. At this time, the Bursar must begin the withdrawal process.

For unofficial withdrawals, a student's withdrawal date is her/his last day of physical attendance. The date of determination is 14 calendar days after she/he ceases attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans, FSEOG, TEACH, and Iraq Afghanistan Service Grants (IASG) during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period, the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by dividing the actual hours completed in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned to Title IV is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 30 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The order of Title IV refunds to all Federal Student Aid students is implemented as follows:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Federal Perkins Loan
4. Direct PLUS Loan (Graduate Student)
5. Direct PLUS Loan (Parent)
6. Federal Pell Grant
7. FSEOG
8. Teach Grant
9. Iraq Afghanistan Service Grant

Returns must be made as soon as possible to the federal programs but no later than 30 days after the date of determination.

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

### **Academic & Attendance Requirements:**

Satisfactory academic progress tracks a student's performance by progress segments within a given program. The school's academic year corresponds to 900 clock hours. SHORE measures "satisfactory academic progress" or "SAP" based upon actual hours of class attendance. SAP applies to all students, regardless of whether they receive Title IV funds. The SAP policy is provided to applicants prior to enrollment. In order to be considered to be making "satisfactory academic progress," all students (part-time and full-time), regardless of program of study, must maintain a minimum combined grade point average of 75% and have no less than 67% class attendance. Your grades and attendance will be evaluated on a "cumulative" basis at designated evaluation periods or progress segments throughout your program. In order to graduate, a student must complete all hours of her/his program, which would be

1,200 hours for Cosmetology and Hairstyling, 1,100 for Beautician, 1,000 hours for Barbering, 600 hours for Skin Care Specialty, 600 hours for Teacher Training, 300 hours for Manicuring and 250 hours for Brush-up programs. In order to maintain a minimum of 67% class attendance, the Cosmetology and Hairstyling, Beautician, Barbering, Skin Care Specialty, Teacher Training, Manicuring and Brush-up programs should be completed within 1791, 1642, 1493, 896, 896, 448 and 373 scheduled hours, respectively (the maximum time frames for each program). Based upon a 35-hour full-time schedule, the minimum and maximum weekly time frames, respectively, for each SHORE program is: 35 and 52 weeks for Cosmetology and Hairstyling, 32 and 47 weeks for Beautician, 29 and 43 weeks for Barbering, 18 and 26 weeks for Skin Care Specialty, 18 and 26 weeks for Teacher Training, 9 and 13 weeks for Manicuring and 8 and 11 weeks for Brush-up. Students' total scheduled hours may not exceed 149.925373% of required program hours. Makeup hours attended prior to the close of the week will reduce absent hours for that week; while makeup hours following the close of the week will not reduce prior weeks' absent hours. SHORE recommends that missed class hours are made up in the week that they are missed to keep absent hours to a minimum. Students exceeding the maximum threshold of scheduled hours for a given program will be terminated.

### **Progress Segments:**

For the purpose of determining satisfactory academic progress, each program is broken down into evaluation periods called "progress" segments. Progress segments are based upon actual hours of attendance, which are consistent for all students (full-time and part-time) within a program and attendance schedule. Please note that an academic year is defined as 900 clock hours. A progress segment is equal to 450 hours (academic year one) for Cosmetology and Hairstyling students, 450 hours (academic year one) for Beautician, 450 hours (academic year one) for Barbering, 300 hours (academic year one) for both Skin Care Specialty and Teacher Training students, 125 hours (academic year one) for Manicuring students and 125 hours (academic year one) for Brush-up students. In the case of Cosmetology, Beautician and Barbering students, satisfactory academic progress will be measured at the end of 450 and 900 hours, respectively (which for the purpose of SAP corresponds with the end of financial aid payment periods). In the case of both Skin Care Specialty and Teacher Training students, satisfactory academic progress will be measured at the end of 300 and 600 hours, respectively. In the case of a Manicuring student, satisfactory academic progress will be measured at the end of 125 and 250 hours, respectively. In the case of a Brush-up student, satisfactory academic progress will be measured at the end of 125 and 250 hours, respectively. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. Students are provided satisfactory academic progress reports at the end of each progress segment.

### **Academic Evaluations:**

An overall grade point average of 75% is required for graduation and satisfactory academic progress. Students receive a numeric grade in both theory and practical work which are combined in the overall grade point average. You must achieve a grade point average of 75% in both your theory and practical work. Students may re-take failed exams with the retested grade substituting for the prior grade. The following represents the equivalencies of the grade assigned:

|          |            |
|----------|------------|
| 90-100   | Excellent  |
| 80-89    | Good       |
| 75-79    | Fair       |
| Below 75 | Failure    |
| I        | Incomplete |

### **Non-credit and Remedial Courses:**

Non-credit remedial classes may be provided to students who fail a test; however, they will have no effect on the evaluation of satisfactory academic progress, attendance or grades of the student. Students may be referred to outside sources for non-credit remedial courses, such as English-As-A-Second-Language; however, these courses will have no effect on a student’s status, attendance or grades.

### **Course Incompletes and Repetitions:**

Course incompletions, whether due to not completing the required hours or not taking all required written and practical examinations, would disqualify the student from graduation. Course repetitions will be allowed only in the case that the prior training occurred more than five (5) years prior, as required by the New Jersey State Board, in which case the student will start as a new student.

### **Transfer Hours:**

Hours that have been transferred and accepted by SHORE from another school will be counted both as attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based only on actual contracted hours at the school.

### **Warning Period:**

Students who do not achieve the required grade point average of 75% and maintain 67% attendance at the end of each SAP progress segment, will be notified and placed on academic and financial aid “warning” for an increment of 450 hours for Cosmetology, Beautician and Barbering; 300 hours for Skin Care Specialty; 125 hours for Manicuring; 125 hours for Brush-up; and 300 hours for Teacher Training students. During the warning period, you are considered to be making SAP and financial aid funds will be dispersed to eligible students. **The school reserves the right to impose a special academic plan on any student with grades less than 75% and/or attendance less than 67% at any time during a student’s enrollment. By example, such an academic plan may include, but not necessarily be limited to, minimum 67% required attendance and a 75% grade point average through the remainder of enrollment and supplemental academic work. Failure to fulfill an academic plan may result in termination. Students are allowed just one Warning Period.**

### **Probation Period:**

If students fail to make SAP at the end of the warning period (900 hours in the case of Cosmetology, Beautician and Barbering; 600 hours in the case of both Skin Care Specialty and Teacher Training; 250 hours in the case of Manicuring; and 250 hours in the case of Brush-up), such students must make an “appeal” (as described below) to the school, which must be accepted by the administration in order for

such students to continue their programs under academic and financial aid “probation.” If the student prevails upon appeal of a negative progress determination prior to being placed on probation and the school believes that SAP standards can be met by the end of a subsequent evaluation period, the student’s Title IV financial aid will continue and she/he will be considered to be making SAP. Under probationary status, the school will impose conditions for the student’s continued eligibility for Title IV financial aid and enrollment. Such conditions include fulfilling a specified Academic Plan which may, for example, include a requirement for 67% attendance and a 75% grade point average in each subsequent month of enrollment. If followed, the Academic Plan will ensure that the student is able to meet the school’s SAP requirements by a specific point within the maximum timeframe established for the individual student. Probation will continue until the beginning of the next progress segment. Any student whose appeal is not accepted by the administration will no longer be eligible for Title IV financial aid and may be terminated at the sole and absolute discretion of the school. **If your cumulative grade point average does not reach 75% and your attendance 67%, by the end of the probation period, or if your appeal for probationary status is rejected by the school, your SAP will not be considered satisfactory, you will no longer be eligible for federal Title IV funds and you may be terminated.**

In all programs, students will be allowed only one probation period, or be subject to termination. A student who makes SAP in the first progress segment will be re-evaluated again for SAP at the end of subsequent progress segments and will be subject to a warning or probation, as the case may be, in such subsequent segments if not making SAP.

### **Leave of Absence and Institutional Suspensions Impact on SAP:**

Upon return from a leave of absence or an institutional suspension, students will maintain the same academic and attendance status held prior to taking a temporary interruption in their educations. Leave of absences and institutional suspensions will extend a student’s contract period and maximum time frame for enrollment by the same number of days taken in the leave of absence. Such changes to the contract period must be made as an addendum to the enrollment agreement, which must be signed by both the student and school. A student will not be assessed any additional charges as a result of a requested leave of absence or institutional suspension. A student granted a leave of absence or institutional suspension in accordance with the institution’s policy is not considered to have withdrawn and no refund calculation is required during the leave.

### **Withdrawals:**

According to “Rule Number 9 – Attendance,” under SHORE’s Rules and Regulations following in the next section, fourteen consecutive days of non-attendance without a written request for a leave of absence will be treated as a withdrawal and termination from school. Any student wishing to officially withdraw from school must inform SHORE’s Administrative Office. SHORE prefers a written notification which should be dated and signed by the student. The student’s termination date will be recorded as her/his last date of attendance. Students who withdraw officially or unofficially from school before graduating and wish to re-enroll will return to school with the same academic, attendance and SAP as at the time of withdrawal.

### **Appeal Process:**

In order to re-establish satisfactory academic progress and financial aid eligibility, students who fail to

make SAP at the completion of a warning period, must write a letter of “appeal” (or complete an appeal form) to the Director of the school within fourteen calendar days of learning of such failure, which must be accepted by the school in order for the student to receive Title IV financial aid under probationary status. The student’s written appeal must include: (i) the reasons for the student’s appeal and failure to make SAP (e.g., death of an immediate relative, unmanageable illness of a child, substantive and disruptive employment issues, severe economic hardship, childcare issues, debilitating injury or illness, or any other allowable, special or mitigating circumstance (including, if available, documentation); (ii) what circumstances have or will change to allow the student to make SAP at the next evaluation; (iii) a request for re-evaluation of SAP under probationary status; (iv) description of how the student will re-establish SAP; (v) the date of the appeal; and (vi) the student’s signature. The administration will form an appeals committee consisting of at least three staff members (which must include the director and/or supervising instructor) to evaluate the student’s appeal. The appeals committee, in its sole discretion, will provide the student a written response (which will be retained in student file) to the appeal within seven calendar days determining whether probationary status will be granted and the student will be considered to be making SAP; otherwise, the student’s financial aid and potentially enrollment will be terminated. The appeals committee, in its sole discretion, may impose conditions (i.e., an Academic Plan) for the students continued eligibility to receive Title IV aid and continued enrollment. The appeals committee’s decision will be final. The Title IV Financial Aid Funds will be reinstated to eligible students who have prevailed upon their appeal and will be considered to be making SAP. A student’s failure to comply with the terms of an Academic Plan may result in termination and ineligibility for continued Title IV funding.

The school notifies students of any evaluations that impact students’ eligibility for financial aid when applicable.

### **Readmission Policy:**

Students may apply to be readmitted to the institution after withdrawing, being terminated for failing satisfactory academic progress or being dismissed, but only after waiting a period of at least 12 months and provided that all financial obligations to the school have been paid in full. At its sole discretion, under special circumstances the school may waive the 12-month waiting period requirement. Any student wishing to re-enroll after withdrawal, must submit a letter to the school requesting to be readmitted, explaining why she/he failed to succeed previously at SHORE, describing how her/his circumstances will be different upon re-enrolling, and explain why she/he will succeed the second time around. A committee will review the student’s application for readmission and if a student is re-enrolled, she/he will be enrolled under the same SAP status as when she/he previously left school.

Readmitted students, previously terminated for failing to make SAP, must complete all steps described in the SAP Policy to qualify for probationary status and financial aid eligibility. Any student readmitted will re-enroll with attendance and grades from the time of withdrawal. Students may not be granted back-to-back probationary periods.

Reentering students must execute a new enrollment agreement and will be charged at the current tuition rates for newly entering students. Amounts paid during their first period of enrollment will be credited to their accounts if the student reentering within 180 days of the withdrawal, in which case the registration fee will be waived as well.

The school’s SAP policy complies with all applicable regulations.

## **RULES AND REGULATIONS OF THE SCHOOL**

The following describes SHORE's rules and regulations. All students are required to learn and strictly abide by these rules and regulations. You are responsible for reading and being familiar with the entire contents of this Student Catalog, as well Consumer Information found at [shorebeautyschool.edu](http://shorebeautyschool.edu). If you do not understand certain rules and regulations, or for that matter anything contained in this Student Catalog and Consumer Information, it is your responsibility to inquiry with the SHORE staff to address any and all such questions.

## Summary Consequences for Rule Violations

The following summarizes the consequences for school rule violations. The purpose of the summary is to provide guidelines for major violations. It neither covers all school rules, nor does it cover the full extent of such rules. A complete explanation of school rules and regulations follows and supersedes this chart.

| <b>Summary Consequences for Rule Violations</b>   |                               |                               |                               |
|---|-------------------------------|-------------------------------|-------------------------------|
| <b>Violation</b>  | <b>1<sup>st</sup> Offense</b> | <b>2<sup>nd</sup> Offense</b> | <b>3<sup>rd</sup> Offense</b> |
| <b>Borrowing Towels</b>   | \$1.00 per day                | \$1.00 per day                | \$1.00 per day                |
| <b>Borrowing School Equipment</b>   | \$5.00 per day                | \$5.00 per day                | \$5.00 per day                |
| <b>Bounced Check</b>  | \$30.00+bank fee              | Cash/MO/Credit Card           | Cash/MO/Credit Card           |
| <b>Cell Phone Class/Clinic</b>  | Sent Home                     | Sent Home                     | Sent Home                     |
| <b>Cheating/Plagiarism</b>  | Suspension                    | Suspension/Expulsion          | Expulsion                     |
| <b>Copy Right Infringement</b>  | Suspension                    | Suspension/Expulsion          | Expulsion                     |
| <b>Damage to Premises</b>   | \$50.00+ fine                 | \$50.00+ fine                 | Expulsion                     |
| <b>Disorderly/Unclean Class Habits</b>  | \$25.00+                      | \$25.00+                      | \$25.00+                      |
| <b>Disrupting Class/Clinic</b>  | Verbal Warning                | Written Warning               | Sent Home                     |
| <b>Dress Code/Professional Appearance Violation</b>   | Sent Home                     | Sent Home                     | Sent Home                     |
| <b>Drug/Alcohol Use</b>   | Expulsion                     | -                             | -                             |
| <b>Eat/Drink in Class/Clinic</b>  | \$25.00 fine                  | \$25.00 fine                  | \$25.00 fine                  |
| <b>Failure to Sign In or Out</b>  | Loss of Hrs*                  | Loss of Hrs*                  | Loss of Hrs*                  |
| <b>Falsifying Sign-In Sheet</b>   | Expulsion                     | -                             | -                             |
| <b>Falsifying Documents</b>   | Expulsion                     | -                             | -                             |
| <b>Fraud</b>  | Expulsion                     | -                             | -                             |
| <b>Harassment</b>   | Expulsion                     | -                             | -                             |
| <b>Illegal Activity at School</b>   | Expulsion                     | -                             | -                             |
| <b>Inadequate Preparation</b>   | Susp. & Loss of Hrs           | Susp. & Loss of Hrs           | Susp. & Loss of Hrs           |
| <b>Insubordination</b>  | Sent Home                     | Suspended 1-Day               | Expulsion                     |
| <b>Late Payments Due</b>  | \$10.00+                      | \$10.00+                      | \$10.00+                      |
| <b>Late Returning from Lunch/Break</b>  | Loss of Hrs*                  | Loss of Hrs*                  | Sent Home*                    |
| <b>Leaving Class w/out Permission</b>   | Verbal Warning                | Written Warning               | Sent Home                     |
| <b>Locker Violations</b>  | \$25.00 fine                  | \$25.00 fine                  | \$25.00 fine                  |
| <b>Loitering in Front of School</b>   | \$50.00                       | \$50.00 & Suspension          | Expulsion                     |
| <b>Lost or Damaged Equipment</b>  | Replacement Cost              | Replacement Cost              | Replacement Cost              |
| <b>Missed Theory Class &amp; Tardiness</b>  | Loss of Hrs & Outline         | Loss of Hrs & Outline         | Sent Home w/out Hrs           |
| <b>Lost or Damaged Equipment</b>  | Replacement Cost              | Replacement Cost              | Replacement Cost              |
| <b>Physical Abuse</b>   | Expulsion                     | -                             | -                             |
| <b>Refusal of Client or Class Work</b>  | Sent Home Losing Hrs          | Sent Home Losing Hrs          | Suspend & Lose Hrs            |
| <b>School Computers w/o Permission</b>  | 3-Day Suspension              | 1-Month Suspension            | Expulsion                     |
| <b>Theft/Vandalism</b>  | Expulsion                     | -                             | -                             |
| <b>Unprepared for Class</b>   | Written Warning               | Sent Home                     | Sent Home                     |
| <b>Unprofessional Behavior</b>  | Verbal Warning                | Written Warning               | Sent Home                     |
| <b>Unresponsive During Absences</b>   | \$5.00 per day                | \$5.00 per day                | \$5.00 per day                |
| <b>Notes:</b>   |                               |                               |                               |
| <p>If the violation, as determined by the school, is excessively inappropriate, a more stringent consequence, than any one listed above, may be enforced, including termination. After any violation, the school, at its sole discretion, may arrange a meeting with the student (including parent/guardian, if the student is a minor), Supervising Instructor and/or an Administrative Official to discuss the violations and potentially set forth more stringent consequences for future policy violations. Four suspensions may lead to a student's termination.</p> |                               |                               |                               |
| *For each occurrence.   |                               |                               |                               |

## Details of Rules and Regulations

1. **Reviewed Enrollment Period:** As of February 6, 2017, no longer in effect.
2. **Books and Kit:** Standard approved textbooks, equipment and uniforms (“kits”) must be obtained. The SHORE kit includes a standing carrying bag (26 ½” length x 9 ½” depth x 17 ½” width) designed for students to transport their kits to and from school each day, and workout of while in school. Students may choose alternative kit bags, which must be of comparable size and pre-approved by the supervising instructor. Students are responsible for marking all equipment with their names/initials in permanent ink or by etching. No borrowing of such materials will be tolerated amongst students. Students are required to maintain the complete contents of their kits in good working condition and ready for each class. Any broken or malfunctioning equipment must be either fixed or replaced immediately. Towels, which have been provided in the kit, are to be cleaned at home regularly, such that students always have clean towels for personal and educational purposes. Students who leave their equipment or personal belongings in the school without bringing them home at the end of the day or storing them in their lockers will be fined \$25 per day. Inadequate preparation for classes may result in suspension for the day and loss of class hours for that day. Students who are terminated or withdraw from school are entitled to keep their books and kit only if they have fully satisfied their financial obligations to the school.
3. **School Property:** No unauthorized possession or use of school property will be tolerated. The school is not responsible for furnishing students with additional equipment that has already been supplied to them in their kits. Students are responsible for using their own equipment while in school. School towels are to be used for patrons in the clinic only.
4. **Moving Equipment:** Students must very carefully move all standing equipment. No one may drag furniture or equipment, without wheels, across floors. All equipment to be moved must be picked up off the ground and placed carefully in its new location. Should protective coverings at the base of equipment and furniture separate from furniture or require replacement, it must be repaired immediately. Students will be held financially responsible for damage to equipment or the facility as a result of student negligence or mishandling.
5. **Borrowing of Equipment from School:** If available and convenient to the school, students may be permitted to rent certain items, which are normally part of their kits. Kit equipment, including uniforms, may be borrowed from the school for a cost of \$5.00 each, per day. Towels may be borrowed for a cost of \$1.00 per day. However, the school strongly discourages the borrowing of any equipment which is the responsibility of students to purchase and maintain. The school is under no responsibility to loan kit-related equipment to students and, at its sole discretion, may choose not to loan any such equipment to any given student. Students will not be charged for the use of any equipment used for their education, which is not part of the student kits, unless otherwise informed. However, students will be required to immediately reimburse the school for the cost to replace any school equipment that the student damages, loses or fails to return.
6. **Student Property:** Students will be held responsible for their own equipment and personal property. Students may not leave personal property, equipment or books in classrooms unattended by them. During class hours, student property must either accompany a student or be secured in student lockers. All student property must be taken home after classes.

7. ***Adequate Preparation for Lectures:*** All students are responsible for preparing for theory classes by reading in advance the section(s) of their text books corresponding to a given lecture. Further, students are required to complete all homework assignments by their due dates. Students are to purchase and maintain three-ring notebooks to keep and organize all handouts, class notes, quizzes, tests and study materials, which should be organized according to the direction of the instructor. Notebooks are to be maintained in preparation for SHORE and State Board Licensing examinations. Notebooks are part of students' equipment and should be brought to class each day. Students are required to purchase any supplies that will be needed to perform their daily responsibilities as students, such as, but not limited to, pens, pencils, paper, highlighters and index cards; all of which must be brought to class. Students may be sent home for the day, with a loss of remaining hours, for inadequate lecture preparation.
  
8. ***Use of Lockers:*** Each student is assigned a locker to be used only during her/his hours of class attendance. Lockers may be assigned to more than one student, provided such students are on separate, non-overlapping class schedules (e.g., night vs. day). At the end of each daily period of classes, students are required to remove from their lockers all their school kits and personal effects. At the school's sole discretion, senior students and those documenting daily transportation by bus may qualify for 24/7 locker privileges, subject to 24/7 locker availability. During class hours, lockers are to remain locked at all times when unattended, with all contents completely stowed within the locker. Students are only to use those lockers which have been assigned to them. Students who fail to remove the contents of their lockers and lock at the end of each of their class periods will be fined \$25.00 per day of violation, payable immediately. Students must recognize that failure to remove belongings at the end of each class period will cause considerable inconvenience to SHORE's staff and other students sharing lockers on different schedules. Unauthorized switching of lockers will be fined \$25.00, payable immediately. Any equipment or personal property in unassigned lockers becomes the property of the School. Students who fail to abide by school locker policies may have their locker privileges limited or revoked entirely. Once a student has terminated training, officially or unofficially, any materials remaining in that student's locker becomes the property of the School, one week after termination.
  
9. ***Attendance:*** Students should attend classes regularly in order to receive the full benefit of their educations. Students must have a 67% attendance record in order to graduate. Total absence hours should not typically exceed 600 hours for Cosmetology & Hairstyling, 500 hours for Barbering, 300 hours for Skin Care Specialty, 300 hours for Teacher Training, 150 for Manicuring and 125 hours for Brush-up programs. Fourteen consecutive calendar days of non-attendance, without a written request for an approved leave of absence, may lead to termination of training. Part-time students, who miss more than six scheduled Saturday class days, may be subject to termination. Poor student attendance can be directly correlated with poor test scores both at SHORE and for State licensure. Students who must be absent from class should previously notify their educator, as would be expected by an employer. Students with excessive absenteeism, which will be determined at the sole discretion of the instructors, may be required to complete additional written assignments to make-up for missed instruction and, further, be restricted from having personal beauty services. SHORE recommends that each student maintains her/his personal attendance record. Fourteen consecutive calendar days of non-attendance without a written request for a leave of absence will lead to termination of training.

SHORE will consider special attendance accommodations for students who must take active

military leave for less than 14 days while enrolled (military leave exceeding 14 days requires a formal leave of absence). The student must provide SHORE independent verification of military leave. During military leave, the student's attendance hours will not be recorded.

10. ***Class Work:*** Students must pursue their instruction and practical work diligently, complete all class and homework assignments when due, take tests and quizzes when scheduled, service all clients as assigned and maintain up-to-date notebooks. All assignments and directions from instructors must be carried out completely. Student competitions, hair shows, product and stylist demonstrations, and other SHORE activities have been incorporated as part of school class work; therefore, participation in all such activities is mandatory. A student's refusal to participate in any classroom, clinic or other school activity will require the student to sign-out and forfeit remaining training hours for the day. Instructors may suspend and ultimately terminate (if ongoing) students who fail to complete their class work.
11. ***Sickness:*** For the protection of all students and staff, any student absence for more than three consecutive days, owing to sickness, will only be readmitted to class with a note from a healthcare provider confirming that the student is healthy enough to return to class without being a potential health risk to her/his self or other students.
12. ***Time Sheets:*** Students are required to manually and biometrically (via thumb scanner) sign in and out of class on a daily basis, whenever they enter or leave their classroom. Students must individually sign their legal names on the time sheets, in front of an instructor, when both signing in and out of class. No student may sign in or out for another. Time sheets must be accurate and reflect the students' whereabouts at all times. Instructors will verify all entries. Students who repeatedly fail to sign in and out of class, both manually and biometrically, whether intentional or unintentional, will be sent home for the day and forfeit all class hours for the day. Students are encouraged to maintain their own accurate record of attendance in their classroom notebooks. Students assume full responsibility for the proper recording of their hours, as recorded on the daily time sheets and to the New Jersey State Board of Cosmetology through these methods. No adjustments to a student's hours will be made to the New Jersey State Board time sheets owing to a student's failure to sign in or out. Failure to sign in or out will result in a loss of class hours. Classroom hours are to be observed without fail. Roll call will be conducted at the start of each class and at the end of each class.
13. ***Tardiness:*** All students who are late for class, whether beginning at the start of class, after breaks or following lunch, must sign a separate late attendance roster. Any day or night student arriving late for the start of day or night scheduled classes will sit out and forfeit the first hour of class time. Students late for class more than two times in any given week may be suspended from class upon the third tardiness and marked absent for the remainder of the day. Tardy students will not be admitted while theory class is in progress. Absence from class without school permission is not permitted and will result in a day's suspension with remaining hours counting as absent.
14. ***Missed Theory Classes:*** Theory classes are an extremely important part of your training. Students failing to attend a given theory class may be required to completely outline the chapter or section of the text corresponding to the theory section missed, due at the start of class, the next day or the next day of class attended. Students may be required to submit separate outlines for each theory class missed. Failure to submit such an outline will result in loss of class hours or possible

suspension, and continued suspension until outline is completed. Incomplete outlines will be returned to the student for resubmission and result in loss of class hours.

15. **Missed Tests:** Missed tests are to be made up on the first day of the student's return to school after an absence. Failure to make up a missed test will result in no credit for the student's final grade and may affect the student's satisfactory progress.
16. **Silence in Classroom:** Silence is to be observed in the classroom, unless requested by a teacher to speak. Unnecessary conversation or noise will not be allowed. Students who do not immediately correct such disruption will be sent home, with a loss of remaining class hours for the day, and may be at further risk for suspension.
17. **Personal Hygiene, Grooming and Sterilization:** Students must obey all professional rules of personal hygiene, sanitation and sterilization while in school. Before dismissal, all classrooms and work areas must be cleaned and, when appropriate or requested, sterilized. Students wearing soiled uniforms will not be admitted to a classroom and will be marked absent for the day or remainder of the day, as the case may be.
18. **School Phones:** Telephone calls on school phones, except for emergencies, are not permitted without the school's prior approval. At the school's discretion, a charge may be made for emergency outgoing calls.
19. **School Computers:** Under no circumstance may a student use a school computer without the prior consent of the administrative office. If approved, a student may only use a school computer under the direct supervision of school staff. Any unapproved use of school computers will result in a minimum three-day suspension and possible termination.
20. **Gossip and Discord:** Students are not permitted to gossip or cause discord. The atmosphere of the classroom is expected to be conducive to learning at all times. Be courteous, professional and respectful at all times. Never interfere with an instructor or administrator's ability to perform her/his duties. Gossip and discord may result in suspension.
21. **Disrespectful Behavior:** Disrespectful or threatening behavior (both verbal and physical), inflammatory statements, profanity, malicious remarks or disrespect of any nature towards the school, school staff, patrons, visitors or other students will not be tolerated and will result in suspension and possible termination.
22. **Make-up Hours:** SHORE provides students make-up hours to allow students additional time to make-up class hours that are missed for legitimate and unavoidable circumstances. Teachers are allowed, at their complete discretion, to disallow make-up hours that they believe students are abusing for unjustified reasons. Make-up hours are not flex-time and should not be used as such. Make-up hours should be scheduled on Monday at least 2 days in advance of the make-up date and will be subject to staff availability during the requested time. Students should provide documentation, as requested by their instructors, to substantiate the need for make-up hours. Students missing class time on the day of scheduled make-up hours will be precluded from make-up hours that day. Make-up hours for senior day students may be scheduled for up to 4 hours per day from 5:30 p.m. to 9:30 pm, Monday through Thursday (not to exceed a weekly maximum of 8

hours). Make-up hours for junior day students may be scheduled for 2 hours per day from 5:30 pm to 7:30 pm, Monday through Thursday (not to exceed a weekly maximum of 4 hours). Make-up hours for senior night students may be scheduled from 2:30 pm to 4:30 p.m., Mondays through Friday (not to exceed a weekly maximum of 8 hours). Make-up hours for junior night students may be scheduled from 2:30 pm to 4:30 pm, Mondays through Friday (not to exceed a weekly maximum of 4 hours). Make-up hours can only be made prior to graduation. To assure that your make-up hours are productive and appropriately substituted for missed class time, you are required to request an assignment from your instructor to complete during your make-up hours. Students who do not complete regularly scheduled hours on the day of their make-up hours will not receive credit for that day's make up hours. Students scheduling make-up hours and failing to show without prior instructor notification, may lose the privilege of makeup hours.

23. ***Leave of Absence Policy:*** A Leave of Absence is a school-approved, temporary interruption in a student's program of study. Students must follow SHORE's policy when requesting a leave of absence. All Cosmetology and Hairstyling, Beautician, Barbering and Skin Care students are allowed one leave of absence while attending their programs, except under certain circumstances as specified below. The school requires a leave of absence to be a minimum of 14 consecutive calendar days. Leave of absences may not be taken prior to 30 days after a program start date; unless the school, in its sole discretion, determines an extraordinary circumstance warrants an exception. If a student must be absent for 14 consecutive days or more, a written request for a leave of absence must be presented to the administration in advance (unless unforeseen circumstances prevent the student from doing so in advance) of such absence, describing the reasons for the leave (which must demonstrate a reasonable obstacle), the requested start date of the leave and the planned date returning. A leave may be granted for family, work, health or other personal matters potentially thwarting satisfactory academic progress. Further, such written requests must be dated and signed by the student. A student may not email a leave of absence request. SHORE may grant a leave of absence to a student, who does not provide a request prior to the leave of absence due to unforeseen circumstances, if the school can: document the reasons for its decision; collect the request from the student at a later date; and establish the start date of the approved absence as the first date the student was unable to attend. Students with chronic diseases (e.g., heart disease, cancer, etc.), requiring non-elective hospitalization with recovery in excess of 7 days, military leave for active duty, and/or with requests for jury duty may request an additional leave of absence. The school will grant an additional leave of absence for pregnancy or childbirth for any student providing documentation from her physician that the absence is medically necessary. The school will also allow an additional leave of absence to a disabled student, who provides appropriate documentation from a healthcare professional, demonstrating that a leave is required as an accommodation for a disability. In all cases, approval for an additional leave of absence is subject to the student providing the school sufficient third-party documentation and evidence substantiating the need for such an additional leave. All moneys due, as of the first day of the leave of absence, are due and payable prior to taking the leave of absence. Students who are not current on payments due to the school and/or who have not completed all requirements to process financial aid (if such aid is required to fund her/his education) will not qualify for leaves of absence. SHORE, at its sole and complete discretion, may deny a student request for a leave of absence on the basis that the student is not making satisfactory academic progress at the time of the request or the student has a history of substantial or repeated violations of school policies. Students are required to bring their personal property home during a leave of absence. The school is not responsible for the security of student property during a leave. Failure

to attend class on the indicated date of return may be cause for termination. A student, who wishes to extend a leave of absence, must request an extension from the school in writing. A written request for extension must be signed by the student, dated and state the new return date from the leave of absence. During a leave of absence, a student is not considered to have withdrawn, and no refund calculation is required at the time. Upon returning from a leave of absence, students will maintain the same academic and attendance status held prior to taking the leave. Should the student withdraw or not return from the leave of absence, refunds or collections shall be in accordance with the Refund/Payment Policy of the School. Hours accumulated during a leave of absence will not be included in the calculation of student attendance or required completion rate. If a student's leave of absence is unapproved or she/he fails to return to class by the expiration of the approved leave of absence, the student will be considered withdrawn and her/his withdrawal date, for the purposes of calculating a refund, will be the student's last day of attendance. Owing to New Jersey State Board regulations requiring that any student absent from school over a period of three months must be re-evaluated and re-registered, SHORE does not permit leave of absences exceeding three consecutive months. The school cannot guarantee the availability of space for a student returning from a leave of absence. As such, SHORE may, at its complete discretion, deny a leave of absence or postpone a student's date of return from a leave of absence, subject to class space and instructor availability, which shall not alter the aforementioned limitation on a three-month leave of absence. According to Department of Education regulations, under no circumstance may a student's total leave of absences exceed 180 days within a given 365-day period.

Upon return from a leave of absence, students will maintain the same academic and attendance status held prior to taking the leave. Leave of absences will extend a student's contract period and maximum time frame for enrollment by the same number of days taken in the leave of absence. Such changes to the contract period must be made as an addendum to the enrollment agreement, which must be signed by both the student and school. A student will not be assessed any additional charges as a result of a requested Leave of Absence. A student granted a Leave of Absence in accordance with the institution's policy is not considered to have withdrawn and no refund calculation is required during the leave.

24. ***Institutional Suspension Policy:*** Shore has an "institutional suspension" policy for disciplinary suspensions, failures to meet financial obligations and military leaves. Institutional suspensions are used at the sole discretion of SHORE. During an institutional suspension, a student is considered not attending. Students on institutional suspensions will not accrue absence hours and an addendum will be added to their enrollment agreements to extend the contract end date and maximum time frame for enrollment by the number of days of institutional suspension. Institutional suspensions are less than 14 calendar days.
25. ***Maintaining Proper Communication with School During Absences:*** During all absences, whether short-term (less than two weeks) or long-term (two weeks or greater in the case of a leave of absence), students are required to maintain prompt communication with the school by telephone and/or email, unless written paper communication is requested or required by the school. Students must check their phone messages and emails on a daily basis and are responsible for responding to all SHORE inquiries immediately. Email communications to SHORE should be sent to the bursar at [bursar@shorebeautyschool.com](mailto:bursar@shorebeautyschool.com) or supervising instructor at [teacher@shorebeautyschool.com](mailto:teacher@shorebeautyschool.com) and must respond directly to any inquiry. Phone communications require students to

communicate with SHORE's professional staff. Phone messages will not qualify as sufficient responses. Absent students failing to respond to SHORE inquiries within three business days may be fined \$5.00 per day until appropriately responding (unless such student has been hospitalized). Financial penalties will be immediately payable upon student's return to class and may be a requirement for further attendance. Attending night students, who fail to respond to administrative office and supervising instructor inquiries in a timely manner may be subject to similar financial penalties to those imposed on unresponsive absent students.

26. ***Treatment of Clinic Patrons:*** Clinic patrons are to be treated like salon customers and with the same respect due a student. Be cordial, friendly and gracious. Patrons should be welcomed, encouraged to partake in clinic services, thanked for their patronage, asked if they are happy with their services and encouraged to return again. Any difficulties you may have with rude patrons should be referred immediately to your instructor without further confrontation. Students who mistreat clinic patrons will be sent home with a loss of remaining class hours for the day. Ongoing or extreme mistreatment may result in suspension and potential termination.
27. ***Clean and Orderly Classroom Habits:*** Students are responsible for maintaining their work areas, as well as the lunch room, in a clean and orderly manner. Students are responsible for disposing of all garbage relating to foods and beverages consumed inside the school or immediately outside its premises. If moved, equipment, chairs and other furniture should always be returned to their original positions. Students may not leave any items on the top of lockers (any such items will be permanently confiscated). Violators of this policy may be fined by the school, which charge shall not be less than \$25.
28. ***Damage to Premises:*** A student will be charged for the cost of repairing any damage to the premises resulting from the student's negligence, which charge shall not be less than \$50. Students must not sit on, stand or place excessive weight on any work areas. Students who willfully risk damaging the premises and any of its contents, without actually incurring damage, may still be fined \$50 for the potential for damage.
29. ***Payment Obligations:*** All students on tuition payment plans are required to make monthly payments on the first business day of each month, according to the terms of their enrollment agreements. Failure to make such payments, within seven days of the due date, will obligate the student to pay an additional late fee equal to 10% of the payment past due, with such late fee to be no less than \$10.00 per month and not to exceed \$50.00 per month. Monthly payment plans may be revised upward to reflect increased balances owed to the school from additional charges incurred during enrollment. If scheduled payments are not made when due, attendance may be held in abeyance, at the option of the school, until the payment is made. In the case of inadequate bank funds to cover checks, students will incur a \$30 plus bank fee bounced check charge and be required to make all future payments by cash, credit card, certified check, debit card or money order. SHORE has the right, in its sole discretion, to terminate a student for failure to meet her/his financial obligations to the school in a timely manner. Students must fulfill all outstanding financial obligations to SHORE two weeks prior to graduation. Terminated students failing to fulfill all financial obligations to the school will be ineligible to receive official transcripts.
30. ***Administrative Office Hours:*** Open office hours are Monday through Friday, from 8:30 a.m. to 9:00 a.m. and from 4:30 p.m. to 5:00 p.m. Special appointments, such as for financial aid, may be

scheduled any time between 8:30 a.m. to 5:00 p.m., but must be scheduled in advance during open administrative office hours or with the receptionist. Subject to staff availability, student tuition and equipment payments may be made any time from 8:30 a.m. to 5:00 p.m. Otherwise, students are required to strictly adhere to open office hours and pre-scheduled appointments. Students may not enter the administrative area (including the admissions office) without requesting access from the front desk receptionist. Students may not leave their classrooms for an administrative appointment without first notifying their instructors.

31. **Cell/Smart Phones:** Cell/smart phones are to be turned off during classes and used only during breaks and lunch, unless approved by an instructor for classroom related activities. The charging of cell/smart phones is also prohibited. Text messaging and emailing falls under cell phone usage and is prohibited under all circumstances during class hours. Cell phones may not be used inside or outside the entrance foyer. Any violation of this policy will result in immediate suspension for the day, with a loss of credit for any remaining class hours in the day.
32. **Student Personal Services:** Students receiving personal beauty services at the school must pay for the cost of any products used on their behalves. At their full discretion, instructors may revoke students' personal services privileges based upon poor attendance, failing academic performance or violation of school policies.
33. **Schedule Changes:** Students will be permitted a maximum of two schedule changes during their programs. All schedule changes must be approved by the administration and are subject to teacher availability and classroom space. Students should have 67% average attendance in order to switch from part-time to full-time schedules. Schedule changes can only be put into effect on the first Monday of the month following the request. Students requesting a schedule change will be required to complete a Change of Schedule Form.
34. **Bulletin Board Announcements:** It is each student's responsibility to read the bulletin boards regularly for announcements and notices. Students may not post personal announcements on the bulletin board without the prior approval of the supervising instructor. Those violating this policy risk suspension.
35. **Academic Integrity:** All students are required to demonstrate academic integrity. Violations of academic integrity include, but are not limited to, cheating on tests and quizzes, copying or submitting the work of another student or any other individual, taking credit for another student's work, failing to complete class assignments in a timely manner, and any form of dishonest behavior. Violators of academic integrity will be subject to suspension and termination in the case of extreme or repeated violations.
36. **Forging of Signatures:** Students are absolutely prohibited from falsely signing another student's name or a teacher's name to a time sheet or any other document requiring the signature of someone other than her/his self. Forgery is a crime which will result in immediate expulsion from the school.
37. **Other Unlawful Acts:** Any unlawful acts, such as theft, assault or the use of illegal drugs, committed on the premises will be prosecuted to the full extent of the law and will result in immediate and permanent expulsion from the school.

38. ***School Licensing, Accreditation and Other Regulators:*** SHORE must abide by the rules and regulations of the New Jersey State Board of Cosmetology and Hairstyling, the National Accrediting Commission of Career Arts & Sciences, the U.S. Department of Education and various other local and national regulatory overseers. Our students must similarly abide by and may not obstruct SHORE's ability to abide by the rules, regulations and standards of our regulatory overseers.
39. ***Harassment:*** Any form of harassment, whether it sexual, discriminatory or otherwise, is strictly prohibited and will result in immediate and permanent expulsion from the school. If students are confronted with harassment, they should follow SHORE's Internal Grievance Procedures as described in this catalog. For further information on harassment and, more specifically, sexual harassment, students should refer to SHORE's "Anti-Harassment and Discrimination Policy" appearing in its Consumer Information described on the school Website at [www.shorebeautyschool.edu](http://www.shorebeautyschool.edu).
40. ***Food and Beverages:*** Food and beverages are only permitted in the student lounge. However, students may drink "water" in the classrooms from clear water bottles, with spill proof lids, not to exceed 1-liter in volume. Water bottles can only be filled during breaks and, when not in use, must remain sealed. Teachers can declare a "water free" time when work needs to be performed without interruption. Teachers may designate where in class water bottles may be kept. Students will be held responsible for any damage resulting from their water bottles. Violators of this policy will be sent home with a loss of remaining class hours for the day.
41. ***Private Areas:*** The following areas of the school are off limits to students, unless accompanied by a member of the staff: all staff offices, teacher's lounge, product display cases, staff bathroom, storage rooms, library/copy room, utilities closets, and all filing and locked cabinets. Violation of this policy will result in suspension.
42. ***Back Exit Door:*** It is prohibited to prop open the exit door in the back of the building during non-break periods. Students must remember that this door serves both as an emergency exit and as an exit to the student break area, and must remain closed at all times. Students should only use the back exit during breaks and in the case of an emergency.
43. ***Smoking:*** Smoking is prohibited on the inside of school premises and at the outside front of the shopping center. Smoking is only permitted during lunch and break times, never during class times. Students may exit the back of the building to smoke. Violators of this policy will be suspended and fined \$50.00. Repeat offenders may be terminated.
44. ***School Correspondences:*** The school may contact or correspond with students in person, by mail (post office) or by email. Students are responsible for checking their home mail and email regularly (every day) and responding to all school correspondences in a timely manner. Students, who are absent or on leaves of absence, should respond to all school inquiries within 24 hours. Students attending classes, who are requested to meet with a school staff member, must do so immediately. All students are required to have email addresses and provide their email addresses to the school without delay. For those students who do not have email accounts, free email services are available through Yahoo, Hotmail and Google, among others. Those students who do

not have home Internet access should check their email accounts at a public library or another institution offering free Internet access.

45. ***Update Personal Information:*** Students must notify immediately the school administrative office of any changes to their personal information including changes to names, addresses, phone numbers, emergency contact information, email addresses, dependency status, etc.
46. ***Suspension and Expulsion:*** Students may be suspended and subsequently expelled for violations of any of these rules or such changes and additions that may be posted. For the purpose of calculating student attendance, suspended students will lose any remaining hours on the day of suspension; however, any hours accumulated thereafter during the period of the suspension will not be included in the calculation of student attendance. Students who are suspended more than three times may be subject to disciplinary action and possible termination. Any student suspended four times or more may be required to write a request for leniency, of no less than 1,000 words, to the Director of the school explaining each of her/his violations, describing why each of the rules violated are important to maintain an environment conducive to education, expressing a commitment to abide by all school rules and regulations in the future and explaining why the school should allow the student to continue her/his education at SHORE. The Director will form a special committee consisting of himself, the supervising instructor and a member of the administrative staff to review the request for leniency, determine whether further disciplinary action is necessary and, most importantly, determine whether the student should be allowed to continue enrollment in her/his program. SHORE retains the right, in its sole discretion, to terminate any student who has been suspended four times or more, if the special committee determines that the student has not given the committee reason to believe that she/he will make a real effort to abide by school rules and regulations and/or the student's continued violation of school rules and regulations will adversely impact the education of other students. The school's right to terminate a student is not limited to students who have been suspended four times or more.
47. ***Hierarchy of Student Issues:*** Students who require assistance or advice with regard to their education, personal matters or school rules and regulations should address such matters with staff members, in the following order of priority: first – instructor, second – supervising instructor, third – administrative office and fourth – school Director. Your instructor should be your first resource and the school Director should be your last. But, please always remember that our entire staff is here to help you when needed. This order of priority may not apply for certain matters that a student feels are confidential.
48. ***Clinic Responsibilities:*** Clinic responsibilities are posted for each Senior student in the clinic (e.g., front desk, dispenser, laundry, clean-up, clinic services, etc.). Students must perform all clinic responsibilities completely and diligently. Students who do not perform clinic responsibilities will be sent home, losing credit for remaining class hours for the day. Ongoing failure to fulfill clinic responsibilities may result in suspension and ultimately termination.
49. ***Prohibited Loitering in Front of School:*** Under no circumstance should students be loitering, smoking or congregating in front of the school, whether it is in the public area outside the school, or in the school lobby. Students who wish to break outside may congregate in the outside back of the school, which can be accessed through the back exit by the student lounge. We request that the back door remains closed at all times for safety and to maintain comfortable temperatures

inside the school. Students may not congregate in any public area at the front of the shopping plaza. Students are permitted to shop in any store in the plaza, provided such shopping does not coincide with their class time. Students who wish to eat or break in their cars must be parked in the back of the school or no less than 150 yards from the school. Any violation of this rule will result in a minimum \$50 fine per violation and potential termination.

50. ***Student Parking:*** Convenient and plentiful parking is available to all students in the parking lot at the front of the school. In order to leave sufficient parking for SHORE clinic patrons, students must park at least fifteen (15) parking spots beyond the entrance of the school. Students who violate this rule may be subject to a \$20.00 fine per incident.
51. ***Video Monitoring and Recording:*** For the safety of students, staff and patrons, the school's entire premises, including the outside back of the building is video monitored and recorded at all times (day and evening). Any illegal activity monitored and/or recorded will be prosecuted to the full extent of the law.
52. ***Individual Privacy:*** Students are strictly prohibited from making video, audio or photographic recordings of other students, faculty or school staff without the expressed permission of those intended to be recorded and an instructor. The secretive use of cell phones and interactive video devices to record or allow outside parties to monitor conversations and activities of the school and/or its occupants is also strictly forbidden. Moreover, all matters of a student's financial aid are to remain strictly confidential and should only be discussed with the Office of Financial Aid. Under no circumstance should one student advise another about matters of financial aid. Penalties for violating this privacy policy will include suspension and possible termination, depending upon the degree of such violation.
53. ***Student Requests for Written Confirmation or Documentation:*** Students who require the school's written confirmations of their academic status, forms of documentation, or otherwise (e.g., for the purpose of healthcare, insurance, work, unemployment, childcare, welfare, etc.) must make such requests in writing (signed and dated) to the administrative office. The office of administration will have no less than five business days to respond to any such student requests.
54. ***Copyright Infringement:*** Please see Copyright Infringement Policy in Shore Consumer Information and Website. Violators of this policy risk suspension and, depending upon the severity of the violation, possible termination.
55. ***Director's Discretion:*** At the Director's discretion, these rules and regulations may from time to time be amended and students will be notified accordingly. All changes will be subsequently posted on the student bulletin board. Students are obligated to abide by any amendments to such rules. If a student is absent when a rule or regulation that has been amended is discussed, it is the student's sole responsibility, just like missed class work, to learn, understand and comply with the new rule. Director has the discretion to make certain policy exceptions for military personnel.

## **SPECIAL NIGHT/PART-TIME PROGRAM RULES & POLICIES**

The following rules and policies apply specifically, but not necessarily exclusively, to SHORE's night/part-time students. Please be advised that these rules serve to supplement, not replace, the aforementioned rules outlined.

- All students, who will be accessing federal financial aid, are required to attend entrance counseling for financial aid at 4:30 p.m. on their start dates.
- There are no administrative office hours during the times of the night/part-time program. As such, night students must call in during weekday office hours to make day-time appointments to discuss administrative matters such as financial aid and tuition payments. Appointments may also be requested by email; however, you will be responsible for following up further by phone if you do not receive an email response. Administrative open office hours are 8:30 a.m. to 5:00 p.m. Appointments must be scheduled during administrative hours. We are also happy to address any reasonable issues that arise via telephone or email.
- All students are required to make their complete tuition payments in a timely manner, as agreed to in their enrollment agreements.
- Tuition payments may be mailed, hand delivered during administrative office hours, or submitted to your instructor in a sealed envelope with your name and phone number printed on the envelope. Payments submitted by mail or to your instructor may only be by check or money order. Cash payments may only be made in person during day-time administrative office hours.
- If you are requested to contact or meet with the administrative office with regard to tuition payments, supplies, financial aid, or otherwise, it is your responsibility to contact or arrange an appointment with the administrative office within 24 hours of notification. Failure to respond to inquiries and requests from the administrative office may result in suspension, until such requests are satisfied. Ongoing failure to contact the administrative office when requested may result in termination.
- You may leave written requests (enclosed in an envelope and labeled with your name and daytime phone number) with your instructor to be submitted to the administrative office on your behalf.
- If you haven't already done so, you must provide the administrative office your email address, cell phone number and other relevant phone numbers where you can be reached during the day.
- Part-time students (scheduled for Saturday classes) who miss more than six scheduled Saturday classes will risk termination.

Please know that our part-time/night students are as important to us as our full-time day students. We will always do our very best to accommodate your needs. You should never hesitate to seek our assistance.

## **DRESS CODE**

### **ALL STUDENTS MUST WEAR STANDARD, APPROVED UNIFORMS.**

The goal of the dress code is to instill in students the importance of a professional appearance for today's beauty professionals. In general, students' legs must be completely covered while in class to protect students from chemicals and other possible hazards. Head scarves; hats; and hooded shirts, sweaters or sweat shirts are not to be worn in class (unless for demonstrated religious purposes). Further, students must wear all black, closed-toe and back shoes with flat rubber/soft bottoms soles and with no more than a 1 ½ inch heel.

Junior students wear white lab coats to indicate their Junior status. Senior students wear black lab coats. All uniforms must bear the authorized, official patch of the school, the program of study and name of the student. Lab coats must remain completely closed during class and may not be altered in any way from their original form as purchased. Further, students are required to wear black, non-faded scrub pants as part of their professional uniform. The importance of personal grooming is paramount for today's beauty professional. All students must practice impeccable personal hygiene and present an image consistent with today's salon professional.

Instructors may be identified by their purple lab coats. Instructors in training are required to wear blue lab coats.

The dynamic nature of fashion and the beauty industry make it impossible to anticipate all situations, however, the overriding principal shall be to present a professional appearance, as evaluated by the teaching and administrative staff of the school.

## **SHORE STUDENT CORE VALUES**

SHORE expects our students to be guided by the following Student Core Values:

- Personal and professional integrity above all else
- Recognition that 80% of success is showing up on time, all the time
- Study hard to graduate, pass State licensure and secure a good job
- Start building your book of business in SHORE's clinic
- Commitment to helping others feel and look good
- Fostering style, creativity, glamour and beauty
- Teamwork
- Striving for excellence
- Building the prestige of the beauty profession and industry
- Passion in everything you do

## **ARBITRATION OF DISPUTES**

All students enrolled at SHORE agree that disputes arising from their enrollment at SHORE shall be resolved according to the terms of an executed arbitration agreement with the school.

## LICENSING AND ACCREDITATION

The following lists contact information for SHORE's licensing and accrediting bodies. SHORE's accreditation, school licensure, instructor licenses and other approvals are openly displayed in a wall mounted showcase at the back of the facility between the skin care classroom and student bathrooms. Students who wish copies of the school's accreditation and/or licensing certificates must make such a request in writing to the Bursar.

### Licensing Body:

New Jersey State Board of Cosmetology and Hairstyling  
Department of Consumer Affairs  
Board of Cosmetology and Hairstyling  
P.O. Box 45003  
Newark, New Jersey 07101  
973-504-6400  
[www.state.nj.us/lps/ca/cosmetology](http://www.state.nj.us/lps/ca/cosmetology)

### Accrediting Body:

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

## INTERNAL GRIEVANCE PROCEDURE

The internal grievance procedure is designed to resolve complaints on the local level. The National Accrediting Commission of Career Arts and Sciences ("NACCAS") requires students to exhaust the institution's internal grievance procedure, before requesting a complaint form from NACCAS. SHORE will make every attempt to resolve any student complaint that is not frivolous, without merit, vindictive and/or retaliatory. Evidence of final resolution of all written complaints will be retained in student files. SHORE's procedure is as follows:

1. A student, teacher or interested party has the right to file a complaint against the school. All complaints must be filed individually, in writing, dated and signed by the complainant using an Internal Grievance form. The complaint should outline the allegation or nature of the complaint and it should be directed to the school Director. Complaints must be filed with the Administrative Office within 60 days of the date that the act, which is subject of the grievance, has occurred.
2. The complaint will be reviewed by the school administration and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not necessarily provide for final resolution of the problem, but will notify the student of continued investigation and/or actions being taken regarding the complaint. 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.

3. If the complaint is of such nature that it cannot be resolved by the management, it may be referred to an appropriate agency if applicable.
4. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If management determines it necessary, in its sole discretion, 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 the involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' 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. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
5. If after exhausting the internal grievance procedure, the complainant wishes to pursue the matter further, a complaint form is available from the schools accrediting body for further submission of the complaint. The address may be found in the preceding section.
6. If a student submits a complaint to the school through an attorney, the school has the right to respond to such a complaint through a school appointed attorney.



**SHORE**  
BEAUTY SCHOOL

**REDKEN  
PREMIER  
SCHOOL**



**“A Beautiful Career!”**

*[www.shorebeautyschool.edu](http://www.shorebeautyschool.edu)*

**December 2019**