



# Orientation Packet, Catalog and Handbook

2026-2027

2107 Beatties Ford Road, Suite A  
Charlotte, NC 28216

(704) 497-1697

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**Catalog Written in the English language**



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## **MISSION STATEMENT**

The Dooby Shop School of Cosmetology mission is to provide quality education with a holistic approach to a diverse student population, preparing each student for effective and successful careers in the beauty industry. We are pleased to offer students an environment with integrity, teamwork and compassion.

## **Goal/Vision**

To provide quality instruction to students of all ethnicities in the beauty industry. To instill in each student the means for developing good grooming habits and continuing patterns of self-improvement. To provide a learning atmosphere that is therapeutic and inspirational. To assist graduates in securing employment in the beauty industry.

**Licensed By:** North Carolina State Board of Cosmetology  
1207 Front Street  
Raleigh, NC 27609  
(919) 733-4117

**NACCAS:** The school is currently accredited by the  
National Accrediting Commission of Career Arts & Sciences  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600

## **Administrative Staff:**

Terese Swan-Hutchison  
Sharronda Davis  
Chantel Quarles  
Tiffany Parson  
Shanteal Griffin  
Dr. Dana Cathey-Williams  
Cosette Leary

Owner/Director/Instructor  
Lead Instructor Staff  
Instructor Staff  
Director of Admissions  
Assistant/Receptionist  
Quality Assurance/Quality Improvement  
Executive Assistant



# **WELCOME!!**

## **Welcome to The Dooby Shop School of Cosmetology!**

On behalf of the staff and administration at The Dooby Shop School of Cosmetology, we welcome you to our school. We would like you to know that whatever goals you would like to obtain in the beauty industry, you will find that The Dooby Shop School of Cosmetology was your best choice to achieve your goals! We are pleased to offer you the highest quality program available in the region.

Our school maintains a commitment of excellence in its cosmetology and natural hair programs. We are also dedicated to providing you with remarkable skills that you can utilize in your new career within the beauty industry.

We will continue to provide you with educational opportunities and services that merit such prestige. We challenge you to take advantage of all of what The Dooby Shop School of Cosmetology has to offer and wish you success as you work towards your licensure. If you have any questions or concerns, please contact us at 980-216-1224 or email us at [info@doobyshopschool.com](mailto:info@doobyshopschool.com).

Sincerely,  
Terese Swan Hutchinson  
Owner/Director of The Dooby Shop School of Cosmetology



## School Operations, Policies and Procedures

### Non-Discrimination Policy

As an equal opportunity cosmetology school, The Dooby Shop School of Cosmetology will not deny any person admission, graduation, or any other rights and privileges of the school based on age, race, color, sex, religion, creed, handicap or ethnic origin.

### School Facilities and Equipment

The Dooby Shop School of Cosmetology is approximately 4,200 square feet. The school is one level which consists of one theory classroom, one practical classroom, clinic floor, dispensary area, break room and owner/administration office. Our entire facility is handicapped accessible. Our clinic floor consists of twenty styling stations with hydraulic styling chairs, manicure/pedicure area, facial area, receptionist area and restroom.

### New Class Starting Dates

Class start dates are once during the following months: February, April and August and usually start the first or second Tuesday of the specified month.

### Admissions Policy

Non-US residents must submit either an alien registration card or a recognized Visa (I94), applicants must be beyond the compulsory school age, minimum of 16 years of age. A student qualifies if he/she provides one of the following: - has a high school diploma (this can be from a foreign school if it is equivalent to a US High School diploma); evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. The high school transcript and GED must display graduation date. The high school transcript must show high school completion - has the recognized equivalent of a high school diploma, such as a GED certificate, or other state sanctioned test or diploma-equivalency certificate; provides a sealed or official transcript; has completed homeschooling at the secondary level as defined by state law; or has completed secondary school education in a home school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education. Students in all programs must meet one of the means of admissions. If an applicant does not have a high school diploma, transcript or GED, they must take and pass an Aptitude Test administered by the school. Applicants must possess an understanding of the English language, which will be assessed during the entrance exam, must provide a copy of State ID/ Driver's License and Social Security Card. They must sign a contract/ enrollment agreement with the school and obtain a class start date. Students are allowed to re-enter the program after they have withdrawn, at the school owner's discretion. The following are required for admission:

**Copy of driver's license or State photo ID for proof of age 16 and over. Copy of Social Security Card. Submit application fee of \$100 via cash, credit or debit card. Passing Entry Exam grade of 70% or higher. Copy of High School Diploma or GED that displays graduation date or pass an Aptitude Test administered by the school.**

The Dooby Shop School of Cosmetology does not recruit or accept applications for enrollment agreements from students already attending or admitted to another school offering a similar program of study.



If high school information appears to be questionable, for example (age and date of graduation are not reasonable, or the documentation doesn't look official, etc.) an official transcript will be requested and evaluated by the director of education prior to enrolling the student. If the information cannot be verified by the school the student must pass a GED test prior to enrollment. Self-Certification will not be allowed for enrollment or Title IV purposes.

### **Evaluation of the Validity of a High School Diploma**

- Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. The school may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma) and translate them into English.
- The Dooby Shop will then confirm that the student is eligible for Postsecondary instruction. Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools.
- The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online does not guarantee that a high school is legitimate. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

### **Veteran Administration Policy**

Veterans who are eligible to receive VA benefits will be certified for 22 clock hours per week to be considered full time. All VA students who have used VA benefits to attend previous school(s) are required to provide a copy of all transcripts from previous school(s).

Please keep in mind that the VA will be notified of any lengthy absences and excused absences will be granted for extenuating circumstances that are substantiated by entries in the student's file.

Early departures, tardiness, cutting class, etc. for any portion of an hour will be counted as a full hour of absence. For periodic absences, we will enforce VA attendance policy and if the student violates The Dooby Shop School of Cosmetology attendance Policy, the student's enrollment will be terminated.

### **Acceptance**

After a prospective student has completed the admission/entrance procedure, the owner and administration will review all documents provided and a decision will be made within one week from the date of the application. Applicants only sign the enrollment contract after being accepted. If a student is denied, they may reapply within six months, following the same admission/entrance procedure.

### **Enrollment Limitations**



The Dooby Shop School of Cosmetology's teacher to student ratio is 1:20, one teacher to every 20 students. Our school only enrolls a maximum of 20 new students per enrollment period. Our enrollment period occurs 3 times per year.

### **Orientation Day**

Prior to beginning our cosmetology or natural hair program, The Dooby Shop School of Cosmetology requires all students to attend orientation day training. At that time, the academic catalog, school operations, policies and procedures and program curriculum will be explained and reviewed.

### **Counseling and Advising Services**

All students may contact the off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation. All students may contact Administration to schedule an appointment with the school guidance counselor, to discuss all academic and attendance concerns, along with personal concerns.

### **Holiday and School Closings**

The Dooby Shop School of Cosmetology calendar reflects the days our school is closed in observance of a holiday or for a teacher workday. The specified days do not count as absences for students. School closings due to inclement weather or any other type of emergency will not count as an absence for students. In case of inclement weather, The Dooby Shop School of Cosmetology will follow Charlotte Mecklenburg Schools inclement weather procedure.

### **Sexual Harassment Policy**

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature. If a student believes that they have experienced or witnessed harassment or sexual violence, they are to notify our owner and administration. After notification, we will conduct a full investigation and a full report of findings and necessary steps will be taken to make sure the situation is stopped immediately.

### **Right to Privacy & Information Release**

NACCAS and governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from students and their parents or guardian (if a student is a dependent minor) will be provided access to their records upon request.

### **Policy for Reviewing Financial or Educational File/Retention Requirements**

Upon written request and approval, students or parents/guardians of minor students are permitted to review their records, with positive proof of identification under supervision of the administrative staff. All student records will be maintained via paper documentation for a minimum of six years.



### **Maintaining Policies & Procedures**

The Dooby Shop School of Cosmetology maintains its written policies and procedures that govern the operation of the school, such as our ISS, school catalog & orientation information as a hard copy and digital copy. Our hard copy is located in the school & the digital copy is located on our school computer.

### **Educational Goals**

Cosmetology and Natural Hair Program: All courses of study are designed to prepare students for the state licensing examination and for entry-level employment in the beauty industry. The knowledge and skills obtained will prepare you for work in a full-service salon, chain salon, become a beauty salon manager or a beauty salon owner.

### **Satisfactory Academic Progress Policy**

**Cosmetology is 32 hours per week full time and a total of 1500 total hours.**

#### **EVALUATION POINTS**

Students are evaluated for Satisfactory Academic Progress as follows:

##### Cosmetology:

450 Hours and 15 weeks full time/ 22.5 weeks part time

900 Hours and 30 weeks full time/ 45 weeks part time

1200 Hours and 40 weeks full time/ 60 weeks part time

1500 Hours and 50 weeks full time/ 75 weeks part time

##### Natural Hair:

150 Hours and 5 weeks full time/ 7.5 weeks part time

300 Hours and 10 weeks full time/ 14 weeks part time

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period, students will be notified of the results of their evaluation(s) either by email (electronically) or in person (paper). Students will be notified of any evaluation in which the student is not making Satisfactory Academic Progress.

Evaluation points are based on scheduled hours completed. The school uses a 900-hour academic year for each program.

The Satisfactory Academic Progress Policy applies to every student enrolled (part-time/full-time in any program). The Satisfactory Academic Progress Policy is provided to every student before enrollment.

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

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

### **Attendance Progress Evaluations**



Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **MAXIMUM TIME FRAME**

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

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED WEEKS SCHEDULED HOURS (150%)</b>
<b>Cosmetology</b>	
(Full time, 32 hrs/wk) - 1500 Hours 50 weeks	75 Weeks
(Part time, 20 hrs/wk) – 1500 Hours 75 weeks	75 Weeks
<b>Natural Hair</b>	
(Full time, 32 hrs/wk) - 300 Hours or 10 weeks	14 Weeks
(Part time, 20 hrs/wk) – 300 Hours 14 weeks	14 Weeks

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. Students who exceed the maximum time frame must be terminated from the program. Students may then be permitted to re-enroll into the program on a cash pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.

### **Academic Progress Evaluations**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments.

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory grades are determined by test scores. Students are evaluated on the following grading scale:

<b>Grading Scale</b>	
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory	0-69

### **DETERMINATION OF PROGRESS STATUS**



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

### **WARNING**

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

### **FAILURE TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS AFTER WARNING PERIOD**

If a student fails to bring their grades and attendance back into good standing after the Warning period, they will be deemed ineligible for Federal Student Aid. If they are able to bring their grades and attendance back in good standing, Federal Student Aid may be reinstated.

### **PROBATION**

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

### **REESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

### **LEAVE OF ABSENCE POLICY**

A leave of absence (LOA) is a temporary interruption in a student's program of study. It does not include non-attendance for an institutionally scheduled break in a student's program. A leave of absence must meet certain conditions to be counted as an LOA instead of being counted as a withdrawal. If a leave of absence does not meet the conditions, the student is considered withdrawn from the school, and the school will perform a return calculation ((see Refund Policy). Conditions to qualify for a LOA are as follows: The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if: The institution establishes the start date of the approved LOA as the first date the student was unable to attend.



1. There must be a reasonable expectation that the student will return from the LOA;
2. A student returning from an LOA must resume training at the same point in the academic program and in the payment period or period of enrollment that she/he would have been in if she/he had not been on leave;
3. We will not assess the students any additional institutional charges as a result of the LOA;
4. The student must follow the school's policy in requesting the LOA. Student must apply in advance, in writing, including the reason for LOA and sign the request for an LOA unless unforeseen circumstances prevent the student from doing so, e.g.: if a student was injured in a car accident and needed a few weeks to recover before returning to institution. We may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. We will document the reasons for decision to grant the LOA, will collect the documentation, and get proper signatures from the student at a later date;
5. We will approve a student's request for a LOA in accordance with the school's policy.
6. A LOA and any additional leaves may not exceed a total of 180 days in any 12 month period;
7. The school has the right to approve or disapprove the LOA request. We will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. A student granted a leave of absence that meets the criteria in this section is not considered to have withdrawn, and no return calculation is required. However, if a student does not return by his/her scheduled return date of the LOA, the student will be dropped and a withdrawal calculation will be performed using their last day of attendance. The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA, and the student's withdrawal date for the purposes of calculating a refund will be the student's last date of attendance. Upon the student's return from the leave, she/he continues to earn In-House financing previously awarded for the period.

Leaves of Absence can be granted in cases of emergency or medical problems with doctor notifications, which cause attendance to be impossible or impractical. Leaves of Absence will be granted in the case of pregnancy or new mothers. A leave of absence will be permitted with a letter from the student's doctor. If a student is called into active duty for the military the school will grant a leave of absence. A leave of absence will be granted for personal reasons. These are the only times leaves of absences are granted.

### **WITHDRAWALS**

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance.

The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons



why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

### **TRANSFER HOURS**

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

### **RE-ENTRY PROCEDURE**

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has lapsed.

### **Graduation Requirements, Satisfactory Completion & Diploma**

Will grant a diploma of graduation and official transcript of hours for the applicable course of study upon completion of all phases required by The School and the North Carolina State Board of Cosmetology. (Included, but not limited to; required tests, practical assignments, final written and practical examinations, exit paperwork, exit interview, and satisfactory arrangements for payment of all debts owed to The School.)

### **Uniforms & Instructional Materials**

Students who are enrolled in our programs are responsible for providing their own uniforms. Uniforms consist of all black or all red scrubs. Black close toed shoes. Students must also wear their name tag provided by the school. If student loses name tag, they must purchase another name tag for \$7. Students who are not in uniform during classes will be asked to clock out and change into uniform. Students are also required to purchase a school shirt, which cost \$20 each. School shirts can be worn on Saturdays with dark colored jeans. No rips or cuts allowed in the jeans worn on Saturdays. Beauty professionals must be in uniform at ALL TIMES. Students who are enrolled in the programs are furnished with textbooks, workbooks, and kits.

### **Student Conduct**

All students must conform to federal, state and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect toward the owner, administration, faculty, or students, use of profanity, theft, or use and possession of alcohol and / or drugs on school property are considered grounds for immediate dismissal from the school and dropped from the program. The school reserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is dismissed from the school and dropped from the program, they cannot attempt to re-enroll into the program for at least ninety (90) days.

### **Grievance Procedures**



Most grievances arise between a student, an instructor or other first line members of the staff. Such problems are infrequent. If the complaint cannot be handled in an informal manner, the student can confer with our guidance counselor. In the event a dispute cannot be successfully resolved at the institution level with the guidance counselor, a student, staff member or any interested party may file a complaint with the owner. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint the owner will meet with the complainant to resolve the problem. The owner will respond to the complaint within ten working days from the time of the issued complaint. If the problem cannot be resolved, the student can contact NACCAS in writing. Address for a written complain to The Dooby Shop School of Cosmetology may be sent to the main campus:

The Dooby Shop School of Cosmetology  
2107 Beatties Ford Road, Ste A  
Charlotte NC 28216-4373

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days.

A student or any member of the public may file a complaint about this institution with the NC Board of Cosmetic Art Examiners by completing a complaint form, which can be obtained on the Board's Web site <http://www.nccosmeticarts.com/inspections/complaints.aspx>

### **Employment Assistance**

The Dooby Shop School of Cosmetology has not made and will not make any guarantees of employment or salary upon a student's graduation. The school will provide student placement assistance, which will consist of identifying employment opportunities and advising students on appropriate means of attempting to realize opportunities.

### **FEDERAL FINANCIAL AID**

The Federal Pell Grant and Federal Direct Loans are an important source of aid for students. The amount of the award depends upon the determination of the student's eligibility based on the U.S. Department of Education guidelines. Pell grants do not have to be repaid. Financial need is based on an analysis of information provided by the student on a Free Application for Federal Student Aid (FAFSA) form.

### **Who qualifies for Federal financial aid**

To be considered eligible for and receive Title IV aid, a student must meet the following specific requirements:

- Be a U.S. citizen or eligible non-citizen
- Be a "regular student" – that is, enrolled in an eligible program that leads to a degree, certificate, or a degree-with- transfer program
- Not be enrolled simultaneously in elementary or secondary school Have a valid Social Security Number
- Be registered with Selective Service, if required
- Sign a Statement of Educational Purpose certifying that federal student financial aid will only be used to pay educational costs
- Not be in default on a Title IV loan; or if in default, have made satisfactory repayment arrangements with the loan holder
- Not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program



- Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid
- Have completed repayment of funds to either Department of Education or the holder of a loan, if applicable
- Not have been convicted of, or plead nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid Not be liable for an overpayment of a Title IV grant

### **Applying for Federal Student Aid**

The application process used by the School to perform the need analysis is the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed online by logging on to [www.fafsa.gov](http://www.fafsa.gov). When completing the FAFSA, please use the Federal school code #043088.

A student's income tax form (if filed) and/or parent's tax form(s) for the appropriate year are needed to complete the FAFSA. Students are encouraged to use the IRS Data Retrieval Tool when completing the FAFSA. This tool allows students and parents to access the IRS tax return information needed to complete the

FAFSA and transfer the data directly to their FAFSA. If students need a copy of their tax return, they can call 1-800-829-1040 and request IRS tax transcript or go to the IRS web- site at [www.irs.gov](http://www.irs.gov).

All students requesting federal loans must complete an Entrance Counseling and a Master Promissory Note (MPN) which can be found at <https://studentloans.gov>.

The student will also need to meet with a Financial Aid representative to fill out the Financial Aid forms and provide documentation for information entered on their FAFSA.

### **Student Responsibilities with the Office of Financial Aid**

Protecting, maintaining, and renewing financial aid is a very important responsibility for all students. A student's financial aid responsibilities include the following:

- Acknowledging and meeting all deadlines for applying reapplying for Financial Aid Providing complete and accurate information on the FAFSA and financial aid forms.
- Responding to all requests for additional documentation in a timely manner
- Providing updated information when changes occur such as a withdrawal from University, a change in enrollment status, name, marital status or expected date of graduation
- Being in good Academic Standing with the University as well as maintaining Satisfactory Academic Progress (SAP) Reading all documents, the Office of Financial Aid sends to the student

Misreporting information for Federal Financial Aid is a violation of the law and is considered a criminal offense.

### **Loan Repayment & Financial Aid Disclosures**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

**If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:**



1. The federal or state government or a loan guarantee agency may take action against the student, including
2. applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
3. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**Tuition Payments**

In the event the student is paying his or her tuition through other financial assistance programs, all disbursements will be credited to the student's account for actual tuition or other program charges. Students are billed on the **first** of each month. Students can make weekly or monthly payments. Our school only accepts payments in the form of cash, check, money order, or credit card. The school accepts checks from other financial assistance programs, paying for a student's tuition or program charges. The school reserves the right to suspend or drop any student from the school and program, whose account is delinquent more than two weeks. The School will charge \$5 per hour for natural hair care program and \$6 per hour for cosmetology program additional tuition for hours remaining after the contracted end date.

**Tuition Refund and Cancellation Policy**

(Applicants who cancel enrollment or students who withdraw from enrollment with a fair equitable settlement apply.) The following policy will apply to all terminations for any reason, by either applicant will be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier dates so long as:

1. An applicant is not accepted by The School. The applicant shall be entitled to a refund of all funds paid.
2. A student (or in this case of a student under legal age, the student's parent/guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all funds collected by The School will be refunded, regardless of whether the student has actually started classes.
3. A student cancels enrollment after three business days of signing the Student Enrollment Agreement, but prior to starting classes. In this case he/she is entitled to a full refund of all assessments paid to The School excluding the Application Fee (Non-Refundable) in the amount of \$100.00.
4. A student notifies The School of his/her withdrawal in writing.
5. A student is expelled by The School. (Unofficial withdrawals for clock hour students are determined by The School by monitoring clock hour attendance at least every 30 days.) Attendance is monitored daily by the school.
6. In items 2, 3, 4, or 5; official cancellations or withdrawals; the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to The School's administrator or owner in person.
7. The School ensures that all monies paid by a prospective student, including application fees are refunded if: the student requests a refund within three (3) business days after signing the contract; or no contract is signed and prior to classes beginning the student requests a refund within (3) business days after making a payment.

**PERCENT OF SCHEDULED TIME ENROLLED  
TO TOTAL COURSE/ PROGRAM**

- 0.01% to 04.9%
- 5% to 09.9%
- 10% to 14.9%
- 15% to 24.9%

- 25% to 49.9%
- 50% and over

**TOTAL TUITION SCHOOL  
SHALL RECEIVE/RETAIN**

20%



30%  
40%

45%  
70%  
100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. IF the course is canceled after students have enrolled and instruction has begun the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

### **Return of Title IV (for Federal Student Aid)**

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Student Loans, PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

All R2T4 calculations are completed within 30 days from the Date of Determination (DOD) and all refunds back to the US Department of Education are returned within 45 days from the DOD. Any credit balances currently on the students account, will be disbursed within 14 days of withdrawal.

#### **Order of Returns**

- Federal Direct Unsubsidized loans
- Federal Direct Subsidized loans
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Federal Pell Grant

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all the funds that he/she earned, the student may be due a Post withdrawal disbursement.

If the Post-withdrawal disbursement includes loan funds, the academy must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The academy may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). If the student is eligible for any post-withdrawal disbursements, they will be notified in



writing of that eligibility within 30 days. All post-withdrawal funds are credited to the students account first and any resulting credit balance will be disbursed within 14 days of the credit being created.

The school needs the student's permission to use the post-withdrawal grant disbursement for all school charges over and above Tuition and Fees.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time borrower for student loans and has not completed 30 days of school. That student would not be eligible for any student loan disbursements.

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

### **Completion, Licensure and Placement Rates**

The 2023 completion, licensure and placement rates for the school are as follows:

Cosmetology:  
Completion 66.67%  
Licensure 100%  
Placement 100%

Natural Hair Care:  
Completion: 84%  
Licensure: 100%  
Placement: 66.67%

### **In-School Make-Up Tests & In-School Assignments Policy**

Students are required to make-up any missed tests, quizzes or assignments within seven days of returning back to school from the day or days they were absent. If a student is unaware of what test, quizzes or assignments they have missed, they are required to speak to the instructor and get appropriate work to complete missed work.

Failure to complete any missed work stated within the seven days, will result in a grade of zero for missed test, quiz or assignment. Other grading criteria includes professional rubrics provided to students for theory assignments, and a point system which is a part of each student's practical evaluations.

### **Mandatory Saturday Attendance Policy**

As a part of the student attendance policy, it is required for every student to clock in on the 1<sup>st</sup> and 3<sup>rd</sup> Saturdays. The following below displays what occurs when a student misses a Saturday:

- 1st Absence: Verbal Warning
- 2nd Absence: Written Warning
- 3rd Absence: Three Day Suspension
- 4th Absence: One Week Suspension

\*5th Absence: Student will be dropped from the program. A \$100 re-enrollment fee will be due, before returning to the program. We will allow students to have one "free pass" Saturday, in which they will not be penalized and will not be given one of the infractions above. In order to receive full credit and not be counted absent for attending Mandatory Saturdays, you must be in attendance/clocked in for four hours



or more. Also, in order to leave early during any Mandatory Saturday, you must inform Administration 24-48 hours in advance in writing.

## Cosmetology Program Outline

The curriculum for students enrolled in the Cosmetology program consists of 1500 clock hours of Practical Operations and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the hair types, natural hair, braid-sculpting, hair-scalp disease, health and safety practices.

Textbooks	Copyright	Edition
Milady Standard Cosmetology with Standard Foundations	April 22, 2022	14th
Student Workbook for Milady Standard Foundations	March 20, 2019	1st

### Theory and Chapter Lectures: 400 Required Hours

#### Unit 1

<u>Chapters</u>	<u>Hours of Instruction/Training</u>
Orientation	1 hour
Chapter 5 - Infection Control/First Aid & Disinfectant Project	20 hours
Chapter 1 & Chapter 2 - Cosmetology: The History & Life Skills	10 hours
Chapter 3 & Chapter 4 - Your Professional Image & Communication for Success	10 hours
Chapter 14 - Principles of Hair Design	10 hours
Chapter 15 - Scalp, Shampooing and Conditioning	10 hours
Chapter 20 - Chemical Textures and Services	25 hours
Chapter 16 - Haircutting	30 hours
Chapter 17 - Hairstyling	15 hours
Chapter 21 - Hair Coloring	30 hours

#### Unit 2

<u>Chapters</u>	<u>Hours of Instruction/Training</u>
Chapter 11 - Properties of the Hair and Scalp	15 hours
Chapter 6 - Anatomy and Physiology	10 hours
Chapter 7 - Skin Structure, Growth and Nutrition	10 hours
Chapter 8 - Skin Diseases and Disorder	15 hours
Chapter 18 - Braiding and Braid Extensions	15 hours
Chapter 19 - Wig and Hair Additions	10 hours
Chapter 22 - Hair Removal & Facials	15 hours
Chapter 23 - Hair Removal & Facials	15 hours

#### Unit 3

<u>Chapters</u>	<u>Hours of Instruction/Training</u>
Chapter 9 - Nail Structure and Growth	15 hours
Chapter 10 - Nail Disease and Disorder	15 hours
Chapter 24 - Facial Makeup	15 hours
Chapter 25 - Manicuring	15 hours
Chapter 26 - Pedicuring	15 hours



Chapter 27 - Nail Tips and Wraps	15 hours
Chapter 28 - Nail Enhancements	15 hours
Chapter 29 - Light Cured Gels	10 hours

**Unit 4**

<u>Chapters</u>	<u>Hours of Instruction/Training</u>
Chapter 12 - Basics of Chemistry	10 hours
Chapter 13 - Basics of Electricity	10 hours
Chapter 30 - Preparing for Licensure & Employment	7 hours
Chapter 31 - On the Job	7 hours
Chapter 32 - The Salon Business	8 hours

**Practical: Consists of 1100 hours:** Students will learn the following work and skills:

**Amount of Practical Services Required to Complete Before Graduation:**

<b>Practical Performance Requirements</b>	<b>Hours</b>	<b>Mannequin Work</b>		<b>Live Work</b>
Scalp & Hair Treatments	30		Live only	10
Full Head Finger Waves & Style	20	5	or	5
Full Head Pin Curl & Style	20	5	or	5
Hair Styling (sets, blow-drying, thermal press/flat iron & artificial hair)	400	70		100
Haircuts	200	15		60
Chemical Reformation or Permanent Waving & Relaxer	80	15		20
Temporary Color	30	2	or	2
Color Application (semi, demi, permanent color & hair lightening)	100	20		20
Multidimensional Color (low/high lightening cap, bleach)	60	10		15
Lash & Brow Color	10		Live only	2
Nail Care (Manicure & Pedicure)	60		Live only	15



Artificial Nail Sets	40	5	or	5
Facials with surface manipulations	20	2		8
Makeup Application	10		Live only	2
Hair Removal (Razor, Cream, Waxing or Tweezing)	20		Live only	5

**Students Must Note & Remember:**

1. Certification of live model or mannequin performance completions is required, NO EXCEPTIONS.
2. A live model may be substituted for a mannequin for any mannequin service.
3. All mannequin services may be performed using a simulated product.
4. Simulated products are not allowed for credit for live model performance.
5. Mannequin services shall not be substituted for live model services.
6. Sharing of performance completions is not allowed.
7. Credit for a performance shall be given to only one student.
8. A nail set is one hand including all four fingers and thumb.
9. You can substitute live for mannequin but you cannot substitute mannequin for live.

**Program objectives**

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

**Methods of Instruction**

Instruction techniques include classroom, instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

**Natural Hair Program Outline**

The curriculum for students enrolled in the Natural Hair program consists of 300 clock hours of Practical Operations and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the hair types, natural hair, braid-sculpting, hair-scalp disease, health and safety practices.

Textbooks	Copyright	Edition
Milady Standard Publication	7/1/2016	1st
Milady Theory Workbook	7/1/2016	

**Theory and Chapter Lectures: 160 Required Hours**

**Unit 1**

<b><u>Chapters</u></b>	<b><u>Hours of Instruction/Training</u></b>
------------------------	---



Orientation	1 hour
Chapter 2 - Infection Control Principles and Practices/First Aid & Disinfectant Project	10 hours
Chapter 1 - History and Career Opportunities	10 hours
Chapter 3 - Basic Principles for Personal and Professional Success	10 hours
Chapter 4 - The Professional Consultation	12 hours
Chapter 5 - Hair Types, Structure and Textual Differences	22 hours

### Unit 2

<u>Chapters</u>	<u>Hours of Instruction/Training</u>
Chapter 8 - Shampoos, Conditioners, Herbal Treatments and Rinses	13 hours
Chapter 9 - Textured Hair is Manageable	25 hours
Chapter 10 - Natural Hair and Braid Sculpting	22 hours
Chapter 6 - Hair and Scalp Disease and Disorder	18 hours
Chapter 7 - Basic Anatomy, Physiology and Nutrition	18 hours

A) To meet the approval of the Board, a natural hair care styling training course shall consist of 300 hours of instruction in theory and practical performances as set forth of this Rule as follows:

- 1) Sanitation 2) Bacteriology 3) Disinfectant 4) First Aid 5) Shampooing 6) Draping  
7) Anatomy 8) Disorders of the hair and scalp 9) Client Consultation 10) Styles and techniques of natural hair styling includes:

- |              |                             |
|--------------|-----------------------------|
| a) Twisting  | e) Blowdry and thermal iron |
| b) Wrapping  | f) Business management      |
| c) Extending | g) Professional ethics      |
| d) Locking   |                             |

B) Performances shall be defined as the systematic completion of the steps for safe and effective cosmetic services to a client and shall include the following:

Practical: Consists of 140 Hours Students will learn the following work and skills:

#### Amount of Practical Services Required to Complete Before Graduation:

Practical Performance Requirements	Hours	Mannequin Work	Live Work



Braids	20	10	10
Twist	20	10	10
Knots	10	10	10
Cornrows	10	10	10
Hair Locking	20	10	10
Artificial Hair and Decoration	20	10	10
Blow Dry and Thermal Iron	20	10	10
Braid Removal	20	10	10
Business Management & Professional Ethics			

C) Certification of performance completions shall be required, NO EXCEPTIONS

D) Sharing of performance completions shall not be allowed unless the live model service consists of 20 or more lengths of hair.

E) Credit for a performance shall be given to only one student unless the performance meets the requirements of paragraph D above.

F) A performance shall consist of 10 or more lengths of hair.

**Program objectives**

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

**Methods of Instruction**

Instruction techniques include classroom, instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

**2026-2027 Holiday/Teacher Workday & Academic Calendar**

**January:**

January 1st-3rd - Holiday (School & Office Closed)

**February:**

February 4th - Cosmetology & Natural Hair Care New Classes Begin

**March:**

March 24th - Teacher Workday and Staff Meeting (No Classes)

March 31st Spirit Week



**April:**

April 1st - Cosmetology & Natural Hair Care New Classes Begin  
April 1st-4th - Spirit Week  
April 6th-10th - Spring Break (School & Office Closed)

**May:** No Closings

**June:**

June 19th - Juneteenth (School & Office Closed)

**July:**

July 4th - Fourth of July Holiday (School & Office Closed)  
July 21st - Teacher Workday and Staff Meeting (No Classes)

**August:**

August 5th - Cosmetology & Natural Hair Care New Classes Begin

**September:**

September 22nd - Teacher Workday and Staff Meeting (No Classes)

**October:** No Closings

**November:**

November 26th-27th - Thanksgiving Holiday (School & Office Closed)

**December:**

December 22nd-31st - Holiday (School & Office Closed)

**January:**

January 1st-2nd - Holiday (School & Office Closed)

**\*Make-up Days: In the event of inclement weather and/or other emergency school closures, administration will determine which school days we will use to add on additional make up time for missed days.**

**Student Kit List**

**Cosmetology Tools Kit List – Cost \$2000**

1 Razor - \$95	1 cutting comb - \$5
1 Set of Clippers & Trimmers w/ Guards - \$180	1 rake comb - \$5
1 Thinning Shears - \$45	1 finger wave comb - \$5
1 Shaping Shears - \$95	1 barber comb - \$5
1 eyebrow tweezer - \$5	1 flat-top rattail comb - \$2
1 tint brush - \$3	1 pin rattail comb - \$2
1 Manicure Set - \$35	1 dual purpose comb - \$5
	1 carbon comb - \$10
	12 styling combs - \$8
	12 rattail combs - \$8
	2 cutting combs - \$5
	1 ball-tipped cushion brush - \$8



- 1 vent brush - \$4
- 2 ionic ceramic brush - \$10
- 1 round neck brush - \$8
- 1 tease brush - \$2.50
- 1 rectangular cushion paddle brush - \$10
- 12 butterfly clamps - \$5
- 12 duckbill clips - \$5.50
- 80 single prong pin curl clips - \$8
- 36 cold wave rods - \$8
- 1 Straight hair mannequin - \$60
- 1 Afro hair mannequin - \$70
- 1 2000w pro blow-dryer - \$55
- 1 vinyl shampoo capes - \$6
- 1 nylon make-up cape - \$8
- 3 nylon styling cape w/logo - \$105
- 1 spray bottle - \$5
- 1 porcelain ceramic flat iron - \$70
- 1 marcel iron - \$60
- 1 Name Tag - \$7
- 1 Tote on wheels w/logo - \$150
- Smooth rollers w/pins - \$25
- 3rd Mannequin - \$75
- Artificial Nail Kit - \$145
- 2 Logo brushes - \$30
- 1 Color bottle - \$8
- 1 Mannequin Makeup Face w/Lashes kit - \$65
- 1 Wig Training Head kit - \$75
- 1 Practical Binder - \$40
- 1 Safety Infection Control kit - \$15

**Natural Hair Tools Kit List – Cost \$650**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>1 cutting comb - \$6</li> <li>1 rake comb - \$2</li> <li>1 finger wave comb - \$2</li> <li>1 barber comb - \$2</li> <li>1 flat-top rattail comb - \$2</li> <li>1 pin rattail comb - \$2</li> <li>1 dual purpose comb - \$2</li> <li>1 carbon comb - \$6</li> <li>12 styling combs - \$7</li> <li>12 rattail combs - \$7</li> <li>1 ball-tipped cushion brush - \$8</li> <li>1 vent brush - \$4</li> <li>2 ionic ceramic brush - \$10</li> <li>1 round neck brush - \$8</li> <li>1 tease brush - \$2.50</li> <li>1 rectangular cushion paddle brush - \$10</li> </ul> | <ul style="list-style-type: none"> <li>12 butterfly clamps - \$5</li> <li>12 duckbill clips - \$5.50</li> <li>80 single prong pin curl clips - \$8</li> <li>36 cold wave rods - \$8</li> <li>1 Straight hair mannequin - \$60</li> <li>1 Afro hair mannequin - \$70</li> <li>1 2000w pro blow-dryer - \$55</li> <li>1 vinyl shampoo capes - \$6</li> <li>1 nylon make-up cape - \$8</li> <li>2 nylon styling cape w/logo - \$85</li> <li>1 spray bottle - \$5</li> <li>1 porcelain ceramic flat iron - \$70</li> <li>1 Name Tag - \$7</li> <li>1 Tote on wheels w/logo - \$150</li> <li>1 Practical Binder - \$40</li> </ul> |
|---|--|

**Students must provide the following:**

- 1 first aid kit (**NATURAL HAIR CARE ONLY**)
- 2 shoe box shaped containers
- 1 or 2 containers of EPA disinfectant wipes
- 1 or 2 bottles of hand sanitizer



I \_\_\_\_\_, verify that I have received: Cosmetology Kit \_\_\_\_ or Natural Hair Kit \_\_\_\_  
 (printed student name)

Instructor Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

The Dooby School of Cosmetology 2107 Beatties Ford Rd, Suite A, Charlotte, NC 28216

**ENROLLMENT AGREEMENT**

Name \_\_\_\_\_ SSN \_\_\_\_\_

Phone# \_\_\_\_\_ Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

This agreement is entered into between The Dooby School of Cosmetology and Applicant, that for and in consideration of the enrollment fee and tuition cost as stated below, the school agrees to instruct said student in the following course of study:

<u>Program</u>	<u>Clock Hours</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>Application Fee</u>	<u>Tuition</u>	<u>Books/Kit</u>	<u>Total Tuition</u>
Cosmetology	1500	50 wks	75 wks	\$100	\$20,000.00	\$2,420.00	\$22,520.00
Natural Hair	300	10 wks	14 wks	\$100	\$2,625.00	\$920.00	\$3,645.00

\*This charge includes the cost of books, supplies, and instructional materials necessary for this course of training. All books and supplies become the property of the student in the event of cancellation or termination of enrollment.

\_\_\_\_\_ Transfer/Re-Entry Student-Hours Accepted \_\_\_\_\_

Contract Begins: \_\_\_\_\_ Contract Ends: \_\_\_\_\_

Schedule: Student is scheduled to attend a total of hours per week. \_\_\_\_\_

Full time is 32 hours/week      Part time is 22 hours/week

Student's personal schedule:

**Contract Costs & Payment Terms**

Student and sponsor (if applicable) agree to pay The Dooby School of Cosmetology (herein after referred to as "The School") Tuition and Fees for the program selected according to the approved payment plan





2. Complete a total of 1500 hours for cosmetology program or 300 hours for natural hair program and complete the clock hour requirements of their program with cumulative grade point average of 70%.
3. Complete and pass five in-school state board drills for cosmetology program and three in-school state board drills for natural hair care program.
4. Pass in-school exit exam & exit project

### **The Dooby School of Cosmetology Student Enrollment Agreement General Terms of Agreement**

#### **The School:**

- Provide program of study to meet minimum curriculum requirements as prescribed by the state regulatory agency.
- The program will be taught in ENGLISH.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at The School's discretion.
- Will grant a diploma of graduation and official transcript of hours for the applicable course of study upon completion of all phases required by The School and the North Carolina State Board of Cosmetology. (Included, but not limited to; required tests, practical assignments, final written and practical examinations, exit paperwork, exit interview, and satisfactory arrangements for payment of all debts owed to The School.)
- Official Transcript of Hours will be issued to students who have withdrawn prior to program completion when the student has successfully completed all required exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to The School as approved by The School.
- Assist graduates in finding suitable employment by posting area employment opportunities and teaching "Job Preparedness" classes. (Placement is not guaranteed.)
- May terminate a student's enrollment for noncompliance with General Policies, the Student Enrollment Agreement, or State Laws and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, student, or employee of The School; willful destruction of School property; and theft or any illegal act.

#### **The Student:**

- Agrees to pay applicable school and state fees and tuition.
- Provide all required admission paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws & Regulations, and educational requirements.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial documents (if applicable) in the designated time frame. Agrees to comply with The School's Uniform Policy and project a professional image representative of the cosmetology industry.
- Agrees to comply with the assigned schedule for the applicable program of study which is subject to change at the discretion of The School.
- Agrees to attend theory class as scheduled, for the duration of the course of study, regardless of whether all required tests have been completed at satisfactory progress.
- Understands that the student is responsible for the state licensing examination fee and other examination and/or licensing expenses.



**Refund Policy – Notice of Cancellation**

**(Applicants who cancel enrollment or students who withdraw from enrollment with a fair equitable settlement apply.)**

The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any funds due to the student/applicant will be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier dates so long as:

1. An applicant is not accepted by The School. The applicant shall be entitled to a refund of all funds paid.
2. A student (or in this case of a student under legal age, the student’s parent/guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all funds collected by The School will be refunded, regardless of whether the student has actually started classes.
3. A student cancels enrollment after three business days of signing the Student Enrollment Agreement, but prior to starting classes. In this case he/she is entitled to a full refund of all assessments paid to The School excluding the Application Fee (Non-Refundable) in the amount of \$100.00
4. A student notifies The School of his/her withdrawal in writing.
5. A student is expelled by The School. (Unofficial withdrawals for clock hour students are determined by The School by monitoring clock hour attendance at least every 30 days.) Attendance is monitored daily by the school.
6. In items 2, 3, 4, or 5; official cancellations or withdrawals; the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to The School’s administrator or owner in person.
7. The School ensures that all monies paid by a prospective student, including application fees are refunded if: the student requests a refund within three (3) business days after signing the contract; or no contract is signed and prior to classes beginning the student requests a refund within three (3) business days after making a payment.

**PERCENT OF SCHEDULED TIME  
ENROLLED TO TOTAL COURSE/ PROGRAM**

50% and over

**TOTAL TUITION SCHOOL SHALL  
RECEIVE/RETAIN**

0.01% to 4.9%  
5% to 9.9%  
10% to 14.9%  
15% to 24.9%  
25% to 49.9%

20%  
30%  
40%



45%  
70%

100%

**The Dooby School of Cosmetology Student Enrollment Agreement Refund Policy – Notice of Cancellation continued**

All refunds will be calculated based on the student’s last date of attendance. Any assessments due to a student who withdraws shall be refunded within 45 days of the determination of withdrawal, whether officially or unofficially. In the case of disabling illness or injury, death in the student’s immediate family, or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, The School will either provide a full refund of all funds paid or completion of the chosen course at a later time to be determined by The School.

The Student Enrollment Agreement provided by The School constitutes a binding contract between the student and The School when signed by all parties pertinent to the contract and upon acceptance by The School. The School reserves the right to change enrollment dates based on class enrollment, staff availability, and other considerations. By signing below, you, the student, hereby acknowledge you have read and agree to all terms in this Enrollment Agreement and Contract. You will receive an exact copy of the signed contract. This copy is for your records to protect your rights.

I \_\_\_\_\_ verify I have read, understand, and agree to comply with the contents of the Student Enrollment Agreement & Contract in association with The Dooby School of Cosmetology I hereby acknowledge, understand and accept The School’s terms in regard to cancellation and refund policies. I have received an exact copy of this fully executed Student Enrollment Agreement & Contract specific to the terms defined by The School and myself.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian/Sponsor Signature (if applicable) Date

\_\_\_\_\_  
Administration Signature Date



## **The Dooby Shop School of Cosmetology Rules & Regulations**

1. FULL TIME STUDENTS AND PART TIME STUDENTS ARE EXPECTED TO ATTEND CLASS, PER THEIR SCHEDULE PRESENTED TO THEM DURING ENROLLMENT, ORIENTATION AND DURING THEIR PROGRAM.
2. LEGAL VERIFICATION OF HOURS MUST BE MADE FOR EACH STUDENT. EACH STUDENT MUST CLOCK IN UPON ARRIVAL AND CLOCK OUT UPON DEPARTURE FROM SCHOOL. IF THE STUDENT LEAVES THE SCHOOL PREMISES FOR ANY REASON THE STUDENT MUST CLOCK OUT. HOURS COULD BE MISSED IF STUDENT DOES NOT FOLLOW REQUIRED CLOCKING PROCEDURES.
3. STUDENTS, PATRONS AND STAFF WILL BE PROVIDED A SANITARY ENVIRONMENT. NORTH CAROLINA STATE BOARD OF COSMETOLOGY REQUIRES THAT SANITARY CONDITIONS BE MAINTAINED AT ALL TIMES. AS PART OF THE STUDENT'S CREDIT AND TRAINING, THIRTY MINUTES EACH DAY IS SCHEDULED FOR SANITATION. THE STUDENT DAILY SANITATION REQUIREMENT MUST BE COMPLETED AND GRADED BY AN INSTRUCTOR AT THE END OF EACH DAY.
4. INSTRUCTORS AND ADMINISTRATORS ARE AUTHORIZED TO CLOCK OUT ANY STUDENT WHO EXHIBITS DISRESPECTFUL AND UNPROFESSIONAL BEHAVIOR. IF A STUDENT CONTINUES TO EXHIBIT THE STATED BEHAVIOR, THE STUDENT WILL BE DROPPED FROM THE PROGRAM THEY ARE ENROLLED IN. NO PROFANITY IS ALLOWED ANYWHERE IN THE SCHOOL. PROFANITY IS NOT PROFESSIONAL OR ACCEPTABLE.
5. STUDENTS MUST PARK THEIR CARS IN THE STUDENT DESIGNATED AREAS.
6. ONLY EMERGENCY TELEPHONE CALLS WILL BE AVAILABLE TO STUDENTS ON THE BUSINESS TELEPHONES. STUDENTS WILL NOT BE ALLOWED TO LEAVE CLASS OR CLINIC AREA TO RECEIVE OR MAKE PERSONAL TELEPHONE CALLS EXCEPT IN CASE OF EMERGENCY. NO VISIBLE CELL PHONES ARE ALLOWED IN THE CLINIC AREA OR IN THE CLASSROOM.
7. ANY STUDENT WHO POSSESSES OR USES ILLEGAL SUBSTANCES ON SCHOOL PROPERTY WILL BE DROPPED FROM THE SCHOOL, NO EXCEPTIONS.
8. STUDENTS ARE SOLELY RESPONSIBLE FOR THEIR PERSONAL PROPERTY. THIS INCLUDES KITS, BOOKS, PURSES AND ECT. THE SCHOOL WILL NOT BE RESPONSIBLE FOR SUCH PROPERTY. LOST OR STOLEN KIT ITEMS MUST BE REPLACED BY THE STUDENT.



9. THE FLOOR INSTRUCTOR WILL ASSIGN PATRONS TO STUDENTS FOR CLINICAL SERVICES. A SERVICE TICKET IS ISSUED FOR EACH CLINIC ASSIGNMENT. NO SERVICE IS TO BE PERFORMED ON ANY CUSTOMER OR STUDENT WITHOUT A TICKET. STUDENTS WILL PERFORM ONLY THE SERVICE ON THE TICKET. IF THE PATRON REQUEST ADDITIONAL SERVICES, THEY MUST PAY FOR THE SERVICE FIRST.
10. NO STUDENT OR STAFF MEMBER ARE ALLOWED TO EAT OR DRINK IN THE PRACTICAL CLASSROOM, CLINICAL FLOOR OR IN THE CLASSROOM.
11. NO STUDENT OR STAFF MEMBER IS ALLOWED TO SIT IN CLINIC CHAIRS UNLESS A SERVICE IS BEING PERFORMED.
12. SMOKING IS NOT ALLOWED IN THE SCHOOL. STUDENTS AND STAFF MUST SMOKE OUTSIDE AWAY FROM THE COSMETOLOGY SCHOOL.
13. STUDENTS MUST COMPLETE ALL THEIR ACADEMIC REQUIREMENTS WITH-IN THEIR DESIGNATED ENROLLMENT PERIOD. STUDENTS MUST MAKE-UP ANY TEST, QUIZZES OR ASSIGNMENTS MISSED OR A GRADE OF ZERO WILL BE GIVEN.
14. STUDENTS, RELATIVES AND STAFF MEMBERS WILL BE CHARGED AS ANY OTHER PAYING CUSTOMER/CLIENT. NO FREE SERVICES WILL BE PROVIDED TO STUDENTS, FRIENDS/FAMILY MEMBERS OF STUDENTS OR STAFF.
15. STUDENTS WILL RECEIVE A MONTHLY PROGRESS REPORT AT THE END OF EACH MONTH AND AN END OF THE UNIT REPORT. REPORTS WILL REFLECT THE STUDENT'S THEORY AND PRACTICAL GRADES, ALONG WITH ATTENDANCE. THE INSTRUCTOR WILL ADVISE THE STUDENT IN AREAS OF IMPROVEMENT NEEDED.

### **SCHOOL COMMANDMENTS**

- \*NO CELLPHONES ALLOWED ON THE CLINIC FLOOR.
- \*STUDENTS ARE NOT ALLOWED TO CHANGE THE RADIO STATION.
- \*DO NOT DISCUSS SCHOOL BUSINESS, INSTRUCTORS, SCHOOL STAFF AND ADMINISTRATION IN A NEGATIVE WAY ON THE CLINIC FLOOR.
- \*PLEASE CLEAN UP BEHIND YOURSELF IN THE BREAK ROOM AND BATHROOM.
- \*PLEASE TAKE YOUR KIT, BOOKS AND OTHER PERSONAL ITEMS WITH YOU WHEN YOU LEAVE FOR THE DAY.
- \*PLEASE HAVE YOUR HAIR GROOMED AT ALL TIMES.
- \*IF YOU WEARING A HEADSCARF, THE SCARF MUST BE A HEAD WRAP/TURBAN STYLE.



\*ADMINISTRATION OR INSTRUCTORS WILL ASSIGN ALL STUDENT TICKETS AND CASH OUT AT REGISTER.

\*DO NOT CALL INSTRUCTORS WHILE THEY ARE OFF THE CLOCK OR AFTER SCHOOL HOURS, CONTACT ADMINISTRATION.

\*1st and 3rd SATURDAYS ARE MANDATORY AND THE CONSEQUENCES FOR MISSING SATURDAYS WILL BE ENFORCED.

\*DAY CLASS STUDENTS MAY NOT CLOCK IN AFTER 9AM, NIGHT CLASS STUDENTS MAY NOT CLOCK IN AFTER 6PM. STUDENTS MAY NOT CLOCK IN ON SATURDAYS AFTER 9AM.

#### ATTENDANCE POLICY

\*All full-time and part time students must attend a minimum of 67% of the hours possible based on the applicable attendance schedule

\*If students do not maintain the minimum 67% of completed hours you will be placed on attendance probation at the end of each month. If during this probationary period you do not clock the minimum hours of 67% of your scheduled hours, you will be dropped/withdrawn from your program.

\*Missed test can be made up on Tuesdays. Missed hours can be made up via make-up hours assigned by Administration.

### **Acknowledgements and Releases**

#### **State Licensing**

North Carolina State Board of Cosmetology requires 1500 clock hours in an approved cosmetic art school, cosmetologist curriculum, and completion of required performance passage of the state board examination of 75% or higher and payment of appropriate fee. Natural Hair Care Specialist requires 300 hours in an approved cosmetic art school, natural hair care program and completion of the required performances: Passage of the State Board examination 75% or higher and payment of appropriate fees

North Carolina State Board of Apprentice requires 1200 clock hours in an approved Cosmetic Art School, cosmetologist curriculum, and completion of required performance passage of the state board examination of 70% or higher and payment of appropriate fee. Once the student has successfully completed their required hours, they will apply for the North Carolina State Board examination, the fee for the Practical exam is \$79.00 and the written exam is \$69.00. After the student passes the state exam the cost for the Cosmetology license is \$49.00. The license is renewed every three years. The cost for Apprentice license is \$20 which is good for one-year renewal is due every October 1<sup>st</sup>. The renewal fee is \$20.00.

#### **Felony Conviction**



Student signature below verifies that the student understands that any applicant convicted of a felony or charged with a felony that is still pending, may apply for Board approval upon enrollment in a cosmetic art school. All documentation submitted shall have no effect on an individual's ability to attend a cosmetic art school, take an examination administered by the Board, or apply for a license.

The applicant shall supply the following documentation:

1. A statement of facts of the crime, accompanied by a certified copy of the indictment (or, in the absence of an indictment, a copy of the "information" that initiated the formal judicial process), the judgment and any commitment order for each felony for which there has been a conviction.
2. At least three letters attesting to the applicant's character from individuals unrelated by blood or marriage.
3. A summary of the applicant's personal history since conviction including, if applicable, date of release, parole or probation status, employment, and/or military service.
4. Records of any cosmetology, esthetics, natural hair care, or manicurist school disciplinary actions or a statement from the school indicating no disciplinary actions were taken.
5. Any other information that in the opinion of the applicant would be useful or pertinent to the consideration by the Board of the applicant's request.

### **Photo & Video Release**

Student signature below verifies and agrees to allow The Dooby Shop School of Cosmetology to use photos or videos of myself in any advertising and/or promotional materials, unless I provide another statement in writing, stating that I do not give permission.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

### **Physical Demands & Safety Release**

Student signature below verifies that the student understands that being enrolled in the cosmetology or natural hair programs at The Dooby Shop School of Cosmetology requires specific physical demands and/or safety hazards, such as constant use of hands, wrists and fingers, occasional exposure to chemicals, such as perm removal or hair removal creams, standing for long periods of time, water or other liquid spills on the floor after being wiped up, wearing latex gloves and coming in contact with blood or head lice. The student also understands that they will be working very close to client's hair and faces, along with working closely with other students.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

### **Employment Release**



Student signature below verifies that the student understands that The Dooby Shop School of Cosmetology has not made and will not make any guarantees of employment or salary upon graduation from their cosmetology or natural hair program. Our school will assist students with employment placement, which will consist of identifying employment opportunities and advising students on appropriate means of attempting to realize potential opportunities in their prospective fields of study.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

### **Student Information Release**

Student signature below verifies that the student authorizes The Dooby Shop School of Cosmetology to release any school records information, concerning student hours, grades and other school documentation to the North Carolina Board of Cosmetology, other cosmetology schools for transcript purposes or governing agencies.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

### **Expiration of Student Credit**

Students and graduates who fail to file an application for the examination after graduation within five years of initial enrollment, shall not be credited any hours or performances previously earned.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

### **Student Acknowledgement Form**

This institutional student handbook have been prepared for students' information and understanding of the policies, philosophies, practices and benefits of The Dooby Shop School of Cosmetology. We are asking students to please read it carefully. Upon completion of student's review of this handbook, student's must sign the statement below, and return to our administration. A copy of this signed form will be placed in the prospective student's file and another copy provided to the student.

I, \_\_\_\_\_, have received and read a copy of the The Dooby Shop School of Cosmetology catalog and handbook. This institutional catalog and student handbook outlines the goals, policies, benefits and expectations of The Dooby Shop School of Cosmetology, as well as my responsibilities as a student. I have familiarized myself with the



contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in this catalog and handbook. Provided to me by The Dooby Shop School of Cosmetology. I understand this handbook is not intended to cover every situation which may arise during my enrollment, but is simply a general guide to the goals, policies, practices, benefits and expectations.

I understand that The Dooby Shop School of Cosmetology institutional catalog and student handbook is not a contract of enrollment and should not be deemed as such.

Future Professional Name \_\_\_\_\_

Future Professional Signature \_\_\_\_\_ Date: \_\_\_\_\_