# MONTANA ACADEMY OF SALONS

# STUDENT CATALOG



501 2nd ST S, Great Falls, MT 59405

406-771-8772

MontanaBeautySchool.com

## Table of Contents


Table of Contents ..... 3
WELCOME! ..... 1
ESSENTIAL INFORMATION FOR ALL COURSES ..... 2
COURSES ..... 5
BARBERING COURSE ..... 5
SUPPLEMENTAL BARBERING COURSE ..... 8
COSMETOLOGY COURSE ..... 10
ESTHETICS COURSE ..... 13
MANICURING COURSE ..... 16
MASSAGE THERAPY COURSE ..... 19
MICRODERMABRASION COURSE ..... 22
TEACHER TRAINING COURSE ..... 24
CALENDAR CLASS STARTS ..... 35
HOLIDAYS & CLOSURES ..... 36
OTHER AVAILABLE SERVICES ..... 41
GENERAL INFORMATION ..... 42
COST OF EACH COURSE ..... 48
ADDITIONAL ACADEMY INFORMATION ..... 53

# WELCOME!

Montana Academy of Salons wants to take this opportunity to welcome you to the very exciting and fulfilling world of Barbering, Cosmetology, Esthetics, Manicuring and Massage Therapy. These courses taught in English offer endless opportunities, to those who have a passion for art, strive for success, and are willing to dedicate themselves to the spa and beauty industry. We are committed to helping you become successful, after graduation.

### LOCATION

Montana Academy is located at 501 2nd ST S, Great Falls, MT, 59405. Great Falls is the third largest city in Montana, and is in Cascade County. Based on the latest census the estimated population for Cascade County is approximately 82,344. Great Falls is famous for having the shortest river in the world, the Roe River. The city is home to Montana Academy, Great Falls College, Montana State University, University of Great Falls, and the Montana School for the Deaf and the Blind. The local newspaper is the Great Falls Tribune. Great Falls is located along the Missouri River, near several water falls, it is also known as the "Electric City" because of its numerous dams and power plants. Malmstrom AFB is a military base located in Great Falls.

### FACILITIES AND EQUIPMENT

Montana Academy is an 11,000-square foot facility, which has spacious hair, nail, skin care, and massage educational areas. The facility is designed to meet the needs of the students and courses offered. The facility contains 4 classrooms for theory and practical instruction, a student lounge, a student library, a conference room, and staff offices. The student clinic area consists of 48 cosmetology stations, 8 barbering stations, 8 manicure stations, 8 pedicure stations, 8 facial tables, 4 massage tables, a brow bar and library with internet.

### MISSION STATEMENT

Montana Academy of Salons is a post-secondary academy dedicated to student success by enriching lives and cultivating professionals through innovative, personalized education in a creative and inspiring environment that prepares graduates in the business skills and fiscal responsibility necessary for success in the workplace, for licensure, and gainful employment.

## ESSENTIAL INFORMATION FOR ALL COURSES

### OBJECTIVE

The objective of Montana Academy is to educate and train students to become service providers with professional standards in Barbering, Supplemental Barbering, Cosmetology, Esthetics, Manicuring, Massage Therapy, Microdermabrasion, and Teacher Training.

### CLOCK HOURS

Montana Academy of Salons courses are measured in clock hours.

### OUT OF STATE

Out of state applicants shall meet the same requirements as in-state applicants applying for Barbering, Supplemental Barbering, Cosmetology, Esthetics, Manicuring, Massage Therapy, Microdermabrasion and Teacher Training.

### APPLYING & ENROLLMENT PROCESS

The Enrollment Application must be submitted to Montana Academy admissions office via the internet, mail, or in person. Send an official copy of high school or post-high school transcripts. Schedule a career planning session. During the meeting, you will meet staff and students. Information concerning curriculum, textbooks and kits, apparel code, and career investment payment plans will be shared. Sign the enrollment agreement and pay the registration fee.

### FINANCIAL ASSISTANCE

Payment Plans are offered at Montana Academy. Financial assistance is available to those students who qualify.

### ENROLLMENT REQUIREMENTS FOR EACH COURSE

Applications are available on our website http://www.MontanaBeautySchool.com, at Montana Academy or can be mailed if needed. Application procedures are as follows:

STEP 1. SCHEDULE A CAREER PLANNING SESSION:

Call admissions office, 406-771-8772 to schedule a session and tour.
Complete a FAFSA if you plan on using Financial Aid
All students admitted are beyond the compulsory age of attendance
Montana Academy does not admit ability-to-benefit students

You will be presented with either an acceptance or denial letter

STEP 2. AT REGISTRATION THE FOLLOWING ARE REQUIRED:

Complete an application
Sign an Enrollment Agreement
Complete Occupational Qualification Fact Sheet
Receive Kit list
Pay registration fee
Have a photo taken for the file

### ADMISSIONS REQUIREMENTS

The following documents must be submitted upon registration and prior to the student signing an enrollment contract and being admitted into the school:

- Personal Identification (Copy)
    - A valid driver's license or

    - A social security card or
    - A valid passport or
    - Photo I.D.
- Valid Proof of High School Graduation
    - An official High School Transcript or Hi-Sat Certificate (GED) or Official Post-Secondary Transcript
    - College graduate transcripts
    - Homeschool Certificate, including State issued credential
    - **NOTE:** Foreign Diploma – must have 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.
- Teacher Training Course - must provide a copy of current Montana practitioner license
- Supplemental Barbering Course – must be a recent graduate of the Montana Academy's Cosmetology Course or provide copy of current Montana Cosmetology license.
- Microdermabrasion Course – must be a recent graduate of Montana Academy's Cosmetology or Esthetics Courses or provide a copy of a current Montana Cosmetology or Esthetics license.

**TRANSFER STUDENT POLICY**

Students withdrawing, transferring, or graduating from the school, upon payment of all fees owed, shall be provided a current and accurate official transcript reflecting hours and grades and a statement of good standing from Montana Academy to receive credit for their education. When transferring between licensed schools, the transferring student shall provide Montana Academy with a statement of good standing and official transcript from the previous school.

Schools shall not allow a transferred student to practice on members of the public until Montana Academy receives an official transcript of the student's hours and grades within the required curriculum areas.

Student(s) wishing to transfer from The Salon Professional Academy (TSPA) and/or Summit Salon Academy may be accepted for enrollment into the Barbering and Cosmetology Courses only after carefully evaluating the student's official transcripts. Montana Academy does not accept transfer hours from any other institutions. Additionally, Montana Academy does not accept transfer hours for the Esthetics, Manicuring, Supplemental Barbering, Teacher Training, or Massage Therapy Courses.

All transfer hours are applied at the end of the student's training. Montana Academy does not recruit students who are attending or have been admitted to other similar programs.

Transfer students will pay the current rate of tuition for the remaining hours to fulfill graduation requirements. Tuition balances do not transfer from one school to another. Transfer students will be subject to over contract fees if applicable.

Transfer student tuition rates per hour are as follows:

| | |
|---|---|
| Barbering | $ 11.81 |
| Cosmetology | $ 11.33 |

**RE-ENTRY/INTERRUPTIONS**

All students who are approved for re-entry may do so after a waiting period of 180 days and will enter in the same satisfactory academic progress status as at time of withdrawal. Students who drop and re-enroll will be required to pay off any previous balance owed to Montana Academy, pay a $200 registration fee and the current rate of tuition, and sign a new enrollment agreement.

**CAREER OPPORTUNITIES**

There are many opportunities open to Licensed Barbers, Cosmetologists, Estheticians, Massage Therapists, and Manicurists, as well as those graduating from our Teacher Training, Supplemental Barbering, and Microdermabrasion programs. Montana Academy prepares all graduates for the licensing exam and entry-level positions for employment in their specific field.

O*NET RESOURCE CENTER The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation. O*NET CODES: http://www.onetonline.org

**EMPLOYMENT ASSISTANCE POLICY**

While Montana Academy cannot guarantee employment for graduates, assistance in posting area job openings on a career opportunities bulletin board and on http://www.MontanaBeautySchool.com for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. Graduates are encouraged to maintain contact with Montana Academy and follow-up with Montana Academy on current employment or employment needs. Job referrals are made known to interested graduates as available.

# COURSES

## BARBERING COURSE

Montana Academy of Salons uses the following curriculum to support the system of learning: Milady by Cengage Learning | Redken Principle Based Design | Summit Salon Business Center | Getting Loaded, In the Beauty Business Student Guide.

**COURSE DESCRIPTION**

The course teaches Barbering with special emphasis on practical training. Students blend theoretical training and practical training daily. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration. Practical training takes place in our separate clinic which offers Barbering services to the public.

**COURSE OBJECTIVES**

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Barbering State Board examination and gain entry level employment in the Barbering profession. In addition to theoretical knowledge, the student shall be able to perform all Barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional Barbering abilities.

Montana Academy of Salons offers a 1100-hour training course in barbering that meets Montana State standards of which at least 150 hours is in theory, 1100 hours distributed as follows:

**COURSE CLOCK HOURS | SUBJECT**

| | |
|---|---|
| 185 | Haircutting, (including proper use of implements, e.g., shears, razors, clippers, thinning shears) |
| 165 | Shampooing, scalp treatment, and hair styling (thermal and hair styling, finger waving, hairpieces to include weaves and extension) |
| 45 | Skin Care (including facial shaving, facials, massage, essential oils, and facial masks) |
| 295 | Chemical Services (waving, relaxing, hair coloring, and lightening) |
| 60 | Chemistry Bacteriology, sanitation, sterilization, safety, skin, hair, scalp anatomy, physiology, blood spill procedure, diseases and disorders of skin, hair, and scalp |
| 75 | Salon Management Business methods, customer service, appointment book, professional ethics, current state board laws and rules, business ethics, personal grooming |
| 275 | Discretionary Hours These hours are at the discretion of Montana Academy, provided that the hours are within the applicable curriculum |

Total 1100 Course complete when student reaches 1100 hours
Each barbering student will complete a minimum of 225 hours of basic instruction prior to working or performing any service on the public

When a student has completed 90% of the course (990 hours), the student may take the NIC Practical Test and National Written Test

**A licensed Chemical Barber in Montana who enrolls in cosmetology shall receive 1000-hour credit toward the 1500-hour course for a cosmetology license**

**COURSE FORMAT/INSTRUCTIONAL METHODS**

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed facilitators) and testing.

**GRADING**

Theoretical and practical evaluations and tests will be conducted regularly. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

| | | |
|---|---|---|
| A | 95 – 100% | Excellent |
| B | 90 – 94.9% | Very Good |
| C | 85 – 89.9% | Satisfactory |
| F | 84.9% and Below | Unsatisfactory |

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 85% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

**SAFETY REQUIREMENTS**

Barbers usually work in pleasant surroundings with good lighting. Physical stamina is important, because they are on their feet for most of their shift. Prolonged exposure to some chemicals may cause skin irritation, so they often wear protective clothing, such as disposable gloves or aprons.

**BARBERING TEXTBOOKS AND KIT LIST**

| **Program Tools & Equipment** | **Kit Item Number** | **Item Cost** |
|---|---|---|
| 3/4" Marcel Curling Iron, Gold Plt Barrel | Marianna #03506 | |
| Oster 76 Clippers (blades 000 & 1 included) | Marianna #02966 | |
| Clipper Blades OA, 1.5, 2, 3.5 | Marianna | |
| Oster Fast Feed Adjustable Pivot Motor Clipper | Marianna #029020 | |
| Universal Comb Set | Marianna #029002 | |
| Oster T-Finisher Wide Blade Trimmer | Marianna #02603 | |
| Ms. Suzie Kin Manikin | Marianna #14901 | |
| Ms. Kim Manikin with clamp | Marianna #14102 | |
| Magnum Manikin (2) | Marianna #14108 | |
| Feather Folding Razor | Marianna #01462 | |
| Feather Folding Razor blades (2) | Marianna #01426 | |
| 9"X12" Large Picture Mirror | Marianna #08301 | |
| Total Cost | | $720.00 |
| **Barbering Book Bundle:** | | |
| Milady Hardcover Barbering Book<br>Barbering Workbook<br>Barbering Exam Review Book | ISBN-9781305100558<br>ISBN-9781305100664<br>ISBN-97813015100671 | |
| Total Cost | | $245.00 |
| **Program Support Items:** | | |
| Getting Loaded Workbook | Hedlux | |
| Over the Top | ISBN-9780983096498 | |
| Fast Track Planner | ISBN-9780983096467 | |
| Montana State Law Printout | | |
| Academy Name Badge | SPANB2 | |
| Academy Book Bag | American Diversity | |
| Academy Tool Tote | SPA385 | |
| Sam Villa Barbering Kit | 61000 | |
| Sam Villa Artist Series Comb Set | 61000 | |
| Total Cost | | $735.00 |
| | **Total Kit and Books Cost** | **$1,700.00** |

**KIT CONTENTS, TEXTBOOKS, DRESS CODE, CURRICULUM FORMAT, TEACHING MATERIAL OR EDUCATIONAL METHODS MAY CHANGE AT MONTANA ACADEMY'S DISCRETION**

## SUPPLEMENTAL BARBERING COURSE

Montana Academy of Salons uses the following curriculum to support the system of learning: Milady by Cengage Learning | Redken Principle Based Design | Summit Salon Business Center | Getting Loaded, In the Beauty Business Student Guide.

**COURSE DESCRIPTION**

The course teaches Barbering with special emphasis on practical training. Students blend theoretical training and practical training daily. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration. Practical training takes place in our separate clinic which offers Barbering services to the public.

**COURSE OBJECTIVES**

Upon completion of the course requirements, the determined graduate will be able to:
Pass the State Board examination and gain entry level employment in the barbering profession. Project a positive attitude and a sense of personal integrity and self-confidence. Practice effective communication skills, visual poise, and proper grooming. Respect the need to deliver worthy service for value received in an employer-employee relationship. Perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional barbering abilities
Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

Montana Academy of Salons offers a 150-hour training course in supplemental barbering that meets Montana State standards of which at least 15 hours is in theory, 150 hours distributed as follows:

**COURSE CLOCK HOURS | SUBJECT**

| | |
|---|---|
| 125 | Clipper cuts, men's haircutting and styling including proper use of implements, e.g., shears, razors, clippers, thinning shears |
| 25 | Facial, neck, and outline shaving |
| Total 150 | Course complete when student reaches 150 hours |
| 22.5 | Each cosmetology student will complete a minimum of 22.5 hours of basic instruction prior to working or performing any service on the public |

At 150 When a student has completed 100% of the course (150 hours), the student may take the NIC practical test and National written test

**COURSE FORMAT/INSTRUCTIONAL METHODS**

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed facilitators) and testing.

**GRADING**

Theoretical and practical evaluations and tests will be conducted regularly. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

| | | |
|---|---|---|
| A | 95 – 100% | Excellent |
| B | 90 – 94.9% | Very Good |
| C | 85 – 89.9% | Satisfactory |
| F | 84.9% and Below | Unsatisfactory |

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 85% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

**SAFETY REQUIREMENTS**

Barbers usually work in pleasant surroundings with good lighting. Physical stamina is important, because they are on their feet for most of their shift. Prolonged exposure to some chemicals may cause skin irritation, so they often wear protective clothing, such as disposable gloves or aprons.

**SUPPLEMENTAL BARBERING TEXT BOOKS AND KIT LIST**

| **Program Tools & Equipment** | **Kit Item Number** | **Item Cost** |
|---|---|---|
| Oster 76 Clippers (blades 000 & 1 included) | Marianna #02966 | |
| Clipper Blades OA, 1.5, 2, 3.5 | Marianna | |
| Oster T-Finisher Wide Blade Trimmer | Marianna #02603 | |
| Oster Fast Feed Adjustable Pivot Motor Clipper | Marianna #029020 | |
| Universal Comb Set | Marianna #029002 | |
| Feather Folding Razor | Marianna #01462 | |
| Feather Folding Razor blades (2) | Marianna #01426 | |
| Magnum Manikin (2) | Marianna #14108 | |
| Total Cost | | $600.00 |
| **Barbering Book Bundle:** | | |
| Milady Hardcover Barbering Book<br>Barbering Workbook<br>Barbering Exam Review | ISBN-9781305100558<br>ISBN-9781305100664<br>ISBN-9781305100671 | |
| Total Cost | | $200.00 |
| **Program Support Items:** | | |
| Montana State Law Printout | | |
| Academy Name Badge | SPANB2 | |
| Sam Villa Cutting Kit | Sam Villa | |
| Sam Villa Artist Series Comb Set | Sam Villa | |
| Total Cost | | $400.00 |
| | **Total Kit and Books Cost** | **$1,200.00** |

**KIT CONTENTS, TEXTBOOKS, DRESS CODE, CURRICULUM FORMAT, TEACHING MATERIAL OR EDUCATIONAL METHODS MAY CHANGE AT MONTANA ACADEMY'S DISCRETION**

## COSMETOLOGY COURSE

Montana Academy of Salons uses the following curriculum to support the system of learning: Milady by Cengage Learning | Redken Principle Based Design | Summit Salon Business Center |Getting Loaded, In the Beauty Business Student Guide| Make-Up Designory | Bio-Therapeutic.

**COURSE DESCRIPTION**

The course teaches cosmetology with special emphasis on practical training. Students blend theoretical training and practical training daily. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration. Practical training takes place in our separate clinic which offers guest services to the public.

**COURSE OBJECTIVES**

Upon completion of the course requirements, the determined graduate will be able to: Pass the State Board examination and gain entry level employment in the cosmetology profession. Project a positive attitude and a sense of personal integrity and self-confidence. Practice effective communication skills, visual poise, and proper grooming. Respect the need to deliver worthy service for value received in an employer-employee relationship. Perform the basic manipulative skills in the areas of hair care, skin care, and nail care. Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each guest. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures to ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in Cosmetology and related fields.

Montana Academy of Salons offers a 1500-hour training course in cosmetology that meets Montana State standards of which at least 200 hours is in theory, 1500 hours distributed as follows:

**COURSE CLOCK HOURS | SUBJECT**

| | |
|---|---|
| 95 | Manicures (including hand and arm massage and polish) Pedicures (including foot, ankle, and lower leg massage and polish) application of monomer liquid and polymer powder nail enhancements, nail tips, nail wraps, UV gels, and nail art and the use of manicuring implements including the electric nail file |
| 110 | Skin care, (including facials, cosmetics, makeup, massage, essential oils, the application and maintenance of artificial eyelashes and extensions, tinting of the eyelashes and eyebrows, and the chemical curling of the eye lashes) skin exfoliation, (including manual, chemical, mechanical exfoliation) waxing, tweezing, electricity and light therapy |
| 195 | Shampooing, (including scalp treatment), hair styling, (pin curls, finger waving, thermal curling, blow dry styling, braiding, back combing and wet setting) |
| 395 | Chemical services (waving, relaxing (ammonium thioglycolate, sodium hydroxide methods), hair coloring, and hair lightening) |
| 155 | Hair cutting (including the proper uses of implements, e.g., shears, razors, clippers, thinning |
| 115 | Salon management, business method, customer service, appointment book, professional ethics, current state board laws and rules |
| 60 | Chemistry, bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, and diseases and disorders of hair, scalp, skin and nails |
| 375 | These hours are at the discretion of Montana Academy, provided that the hours are within the applicable curriculum |

Total 1500 Course complete when student reaches 1500 hours
Each cosmetology student will complete a minimum of 300 hours of basic instruction prior to working or performing any service on the public

When a student has completed 90% of the course (1350 hours), the student may take the NIC practical test and National written test

**COURSE FORMAT/INSTRUCTIONAL METHODS**

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed facilitators) and testing.

**GRADING**

Theoretical and practical evaluations and tests will be conducted regularly. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

| | | |
|---|---|---|
| A | 95 – 100% | Excellent |
| B | 90 – 94.9% | Very Good |
| C | 85 – 89.9% | Satisfactory |
| F | 84.9% and Below | Unsatisfactory |

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 85% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

**SAFETY REQUIREMENTS**

Cosmetologists usually work in pleasant surroundings with good lighting. Physical stamina is important, because they are on their feet for most of their shift. Prolonged exposure to some chemicals may cause skin irritation, so they often wear protective clothing, such as disposable gloves or aprons.

**COSMETOLOGY TEXTBOOKS AND KIT COSTS**

| Program Tools & Equipment | Kit Item Number | Item Cost |
|---|---|---|
| 3/4" Marcel Curling Iron, Gold Pltd Barrel | Marianna #03507 | |
| 1/2" Marcel Curling Iron, Gold Pltd Barrel | Marianna #03506 | |
| 1 1/4" Marcel Curling Iron, Gold Pltd Barrel | Marianna #03547 | |
| Oster Topaz Clipper & Trimmer Set with Case | Marianna #02619 | |
| Ms. Suzie Kin Manikin | Marianna #14901 | |
| Ms. Kim Manikin with clamp | Marianna #14102 | |
| Manicure and pedicure set (includes finger nail clippers, metal nail file, slanted tweezers, nail nippers, pointed cuticle pusher, rounded cuticle pusher, curved cuticle scissors) | Marianna #07357 | |
| Marianna Toenail Clippers | Marianna #07221 | |
| Americanails Round Sable Acrylic Nail Brush | Americanails | |
| Americanails Nylon Gel Nail Brush | Americanails | |
| Kolinsky Acrylic Nail Brush | NailSupplyStore | |
| Sanitizable Nail Files (2) | Marianna #07245 | |
| Marianna Esthetics Tool Kit (includes single loop comedone extractor, lancet and extractor, dual loop skincare tool, slanted tweezer, splinter tweezer) | Marianna #070974 | |
| Eyebrow Scissors | Marianna #07097 | |
| Essential Student Lash Kit | GladLash | |
| Massage and Make-Up Practice Set | Marianna #14124 | |
| 9”X12” Large Picture Mirror | Marianna #08301 | |
| Total Cost | | $600.00 |
| **Cosmetology Book Bundle:** | | |
| Milady Hardcover Cosmetology Book<br>Cosmetology Workbook<br>Esthetics Workbook<br>Nail Technology Workbook<br>Cosmetology Exam Review Book | ISBN- 9781285769417<br>ISBN- 9781285769455<br>ISBN- 9781111306915<br>ISBN- 9781285080512<br>ISBN- 9781285769554 | |
| Total Cost | | $300.00 |
| **Program Support Items:** | | |
| Getting Loaded Workbook | Hedlux | |
| Over the Top | ISBN- 9780983096498 | |
| Fast Track Planner | ISBN- 9780983096467 | |
| Sugaring Manual | Sugaring Manual | |
| Montana State Law Book | | |
| Academy Student Name Badge | SPANB2 | |
| Academy Tool Tote | SPA385 | |
| Academy Book Bag | Amer. Diversity | |
| Academy Apron | Amer. Diversity | |
| Sam Villa Essential Kit | 6100 | |
| Montana Academy MUD Make Up Kit | MUD | |
| Total Cost | | $1,000.00 |
| | **Total Kit and Books Cost** | **$1,900.00** |

**KIT CONTENTS, TEXTBOOKS, DRESS CODE, CURRICULUM FORMAT, TEACHING MATERIAL OR EDUCATIONAL METHODS MAY CHANGE AT MONTANA ACADEMY’S DISCRETION**

## *ESTHETICS COURSE*

Montana Academy of Salons uses the following curriculum to support the system of learning: Milady by Cengage Learning | Summit Salon Business Center |Getting Loaded, In the Beauty Business Student Guide| Bio-Therapeutic| MUD.

**COURSE DESCRIPTION**

The course teaches esthetics with special emphasis on practical training. Students blend theoretical training and practical training daily. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration. Practical training takes place in our separate clinic which offers guest services to the public.

**COURSE OBJECTIVES**

Upon completion of the course requirements, the determined graduate will be able to:
Pass the State Board examination and gain entry level employment in the esthetic profession. Project a positive attitude and a sense of personal integrity and self-confidence. Practice effective communication skills, visual poise, and proper grooming. Respect the need to deliver worthy service for value received in an employer-employee relationship. Perform the basic manipulative skills in the areas of facial massage, effective use of implement. Perform the basic analytical skills to determine appropriate skin care and makeup services to achieve the best look for each guest. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in esthetics and related career positions.

Montana Academy of Salons offers a 650-hour training course in esthetics that meets Montana State standards of which at least 65 hours is in theory, 650 hours distributed as follows:

**COURSE CLOCK HOURS | SUBJECT**

| | |
|---|---|
| 70 | Bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, diseases and disorders of the skin, electricity, chemistry, and light therapy |
| 300 | Massage, skin care, makeup, (including the use of vaporizer, high frequency, massage brush, vacuum spray, galvanic unit, and lamps), cosmetics, facials, essential oils, the application and maintenance of artificial eyelashes and extensions, tinting of the eyelashes and eyebrows, and the chemical curling of the eye lashes and skin exfoliation, (including manual, chemical, and mechanical exfoliation) |
| 50 | Waxing (face, neck, hands, and superfluous hair anywhere on the body, including tweezing) |
| 70 | Salon management, business method, customer service, appointment book, professional ethics, current state board laws and rules |
| 160 | These hours are at the discretion of Montana Academy, provided that the hours are within the applicable curriculum |
| Total 650 | Course complete when student reaches 650 hours<br>Each cosmetology student will complete a minimum of 150 hours of basic instruction prior to working or performing any service on the public |

When a student has completed 90% of the course (585 hours), the student may take the NIC practical test and National written test

**A licensed esthetician in Montana who enrolls in cosmetology shall receive 245-hour credit toward the 1500-hour course for a cosmetology license**

**COURSE FORMAT/INSTRUCTIONAL METHODS**

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed facilitators) and testing.

**GRADING**

Theoretical and practical evaluations and tests will be conducted regularly. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

| | | |
|---|---|---|
| A | 95 – 100% | Excellent |
| B | 90 – 94.9% | Very Good |
| C | 85 – 89.9% | Satisfactory |
| F | 84.9% and Below | Unsatisfactory |

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 85% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

**SAFETY REQUIREMENTS**

Estheticians are to be aware of electrical hazards, manufacturer's directions and skin dangers in the profession which occur if negligent.

**ESTHETICS TEXTBOOKS AND KIT LIST**

| **Program Tools & Equipment** | **Kit Item Number** | **Item Cost** |
|---|---|---|
| Marianna Esthetics Tool Kit (includes single loop comedone extractor, lancet and extractor, dual loop skincare tool, slanted tweezer, splinter tweezer) | Marianna #070974 | |
| Eyebrow Scissors | Marianna #07097 | |
| Essential Student Lash Kit | GladLash | |
| Massage and Make-Up Practice Set | Marianna #14124 | |
| 9"X12" Large Picture Mirror | Marianna #08301 | |
| BT- Gear | Bio Therapeutic | |
| Total Cost | | $630.00 |
| **Esthetics Book Bundle:** | | |
| Milady Hardcover Esthetics Book<br>Esthetics Workbook<br>Esthetics Exam Review Book | ISBN-9781111306892<br>ISBN-9781111306915<br>ISBN-9781111306922 | |
| Total Cost | | $280.00 |
| **Program Support Items:** | | |
| Getting Loaded Workbook | Hedlux | |
| Over the Top | ISBN-9780983096498 | |
| Fast Track Planner | ISBN-9780983096467 | |
| Sugaring Manual | SugarMe | |
| Montana State Law Printout | | |
| Academy Name Badge | SPANB2 | |
| Academy Book Bag | American Diversity | |
| Montana Academy MUD Make Up Kit | MUD | |
| Total Cost | | $690.00 |
| | **Total Kit and Books Cost** | **$1,600.00** |

**KIT CONTENTS, TEXTBOOKS, DRESS CODE, CURRICULUM FORMAT, TEACHING MATERIAL OR EDUCATIONAL METHODS MAY CHANGE AT MONTANA ACADEMY'S DISCRETION**

## MANICURING COURSE

Montana Academy of Salons uses the following curriculum to support the system of learning: Milady by Cengage Learning | Summit Salon Business Center |Getting Loaded, In the Beauty Business Student Guide.

**COURSE DESCRIPTION**

The course teaches manicuring with special emphasis on practical training. Students blend theoretical training and practical training daily. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration. Practical training takes place in our separate clinic which offers guest services to the public.

**COURSE OBJECTIVES**

Upon completion of the course requirements, the determined graduate will be able to:
Pass the State Board examination and gain entry level employment in the manicuring profession. Project a positive attitude and a sense of personal integrity and self-confidence. Practice effective communication skills, visual poise, and proper grooming. Respect the need to deliver worthy service for value received in an employer-employee relationship. Perform basic practical skill and the areas of manicures, pedicures, nail tips, and nail enhancements. Perform the basic analytical skills to determine proper nail services and nail shaping for the guest's overall image and needs. Apply learned theory, technical information, and related matter to ensure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in manicuring and related fields.

Montana Academy of Salons offers a 400-hour training course in manicuring that meets Montana State standards of which at least 40 hours is in theory, 400 hours distributed as follows:

**COURSE HOURS | SUBJECT**

| | |
|---|---|
| 60 | Salon Management, business method, customer service, appointment book, professional ethics, and current state board laws and rules |
| 55 | Bacteriology, sanitation, sterilization, safety, anatomy, physiology, diseases and disorders of skin and nails, basic chemistry, nail product chemistry, and electricity |
| 35 | Manicures (including hand and arm massage), pedicures (including foot, ankle, and lower leg massage), polish applications, and the proper use of manicuring implements |
| 10 | Use of the electric nail file |
| 140 | application of monomer liquid and polymer powder nail enhancements, nail tips, nail wraps, UV gels, and nail art |
| 100 | These hours are at the discretion of the school, provided that the hours are within the applicable curriculum |
| Total 400 | Course complete when student reaches 400 hours<br>Each manicuring student will complete a minimum 110 hours of basic instruction prior to working or performing any service on the public |

When a student has completed 90% of the course (360 hours), the student may take the NIC practical test and National written test

**A licensed manicurist in Montana who enrolls in cosmetology shall receive 150-hour credit toward the 1500-hour course for a cosmetology license**

**COURSE FORMAT/INSTRUCTIONAL METHODS**

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed facilitators) and testing.

**GRADING**

Theoretical and practical evaluations and tests will be conducted regularly. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

| | | |
|---|---|---|
| A | 95 – 100% | Excellent |
| B | 90 – 94.9% | Very Good |
| C | 85 – 89.9% | Satisfactory |
| F | 84.9% and Below | Unsatisfactory |

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 85% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

**SAFETY REQUIREMENTS**

Manicurists are to read the manufactures directions on all chemicals used and be aware of electrical hazards.

**MANICURING TEXTBOOKS AND KIT COSTS**

| **Program Tools & Equipment** | **Kit Item Number** | **Item Cost** |
|---|---|---|
| Manicure and pedicure set (includes finger nail clippers, metal nail file, slanted tweezers, nail nippers, pointed cuticle pusher, rounded cuticle pusher, curbed cuticle scissors) | Marianna #07357 | |
| Marianna Toenail Clippers | Marianna #07221 | |
| Americanails Round Sable Acrylic Nail Brush | Americanails | |
| Americanails Nylon Gel Nail Brush | Americanails | |
| Kolinsky Acrylic Nail Brush | NailSupplyStore | |
| Pedicure Set | Marianna 07180 | |
| Acrylic Nail Tip Slicer | Marianna 07263 | |
| Sanitizable Foot Nail Files (2) | Marianna #07245 | |
| Total Cost | | $145.00 |
| **Nail Technology Book Bundle:** | | |
| Milady Softcover Nail Technology Book<br>Nail Technology Workbook<br>Nail Technology Exam Review Book | ISBN-9781285080475<br>ISBN-9781285080512<br>ISBN-9781285080543 | |
| Total Cost | | $240.00 |
| **Program Support Items:** | | |
| Getting Loaded Workbook | Hedlux | |
| Over the Top | ISBN-9780983096498 | |
| Fast Track Planner | ISBN-9780983096467 | |
| Montana State Law Printout | | |
| Academy Name Badge | SPANB2 | |
| Academy Book Bag | American Diversity | |
| Academy Apron | American Diversity | |
| Total Cost | | $215.00 |
| | **Total Kit and Books Cost** | **$600.00** |

**Kit Contents, textbooks, dress code, curriculum format, teaching material or educational methods may change at Montana Academy's discretion**

## MASSAGE THERAPY COURSE

Montana Academy of Salons uses the following curriculum to support the system of learning: Fundamentals of Therapeutic Massage | Touch & Movement | Getting Loaded Getting Loaded, In the Beauty Business Student Guide.

**COURSE DESCRIPTION**

The course teaches Massage Therapy with special emphasis on practical training. Students blend theoretical training and practical training daily. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration. Practical training takes place in our separate clinic which offers guest services to the public.

**COURSE OBJECTIVES**

Upon completion of the course requirements, the determined graduate will be able to:
Pass the MBLEX examination and gain entry level employment in the massage therapy profession. Describe your philosophy of the role of massage and bodywork in guest health and healing. Create, implement and document personalized treatment plans through the integration of guest goals, assessment findings, knowledge of the human body, understanding of the effects of massage and bodywork, and intuition. Perform massage and bodywork safely, effectively, compassionately and in response to guest needs. Establish and maintain professional, therapeutic relationships with guests. Develop and implement strategies for attaining a satisfying, successful and ethical professional practice or employment situation. Develop and implement strategies for supporting a life-long practice, through self-care, self-reflection, professional development, and professional support and referral networks. Because of our comprehensive approach, you will have an excellent opportunity to succeed in the exciting and growing field of massage and bodywork.

Montana Academy of Salons offers a 700-hour training course in massage therapy that meets and exceeds Montana State standards of which at least 200 hours is in theory as follows:

**COURSE CLOCK HOURS | SUBJECTS**

| | |
|---|---|
| 200 | Hours of in-class and facilitator-supervised massage and bodywork assessment, theory, and application instruction; |
| 125 | Hours of instruction on the body systems (anatomy, physiology, and kinesiology); |
| 40 | Hours of pathology; |
| 50 | Hours of business and ethics instruction (a minimum of six hours in ethics); and |
| 285 | Hours of instruction in an area or related field that completes the massage Course of study |

| | |
|---|---|
| Total 700 | Course complete when student reaches 700 hours<br>Each massage therapy student will complete a minimum of 300 hours of basic instruction prior to working or performing any service on the public |

(1) The National Certification Board for Therapeutic Massage and Bodywork is a program currently accredited by the National Commission for Certifying Agencies and its curriculum guidelines meet or exceed the requirements of 37-33-502, MCA. Those curriculum guidelines are as follows:

(a) 200 hours of in-class and facilitator-supervised massage and bodywork assessment, theory, and application instruction;

(b) 125 hours of instruction on the body systems (anatomy, physiology, and kinesiology);

(c) 40 hours of pathology;

(d) 10 hours of business and ethics instruction (a minimum of 6 hours in ethics); and

(e) 125 hours of instruction in an area or related field that completes the massage program of study.

(2) Other curriculum guideline submissions will be evaluated by the board for compliance with 37-33-502, MCA, on a case-by-case basis.

**COURSE ADDITIONAL HOUR RATIONALE**

Montana Academy of Salons requires the completion of a total of 700 clock hours; however, only 500 clock hours are required by the Montana Board of Massage Therapy. The extra 200 hours are required by Montana Academy of Salons to provide additional training in business management and ethics as well as performing additional guest services in-house vs. outside of the school, all of which are current industry demands and benefit the student by better preparing them for entry level employment.

**COURSE FORMAT/INSTRUCTIONAL METHODS**

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed facilitators) and testing.

**GRADING**

Theoretical and practical evaluations and tests will be conducted regularly. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

| | | |
|---|---|---|
| A | 95 – 100% | Excellent |
| B | 90 – 94.9% | Very Good |
| C | 85 – 89.9% | Satisfactory |
| F | 84.9% and Below | Unsatisfactory |

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 85% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

**SAFETY REQUIREMENTS**

Massage Therapists should be knowledgeable at all time on professional ethics, and electrical hazards.

**MASSAGE THERAPY TEXTBOOKS AND KIT COSTS**

| | | |
|---|---|---|
| **Massage Book Bundle:** | | |
| Theory & Practice of Therapeutic Massage 6e Textbook<br>Theory & Practice of Therapeutic Massage Workbook<br>Human Diseases 4e Textbook<br>Human Diseases Workbook<br>Massage & Bodywork Licensing Exam Study Guide | ISBN- 9781285187587<br>ISBN- 9781285187617<br>ISBN- 9781285065922<br>ISBN- 9781285065939 | |
| Total Cost | | $300.00 |
| **Program Support Items:** | | |
| Getting Loaded Workbook | Hedlux | |
| Over the Top | ISBN-9780983096498 | |
| Fast Track Planner | ISBN-9780983096467 | |
| Montana State Law Printout | | |
| Academy Name Badge | SPANB2 | |
| Academy Book Bag | American Diversity | |
| Total Cost | | $200.00 |
| | **Total Kit and Books Cost** | **$500.00** |

**KIT CONTENTS, TEXTBOOKS, DRESS CODE, CURRICULUM FORMAT, TEACHING MATERIAL OR EDUCATIONAL METHODS MAY CHANGE AT MONTANA ACADEMY'S DISCRETION**

## MICRODERMABRASION COURSE

Montana Academy of Salons uses the following curriculum to support the system of learning: Milady's Aesthetician Series Book. Microdermabrasion is a continuing education course that is offered to graduates of Montana Academy's Cosmetology or Esthetics Courses, and to licensed cosmetologists and estheticians. The Microdermabrasion course does lead to an endorsement on your current practitioner license.

**COURSE DESCRIPTION**

The course contains both theory and practical curriculum to prepare the licensed cosmetologist and or the licensed estheticians microdermabrasion. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration. Practical training takes place in our separate clinic which offers guest services to the public.

**COURSE OBJECTIVES**

Upon completion of the course requirements, the licensee will be able to:
Perform the basic manipulative skills in the areas of microdermabrasion. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

Montana Academy of Salons offers a 50-hour training course in microdermabrasion that meets and exceeds Montana State standards of which at least 25 hours is in theory as follows:

**COURSE CLOCK HOURS | SUBJECT**

25 Histology of the skin; bacteriology; guest consultation and protection; guest pre-care and post-care; product knowledge; theory of technical application of microdermabrasion; sanitation and safety; disposal of waste products;

25 Practical application and observation
Licensees shall submit to the board a notarized copy of a certificate of completion of training for each machine or device to be used by the licensee

Total 50 Course complete when student reaches 50 hours
Licensees seeking to offer mechanical exfoliation or microdermabrasion services shall obtain an endorsement by the board prior to practicing.

**COURSE FORMAT/INSTRUCTIONAL METHODS**

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed facilitators) and testing.

**GRADING**

Theoretical and practical evaluations and tests will be conducted regularly. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

| | | |
|---|---|---|
| A | 95 – 100% | Excellent |
| B | 90 – 94.9% | Very Good |
| C | 85 – 89.9% | Satisfactory |
| F | 84.9% and Below | Unsatisfactory |

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 85% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

**SAFETY REQUIREMENTS**

Estheticians and Cosmetologists typically work full time, with many working evenings and weekends. Long hours are common, especially for self-employed workers.

**MICRODERMABRASION TEXTBOOKS AND KIT COSTS**

| | | |
|---|---|---|
| **Microdermabrasion Book:** | | |
| Microdermabrasion Book | ISBN- 9781435438651 | |
| Total Cost | | $50.00 |
| **Program Support Items:** | | |
| Academy Name Badge | SPANB2 | |
| Montana State Law Printout | | |
| Total Cost | | $10.00 |
| | **Total Kit and Books Cost** | **$60.00** |

**KIT CONTENTS, TEXTBOOKS, DRESS CODE, CURRICULUM FORMAT, TEACHING MATERIAL OR EDUCATIONAL METHODS MAY CHANGE AT MONTANA ACADEMY'S DISCRETION**

## TEACHER TRAINING COURSE

Montana Academy of Salons uses the following curriculum to support the system of learning: Milady by Cengage Learning | Redken Principle Based Design | Summit Salon Business Center |Getting Loaded, In the Beauty Business Student Guide.

**COURSE DESCRIPTION**

The course teaches licensed practitioners teacher training with special emphasis on the theoretical training. Students blend theoretical training and practical training daily. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration. Practical training takes place in our separate clinic which offers guest services to the public.

**COURSE OBJECTIVES**

Upon completion of the course requirements, the determined graduate will be able to:
Pass the State Board examination and gain entry level employment in the teacher training profession. Project a positive attitude and a sense of personal integrity and self-confidence. Practice proper grooming and effective communications skills and visual poise. Understand employer-employee relationships and respect the need to deliver worthy service for value received. Perform the basic skills necessary for teaching, including writing lesson plans, performing aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintain required student record.
Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, trends, and teaching methodologies to improve teaching skills.

Montana Academy of Salons offers a 650-hour training course in teacher training that meets Montana State standards of which at least 75 hours is in theory, 650 hours distributed as follows:

**COURSE CLOCK HOURS | SUBJECT**

245 Task analyses; developing instructional objectives; visual aids and their construction; motivational tools; preparation of instructive materials; lesson planning including: practical theory classes; and practical demonstration classes, fundamentals of speech and public speaking; methods of test construction; methods of evaluation or grading; and curriculum planning and development

75 General psychology including general principles in relation to teaching and counseling; conflict resolution; student counseling; student and teacher relationships; and public relations

115 Business methods, including recruitment; job analysis; student registration, withdrawal, and hours (tracking, completing, calculating, and verifying); ethical employee and employer relationship; salon/booth rental relationship; professional ethics; and current state board laws and rules

75 Advanced theories of cosmetology, esthetics, manicuring, barbering or electrology, the chemistry, safety, sanitation, bacteriology, physiology, anatomy, and diseases and disorders that apply to each course

140 of instruction shall be at the discretion of Montana Academy

Total 650 Course complete when student reaches 650 hours

When a student has completed 90% of the course (585 hours), the student may take the NIC practical test and National written test

**COURSE FORMAT/INSTRUCTIONAL METHODS**

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed facilitators) and testing.

**GRADING**

Theoretical and practical evaluations and tests will be conducted regularly. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

| | | |
|---|---|---|
| A | 95 – 100% | Excellent |
| B | 90 – 94.9% | Very Good |
| C | 85 – 89.9% | Satisfactory |
| F | 84.9% and Below | Unsatisfactory |

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 85% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

**SAFETY REQUIREMENTS**

Facilitators should be knowledgeable at all time on manufactures instructions, chemicals, electrical hazards and wet floors.

**TEACHER TRAINING TEXTBOOKS AND KIT COSTS**

| | | |
|---|---|---|
| **Master Educator Training Bundle:** | | |
| Master Educator Textbook<br>Master Educator Exam Review Book | ISBN-9781133693697<br>ISBN-9781133776598 | |
| Total Cost | | $170.00 |
| **Program Support Items:** | | |
| Academy Name Badge | SPANB2 | |
| Montana State Law Printout | | |
| Over the Top | ISBN- 9780983096498 | |
| Total Cost | | $50.00 |
| | **Total Kit and Books Cost** | **$220.00** |

**KIT CONTENTS, TEXTBOOKS, DRESS CODE, CURRICULUM FORMAT, TEACHING MATERIAL OR EDUCATIONAL METHODS MAY CHANGE AT MONTANA ACADEMY'S DISCRETION**

**SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school regardless of form of payment, cash pay, or Title IV HEA Program funds. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

**EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

| Course | Clocked (actual) Hours |
|---|---|
| Barbering | 450, 900 |
| Supplemental Barbering | 75 |
| Cosmetology | 450, 900, 1200 |
| Esthetics | 325 |
| Manicuring | 200 |
| Massage | 350 |
| Microdermabrasion | 25 |
| Teacher Training | 325 |

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course or academic year, whichever occurs sooner. All periods of enrollment are included in the SAP calculation for Title IV eligibility and otherwise.

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 85% of the hours possible based on the applicable attendance schedule, 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. Student schedules are built into the system when the student is enrolled. 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, Montana Academy will determine if the student has maintained at least 85% 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 118% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

| | | | | Maximum Time Frame Allowed | | |
|---|---|---|---|---|---|---|
| **Course** | FT/PT | Hrs./Wk. | Course Hrs. /Wks. | Weeks | Hours | Weeks beyond contract |
| **Barbering** | FT | 34.5 | 1100/32 | 38 | 1294 | 6 |
| **Supplemental Barbering** | FT | 34.5 | 150/5 | 5.5 | 177 | 1 |
| **Cosmetology** | FT | 34.5 | 1500/44 | 52 | 1765 | 8 |
| **Esthetics** | FT | 34.5 | 650/19 | 38 | 765 | 3.5 |
| **Manicuring** | FT | 34.5 | 400/12 | 14 | 471 | 2 |
| **Massage Therapy** | FT | 34.5 | 700/21 | 25 | 824 | 4 |
| **Microdermabrasion** | FT | 50.0 | 50/1 | 1 | 59 | 1 |
| **Teacher Training** | FT | 40.0 | 650/17 | 20 | 765 | 3 |

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 85% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

All courses offered by the institution are clock hour programs and all students attend on a continuous basis. Therefore, we do not offer term or credit hour based programs. Enrollment is based on one period of continuous enrollment which counts towards satisfactory academic progress and maximum time-frame, including any time in that period where a student would not receive Title IV, HEA program funds. The period of enrollment includes, fall, winter, spring, and summer, as applicable to the student's enrollment agreement.

**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). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by Montana Academy. Students must maintain a written grade average of 85% and pass a final written and practical exam prior to graduation. Students must make up missed tests and incomplete assignments. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

| | | |
|---|---|---|
| A | 95 – 100% | Excellent |
| B | 90 – 94.9% | Very Good |
| C | 85 – 89.9% | Satisfactory |
| F | 84.9% and Below | Unsatisfactory |

**DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making SAP until the next scheduled evaluation. Students will review their SAP determination at the time of each of the evaluations. They may request a hard copy. Students deemed not maintaining SAP may have their Title IV Funding interrupted, unless the student is on financial aid warning or has prevailed upon appeal resulting in a status of financial aid probation.

**FINANCIAL AID WARNING**

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

**FINANCIAL AID PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress, at the next checkpoint after the warning period will be placed on financial aid probation and considered to be making SAP during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the SAP 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 SAP. The student will be advised in writing of the actions required to attain SAP 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 SAP or by the academic plan, he/she will be determined as NOT making SAP and, if applicable, students will not be deemed eligible to receive Title IV funds. Students who are not eligible to receive Title IV funds, can remain enrolled only by cash paying.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS OF FINANCIAL AID**

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 financial aid warning or probationary period, at the next scheduled evaluation. Students can make up hours during course times the student is not normally scheduled for attendance on Friday or Saturday, as applicable to their schedule.

**INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. If a student is considering pursuit of a second program, they must graduate or withdraw from the current program. If a student decides to switch a program, the current SAP will start over with the new program. The old program SAP will no longer apply.

**APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within five (5) 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 five (5) 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 regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

- End of SAP Policy -

**OVER CONTRACT FEES AND EXTRA CHARGES**

School will charge additional tuition for hours remaining after the calculated completion date as stated on the enrollment contract at the below rates per hour, or any part thereof, payable in advance until graduation.

| Course | Rate Per Hour |
|---|---|
| **Barbering** | $15.00 |
| **Supplemental** | $15.00 |
| **Cosmetology** | $15.00 |
| **Esthetics** | $15.00 |
| **Manicuring** | $15.00 |
| **Massage Therapy** | $15.00 |
| **Microdermabrasion** | $15.00 |
| **Teacher Training** | $15.00 |

**TRANSCRIPTS AFTER GRADUATION**

Students who request transcripts and/or records after graduation or dropping a course, will be charged a fee of $10 per transcript and/or records.

**LEAVE OF ABSENCE (LOA) POLICY**

An authorized Leave of Absence (LOA) is a temporary interruption in the student's course of study. The LOA refers to a specific period of time in which a student is not in attendance. A LOA is not required if a student is not in attendance for an institutionally scheduled break. However; a scheduled break may occur during an LOA. A student who must take an approved Leave of Absence (LOA) will return in the same satisfactory academic progress status as at time of taking the LOA.

A student may be granted a LOA when there is a reasonable expectation that the student will be returning. The LOA must be requested and approved in writing prior to LOA occurring, unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and need a few weeks to recover before returning to the Academy, the student would not have been able to request the LOA in advance. The Montana Academy may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the Academy documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the Academy to be the first date the student was unable to attend the Academy because of the accident.

In addition, the student is required to list the reason for the LOA on the form provided by the Academy. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it via mail or in person within a reasonable resolution of the emergency to Montana Academy.

A student may be granted a LOA for any of the following reasons:

1. Medical Issues
2. Military Requirements
3. Jury Duty
4. Mitigating Circumstances beyond the Student's Control
5. Montana Academy Faculty recommendation
6. Financial Hardship

A student granted a LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time. The institution will not assess the student any additional institutional charges as a result of the LOA. Title IV loans will not be disbursed during the LOA.

The maximum time frame for a LOA is 180 calendar days and the minimum is 5 calendar days. Montana Academy of Salons permits more than one LOA provided the total number of days of all LOA does not exceed 180 calendar days within a 12-month period.

On the day, the student returns from the LOA the student is required to inform the office of the return and verify the information on the LOA Request Form & Enrollment Agreement Addendum or initial the correction on the contract. The student's contract and maximum time frame will be extended for the same number of days the student was on LOA without any penalty to the student.

If the student does not return from the LOA on the date scheduled to return, the student will be withdrawn from Montana Academy of Salons. The student's loans will go into repayment after 180 days from the last date of attendance.

Student without an approved LOA will be considered withdrawn after 14 consecutive calendar days without notifying the Academy. The last date of attendance will be utilized for the purposes of calculating a refund.

**GRADUATION REQUIREMENTS/DIPLOMA**

Montana Academy will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; has a minimum 85% attendance and 85% GPA, passed a final comprehensive written and practical examination; completed the course of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

**LICENSING REQUIREMENTS**

Students graduating from the Barbering, Barbering Supplemental, Cosmetology, Esthetics, Manicure and Teacher Training may take the licensing exam to receive a license in Montana after completion of the course enrolled and payment of the required examination fee. All applicants for licensure must be 18 years or older and be a high school graduate or equivalent. Teacher Training applicants must hold a current active Montana Barbering, Cosmetologist, Esthetician, or Manicurist practitioner license that is in good standing. All applicants for licensure for the Supplemental Barbering Course must hold a current active Montana Cosmetology license. Additionally, students may apply to take their licensing examinations after completing 90% of their course hours.

Massage Therapy graduates completing 700 hours and all course work will have the background and skills to pass the licensing examination. All applicants for licensure must apply for examination and fee; as well as evidence of 18 years of age; two letters attesting to good moral character sent directly to the board; and an Official Transcript from the school attended sent directly to the board; proof of completion of Massage Therapy training.

Microdermabrasion Students completing 50 hours and all course work will have the skill to get endorsed by the State Board of Barbers and Cosmetologist. Microdermabrasion Students must be a Licensed Cosmetologist or Licensed Esthetician to get endorsed.

**DISCLOSURES**

Please see the Montana Code Annotated, Chapter 1 General Provisions, Part 2 Licensure of Criminal Offenders, Part 3 Uniform Professional Licensing and Regulation Procedures (Unprofessional Conduct) for reasons why an individual may not be permitted to be licensed as a Barbering, Cosmetologist, Esthetician, Manicurist, or Facilitator and therefore gainful employment in their chosen profession. Additionally, please review the Montana State Board of Massage Therapy; Department and Board Statutes as it applies to "Non-routine Applicants" for reasons that may preclude an individual from being a gainfully employed licensed massage therapist.

**REFUND POLICY**

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

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of $200.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 calendar days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours.

| PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM | TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN |
|---|---|
| 0.01% to 04.9% | 20% |
| 5% to 09.9% | 30% |
| 10% to 14.9% | 40% |
| 15% to 24.9% | 45% |
| 25% to 49.9% | 70% |
| 50% and over | 100% |

- 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, and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before instruction in the program has begun, the school will either provide a full refund of all monies paid or completion of the course. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a termination fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, kit and books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in this catalog and in the student's enrollment agreement.
- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.
- Veterans Only. The Amount charged to the Student for tuition, fees and other charges when only a portion of a course is completed shall not exceed the approximate pro rate portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length. Refunds will be made within 30 days after the last class attended, or the effective date of the withdrawal or termination. This policy is in compliance with the requirements of Title 38 CFR 21.4255.

**DETERMINATION DATE/WITHDRAWAL DATE (OFFICIAL/UNOFFICIAL WITHDRAWAL):**

The last date of attendance is the last day the student was physically in attendance at Montana Academy. A withdrawal determination date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify Montana Academy's administrative office of their intention to withdraw from Montana Academy. An active student is considered unofficially withdrawn when they have been absent for 14 calendar days from their last date of physical attendance without notifying Montana Academy's administrative office.

**RETURN OF TITLE IV FUNDS POLICY**

The law specifies how the Academy must determine the amount of Title IV program assistance that you earn if you withdraw from Montana Academy. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

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

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of the scheduled hours in your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the scheduled hours in your payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct loan funds that you would have received had you remained enrolled past the 30th day. If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay

in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any Institutional Refund Policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return.

**RETURN OF TITLE IV FUNDS BY MONTANA ACADEMY**

Montana Academy must return the unearned aid for which Montana Academy is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

**TITLE IV PROGRAMS**

1. Unsubsidized /Direct Stafford Loan
2. Subsidized /Direct Stafford Loan
3. Parent Plus Pell Grant

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at http://www.studentaid.ed.gov.

By applying for a Direct Loan, a borrower authorizes Montana Academy to pay directly to the Secretary that portion of a refund or return to title IV, HEA program funds from the school that is allocable to the loan.

## CALENDAR CLASS STARTS

| CALENDAR CLASS STARTS | | | | | |
|---|---|---|---|---|---|
| **Barbering** | | 6/18/2018 | TBA | TBA | TBA |
| **Supplemental Barbering** | 11/27/2017 | 7/16/2018 | TBA | TBA | TBA |
| **Cosmetology** | | 1/15/2018 | 2/12/2018 | 3/12/2018 | 4/2/2018 |
| | | 4/30/2018 | 5/28/2018 | 6/18/2018 | 7/16/2018 |
| | | 8/13/2018 | 9/3/2018 | | |
| **Esthetics** | 12/11/2017 | 2/26/2018 | 5/14/2018 | 7/30/2018 | |
| **Manicuring** | 11/27/2017 | 2/12/2018 | 4/30/2018 | 7/16/2018 | |
| **Massage Therapy** | | 4/16/2018 | 10/1/2018 | | |
| **Microdermabrasion** | | 4/2/2018 | 9/10/2018 | | |
| **Teacher Training** | TBA | TBA | | | |

## HOLIDAYS & CLOSURES

| HOLIDAYS & CLOSURES | | |
|---|---|---|
| **New Year's** | | 1/1/2018 |
| **Memorial Day** | | 5/28/2018 |
| **Independence Day** | | 7/4/2018 |
| **Labor Day** | | 9/3/2018 |
| **Thanksgiving** | 11/23-25/2017 | 11/22/2018 |
| **Christmas** | 12/24-26/2017 | 12/24-25/2018 |
| **Staff Professional Development** | 12/26/2017 | TBA |

### NON-DISCRIMINATION POLICY

Montana Academy in its admission, education programs, activities and graduation policies does not discriminate on the basis of age, sex, race, ethnic origin, color, religion, financial status, disability, or any other basis protected by the federal, state or local law. Montana Academy owner/administration is designated to coordinate Montana Academy compliance with the requirements of Section 504, as required by 34 Code of the C.F.R. § 104.7(a).

### OWNER

Montana Academy of Salons, 501 2nd ST S, Great Falls, MT 59405, 406-771-8772, is owned by LAM, LLC d/b/a Montana Academy of Salons.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY

The family educational rights and privacy act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Montana Academy receives a request for access. A student should submit to the FAO, a written request that identifies the record(s) the student wishes to inspect. The FAO will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   A student who wishes to ask Montana Academy to amend a record should write the FAO responsibly for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If Montana Academy decides not to amend the record as requested, Montana Academy will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Montana Academy discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Montana Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. An academy official is a person employed by Montana Academy in an administrative, supervisory, academic, research, or support staff position, such as a disciplinary or grievance committee. An academy official also may include a volunteer or contractor outside of Montana Academy who performs an institutional service of function for which Montana Academy would otherwise use its own employees and who is under the direct control of Montana Academy with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Montana Academy.

Upon request, Montana Academy also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

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

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student

- To other school officials, including teachers, within Montana Academy whom Montana Academy has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom Montana Academy has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising Montana Academy's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are

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

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, Montana Academy, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- Information Montana Academy has designated as "directory information" under §99.37.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if Montana Academy determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of Montana Academy's rules or policies with respect to the allegation made against him or her.

To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of Montana Academy, governing the use or possession of alcohol or a controlled substance if Montana Academy determines the student committed a disciplinary violation and Disability.

**ACCOMMODATION & GRIEVANCE POLICY**

**1. Statement of Non-Discrimination and Accommodation**

a. The Montana Academy of Salons ("the Academy") does not discriminate on the basis of disability.

b. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the educational resources of the Academy, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA") and their related statutes and regulations.

c. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, who has been designated to coordinate the efforts of the Academy to comply with Section 504 and ADA.

ADA Compliance Coordinator: Linda McPherson
501 2nd St., S. Great Falls, MT 59405
(406) 771-8772 ext. 3; linda@mymtacademy.com

**2. Requests for Accommodation**

a. Individuals with disabilities wishing to request a reasonable accommodation must contact the ADA Compliance Coordinator. A disclosure of a disability or a request for accommodation made to a faculty or staff member, other than the ADA Compliance Coordinator, will not be treated as a request for an accommodation. However, if a student discloses a disability to

faculty or staff member, he or she is required to direct the student to the ADA Compliance Coordinator.

b. The ADA Compliance Coordinator will provide a student or applicant with a **Request for Accommodations form**.

c. Reasonable accommodations are available for students and applicants who provide the appropriate documentation of a disability. Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified profession in the area of the student's disability, as enumerated below:

| Disability | Qualified Professional |
|---|---|
| **Physical disability** | MD, DO |
| **Visual impairment** | MD, ophthalmologist, optometrist |
| **Mobility, orthopedic impairment** | MD, DO |
| **Hearing impairment** | MD, Audiologist (Au.D)<br>*audiology exam should not be more than a year old |
| **Speech and language impairment** | Licensed speech professional |
| **Learning disability** | PhD Psychologist, college learning disability specialist, other appropriate professional |
| **Acquired brain impairment** | MD neurologist, neuropsychologist |
| **Psychological disability** | Psychiatrist, PhD Psychologist, LMFT or LCSW |
| **ADD/ADHD** | Psychiatrist; PhD Psychologist, LMFT or LCSW |
| **Other disabilities** | MD who practices or specializes within the field of the disability. |

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. The Academy may request additional documentation as needed.

d. After the ADA Compliance Coordinator receives the Request Form and the required documentation, he/she will engage the student or applicant in an interactive process to determine what accommodations may be reasonable.

e. If the student or applicant is denied the requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity.

f. The Academy will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements

**3. Grievance Process**

a. The Academy has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA.
b. Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance pursuant to the procedure outlined below. The Academy will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.
c. Procedure
    i. Grievances must be submitted to the ADA Compliance Coordinator, Linda McPherson, 501 2nd St., S. Great Falls, MT 59405, (406) 771-8772 ext. 3; linda@mymtacademy.com Grievances must be submitted to the ADA Compliance Coordinator, within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
    ii. A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
    iii. The ADA Compliance Coordinator (or her/his trained designee) shall investigate the complaint and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The ADA Compliance Coordinator will maintain the files and records relating to such grievances.
    iv. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the ADA Compliance Coordinator will so advise the student and provide an update as to the status of the investigation. The student may also contact the ADA Compliance Coordinator to inquire as to the status of the investigation at reasonable intervals.
    v. The person filing the grievance may appeal the decision of the ADA Compliance Coordinator by writing to [Mike McPherson, FAO, 501 2nd ST S, Great Falls, MT, 406-771-8772 x 4 and financialaid@mymtacademy.com], within 15 days of receiving the ADA Compliance Coordinator's decision. The [FAO] shall issue a written decision in response to the appeal no later than 30 days after its filing.
    vi. The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.
    vii. The Academy will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

**SCHOLARSHIPS POLICIES**

Please see Admissions Office for available scholarships.
If the student receives other forms of financial assistance such as scholarships, it may reduce the student or the student's parent eligibility for Federal Aid. All scholarships are applied at the end of the contract. Scholarships are credited to the graduated student's ledger from Montana Academy.

## OTHER AVAILABLE SERVICES

### STUDENT HOUSING

Montana Academy does not offer student housing. Contact the admissions office concerning question related to housing needs.

### CAREER COUNSELING & PROFESSIONAL ASSISTANCE

Posted in the student lounge and restroom, are various career and professional counselors.

### LICENSING /ACCREDITATION/ ORGANIZATIONS

Montana Academy of Salons is licensed by Montana Board of Barbers and Cosmetologist,
PO Box 200513, Helena, MT, 59620 Phone 406-841-2335

Montana Academy of Salons is accredited by National Accrediting Commission of Career Arts & Sciences,
3015 Colvin Street, Alexandria, Virginia, 22314 Phone: 703-600-7600 Fax: 703-379-2200

Montana Academy of Salons is acknowledged by Montana Board of Massage Therapy
Montana Board of Licensed Massage Therapy
301 So. Park 4th floor P.O. Box 200513 Helena, Mt 59620-0513

Montana Academy of Salons is certified through National Certification Board of Therapeutic Massage
National Certification Board of Therapeutic Massage
13333 Burr Ridge Parkway, Suite 200 Burr Ridge, IL 60527
Phone: 630-627-8000 or 1-800-296-0664

Note: All licensing/accrediting/approval can be found posted at Montana Academy.

# GENERAL INFORMATION

### PURPOSE, VISION AND INTENT

**Purpose:** To graduate leaders in the salon and spa industry.
**Vision:** Educating the Next Generation of Salon and Spa Leaders in the latest industry trends and techniques.
**Intent:** To change the industry, one graduate at a time.

### PREMIER REDKEN ACADEMY

Montana Academy is a Premier Redken Academy using Redken retail and professional products for Barbering and Cosmetology.

### CATALOG RESPONSIBILITY

Each student who enrolls is responsible for knowing the information in this catalog. Montana Academy reserves the right to change or revise policies, kits, and curriculum.

### ACCESSIBILITY

Montana Academy is wheelchair accessible. Most of our equipment can be adjusted to accommodate wheelchairs/disabilities.

### CLASS SIZE

Montana Board of Barbers and Cosmetologist define class size as: One (1) instructor to twenty-five (25) students. Montana Academy limits the monthly class size of all courses and therefore early enrollment is suggested.

### ORIENTATION

All students have a complete orientation prior to the start of courses.

### PHYSICAL DEMANDS ON THE BODY

You may work long hours, especially those who own salons. Work schedules may include nights and weekends, and may not include breaks or lunches. Good health and stamina are a must. Most salon industry professionals may be on their feet for long periods of time. There are physical demands placed upon the body during both class and as an employee in the industry, including but not limited to, standing for long periods of time, bending over, lengthy time allowances for services, lifting heavy objects, dexterity, exposure to heat and chemicals, possible cuts resulting from a haircutting service, and prolonged exposure to some chemicals may cause irritation so protective clothing, facemasks, and gloves should be worn.

### FACILITATORS

Montana Academy of Salons facilitators must have two (2) licenses to facilitate. The facilitator may have a Barbering, Cosmetology, Esthetic and or a Manicuring License and an Instructors License. All licensees at Montana Academy of Salons come with salon experience and knowledge in all aspects of the industry. Licensees must earn 12 continuing education credits, (CE) 4 continuing education credits must be in teaching methodology every year. Additional education is also provided for facilitators to ensure they stay current with trends, products and instructing techniques.
Montana Board of Massage Therapy, licenses only the Massage Therapist practitioners, and does not license Massage Therapy Instructors. Licensed Massage Therapists must earn 12 continuing education

credits, (CE) every two consecutive years. All licensees at Montana Academy of Salons come with salon/spa experience and knowledge in all aspects of the massage industry.

**SCHEDULES**

| Course | Hrs | Wk | Ft/Pt | Schedule | | Hr/Wk |
|---|---|---|---|---|---|---|
| Barbering | **1100** | **32** | **FT** | **Mon.-Thur.** | **E/O Fri. & Sat.** | **34.5** |
| Supplemental Barbering | **150** | **5** | **FT** | **Mon.-Thur.** | **E/O Fri. & Sat.** | **34.5** |
| Cosmetology | **1500** | **44** | **FT** | **Mon.-Thur.** | **E/O Fri. & Sat.** | **34.5** |
| Esthetics | **650** | **19** | **FT** | **Mon.-Thur.** | **E/O Fri. & Sat.** | **34.5** |
| Manicurist | **400** | **12** | **FT** | **Mon-Thur.** | **E/O Fri. & Sat.** | **34.5** |
| Massage Therapist | **700** | **21** | **FT** | **Mon.-Thur.** | **E/O Fri. & Sat.** | **34.5** |
| Microdermabrasion | **50** | **1.5** | **FT** | **Mon. -Sat.** | | **34.5** |
| Teacher Training | **650** | **17** | **FT** | **Mon.-Thur.** | **E/O Fri. & Sat.** | **40.0** |

**ATTENDANCE POLICY**

Daily attendance is recorded by a facilitator and is the responsibility of all students to attend their full contracted schedule and to complete all curriculums, project sheets and all state mandated training. To continue your enrollment at Montana Academy, you must abide by the attendance policy that corresponds with the course in which you are enrolled.

Students who go over their contracted graduation date and need additional time to complete their course will be charged an hourly fee until the student completes the required hours from the course.

Students must attend at least 85% of their schedules hours to meet the maximum time frame.

**TARDY:** Defined as delaying or delayed beyond the right or expected time.

The following is considered a Tardy:

1. Arriving after your scheduled shift starts.
2. Arriving late from meal breaks.
3. Starting lunch prior to 1:00 pm
4. Exceeding the allowed break time from classroom or student clinic area
5. Leaving Montana Academy property / premises during scheduled shift without approval or leaving prior to your scheduled shift end time.
6. Failure to call in to report an absence in the required time frame. (30 minutes before shift start)

If you arrive after your scheduled shift, report to a facilitator before entering the classroom or the student clinic area.

1. The first tardy will result in a consultation with the attendance facilitator, regarding the students' commitment to the course.
2. The second tardy will result in a written form outlining the attendance policy.
3. The third tardy will result in a written occurrence. Each tardy after three will be considered as an occurrence.

**MISSING STUDENT:** Defined as a student who no-calls / no-shows for class or is a student who does not return from an approved Leave of Absence (LOA) or Requested Time Off (RTO).

**ABSENCE:** Defined as the state of being away from a place.

Montana Academy strongly recommends that no student be absent while attending foundations in any course. It becomes a hardship for the student and Montana Academy to makeup theory and practical instruction. Course lesson plans are taught on a rotating schedule and are not repeated until weeks later. An absence is when the student was not in attendance during the am and or pm scheduled shift.

**NO CALL, NO SHOW**
A no call, no show is when a student doesn't call in and doesn't show up for the course. A no call, no show will result in an "occurrence".

**MANDATORY: (required as rules) FRIDAY AND SATURDAY**
Friday and Saturday attendance is mandatory. All students including students currently in Foundations, must attend the full day on Friday or Saturday.

**OCCURRENCE:** Defined as the fact or frequency of something happening.

Tardies, no call no show, mandatory Friday and Saturdays, will be considered an occurrence. Courses less than 700 hours will be allowed six (6) occurrences per course. Courses over 701 hours will be allowed ten (10) occurrences per course. Students may be dismissed for exceeding the allowed occurrences. Exception for occurrence(s) will be case by case.

RTO is "requested time off" in advance (minimum seven (7) days prior to the RTO) for the upcoming absence. The RTO will be considered if the student is currently making SAP in grades and attendance. No RTO's are offered in foundations.

Exception to the 7-day requirement would be:

- If you are involved with law enforcement. (To be excused you must provide a copy of the police report)
- If a student is unable to attend due to inclement weather, an excused absence will be considered
- Serious illness of self or family member
- Submitting an RTO one day prior to the funeral
- Incarceration

RTO are available for mornings, afternoons and all day. See Requested Time Off Form available from facilitators.

**MAKE UP POLICY**

The "make up policy" affords student the opportunity to make up assignments and tests that they have missed. Students who missed a test due to an absence must make up the test on the first day returning to Montana Academy, to receive credit for the test. The student is responsible to make arrangements with the facilitator to schedule a time to make up the test. Missed tests will be posted as a ZERO until the time that they are made up. Missed and failed tests will adversely affect the student's Grade Point Average (GPA) and Satisfactory Academic Progress (SAP).

Students are made aware at the time of their contract signing that over contract fees will be charged for hours exceeding their calculated completion date. Students are provided with "SmartFlex", a student portal, which allows students the ability to monitor their hourly attendance. Students have a monthly, "one on one" evaluation with a team facilitator throughout their training and are made aware of their hourly attendance.

Students may come in during their unscheduled day of the week to make up missed hours. Montana Academy strongly recommends students making up missed hours as to prevent over contract fees. A student must get permission from a facilitator to make up hours because all students must be supervised always. Facilitators will work with a student to make a plan of action that the student can commit to. Students will not be allowed to self-study without the supervision of a facilitator. A student may watch an instructional video with the supervision of a facilitator. This is not used as a replacement for class. The student/facilitator ratio will be upheld according to Montana State Laws. Students who schedule a makeup day, are required to attend without tardies, or absences. This is a privilege and anyone who is tardy or absent may not be allowed to continue making up missed days. Opportunities to gain or make up hours are as follows:

- **Student Clinic Area**: If a station is available to service guests and Montana Academy does not exceed the facilitator to student ratio.
- **Manicure or Pedicure Clinic Area**: If a table or pedicure station is available to service guests and Montana Academy does not exceed the facilitator to student ratio.
- **Esthetic or Massage Clinic Area:** If a treatment table is available to service guests and Montana Academy does not exceed the facilitator to student ratio.
- **Front Desk Clinic Area**: If a front desk position is available to service guests and Montana Academy does not exceed the facilitator to student ratio.
- **Dispensary and Laundry Clinic Area**: If there are no stations, tables and rooms available to service guests and Montana Academy does not exceed the facilitator to student ratio.
- **Classroom:** Must be approved by the lead facilitator and the facilitator teaching the class.

**TERMINATION POLICY**

The Student's enrollment may be terminated by Montana Academy for any of the following reasons: insufficient progress; non-payment of tuition; failure to comply with Academy Rules or Policies (including, but not limited to, refusal to follow directions of facilitators); violation of State Laws and Regulations; disruptive behavior and improper conduct; any action which causes or could cause bodily harm to a guest, a student, or employee of Montana Academy; willful destruction of Academy property; carrying a weapon, and theft or any illegal act.

In the case of termination by Montana Academy, the Student will receive a refund, according to the Refund Policy described in the Enrollment Agreement. Montana Academy will issue an Official

Transcript of Hours to students who withdraw prior to course completion when the student has successfully completed the required exit paperwork; attended an exit interview; and made final payment of debts owed Montana Academy.

**GRADING PROCEDURES**

The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

| | | |
|---|---|---|
| A | 95 – 100% | Excellent |
| B | 90 – 94.9% | Very Good |
| C | 85 – 89.9% | Satisfactory |
| F | 84.9% and Below | Unsatisfactory |

Letters are given for practical skill evaluation. Evaluation is marked as a "Y" for completed steps or an "N" for not completed steps. A zero will be given in each step for refusal of a guest, service or sanitation. When a student is struggling in one or more areas of study or skill level, the facilitator will advise the student on how the incomplete skill can be successfully completed. 50% and below warrants the student returning to theory and removed from the Student Clinic Area.

| | | | | | |
|---|---|---|---|---|---|
| 10 steps completed | 100% | 9 steps completed | 90% | 8 steps completed | 80% |
| 7 steps completed | 70% | 6 steps completed | 60% | 5 steps completed | 50% |
| 4 steps completed | 40% | 3 steps completed | 30% | 2 steps completed | 20% |
| 1 step completed | 10% | 0 steps completed | 0% | | |

**COMPLETED**

Students may receive a "Y" for completed, from a facilitator, when the student has completed a practical skill successfully.

**NOT COMPLETED**

Students may receive an, "N" for not completed, from a facilitator, when the student is attempting to learn a practical skill but needs additional time or practice to complete the work.

**INADEQUATE GRADES**

When a student is struggling in one or more areas of theory or practical skills, the facilitator will advise the student on how the deficiency can be successfully completed and determine a deadline for the work to be completed satisfactorily.

**CONDUCT**

All parts of Montana Academy of Salons should be viewed as a learning institution; the front desk is a teaching tool and a sales desk and should not be used to gather around. Out of respect for fellow students and their guests, students should not gather around student stations while they are working with a guest. Facilitators are an important tool for Montana Academy; Facilitators will assist and supervise each step of services provided. Swearing, inappropriate language, and/or degrading the school or its staff will not be tolerated at Montana Academy of Salons and is cause for immediate termination.

**GOSSIP/RUMORS**

Negative and malicious gossip and rumors are unacceptable. Spreading malicious gossip and rumors creates discord and threatens harmony that is unacceptable. Students are to treat others with respect and to conduct themselves professionally at all times. Students are prohibited from making statements about Montana Academy, other students, guests, competitors, or others that may be considered harassing, threatening, libelous, or defamatory in any way including on social media.

**ADMINISTRATIVE STAFF & FACULTY**

Linda M. McPherson, Owner, CEO
Michael T. McPherson, Owner, CFO/FAO
Cole McPherson, Marketing Coordinator
Dawn Zuris, Admissions

| **FULL TIME FACILITATORS** | **LICENSED IN** |
|---|---|
| Macie Peters | Barbering/Cosmetology |
| Chris Cooper | Cosmetology |
| Jeannie Cummings | Cosmetology |
| Sarah Custer | Cosmetology |
| Cierra Conner | Esthetics/Microdermabrasion |
| Keri Kingland | Massage Therapy |

| **SUBSTITUTE FACILITATORS** | |
|---|---|
| Linda McPherson | Cosmetology/Microdermabrasion |
| Crystal Sevalstad | Cosmetology |

## COST OF EACH COURSE

**REGISTRATION FEE**

A $200 registration fee per course is due at the time of signing the Enrollment Agreement.

**TUITION**

| Course | Registration Fee | Textbooks & Kits | Tuition | Total |
|---|---|---|---|---|
| **Barbering** | $200.00 | $1,700.00 | $13,000.00 | $14,900.00 |
| **Supplemental Barbering** | $200.00 | $1,200.00 | $1,700.00 | $3,100.00 |
| **Cosmetology** | $200.00 | $1,900.00 | $17,000.00 | $19,100.00 |
| **Esthetics** | $200.00 | $1,600.00 | $7,000.00 | $8,800.00 |
| **Manicuring** | $200.00 | $600.00 | $4,000.00 | $4,800.00 |
| **Massage Therapy** | $200.00 | $500.00 | $10,500.00 | $11,000.00 |
| **Microdermabrasion** | $200.00 | $60.00 | $1,100.00 | $1,360.00 |
| **Teacher Training** | $200.00 | $220.00 | $6,500.00 | $6,920.00 |

**TEXTBOOK AND KITS POLICIES**

Montana Academy textbook and kit items are available only through suppliers that sell to licensed professionals: Barbering/Cosmetology/Esthetic/Manicuring/Massage Therapy/Microdermabrasion and Teacher Training academies. Montana Academy pays wholesales costs for these textbooks and kit items and then passes those savings along to the student. The kit may not be removed from the campus facility without permission and must be kept in the assigned locker.

Montana Academy of Salons has payment options available for the purchase of textbooks and kit items. For those students using Title IV funds, the charge for textbooks and kit items can be added to the institution charges and funds will be disbursed by the payment period. The textbook and kit costs are payable in the first academic year. Students that use the Title IV option are considered to have authorized the use of Title IV funds to cover the cost of textbooks and kit items and will not have to give a written authorization for this purpose only. NOTE: The Student using Title IV funds (financial aid) only receives Title IV funds if the Student is making satisfactory progress or has been placed on probation. For those students that are on a cash payment plan, a down payment of 20% of tuition, plus books, kit and fees is paid prior to the first day of class and the remaining balance is paid as agreed upon prior to signing enrollment agreement.

Student may request to opt-out of including Program Tools & Equipment and/or the Cosmetology Book Bundle in the institutional charges and purchase such items elsewhere by submitting to the School's Admissions Office a "Request to Opt-Out" form. The Request to Opt-Out form is available from the School's Admissions Office.

The textbook and kit items are non-refundable. The costs for the textbook and kit items includes shipping, and handling. The student is responsible for replacing lost, missing, or broken items. In the event a kit item is defective; Montana Academy will warranty the item for 30 days from the date the student received the item. The textbooks and kits provided are to be used on Montana Academy guests and/or models as assigned, in order to develop required skills and speed. In order to keep learning materials current, Montana Academy, from time to time, may change textbook and kit items. The

student is responsible for any additional textbook and kit costs. The kit items can be purchased from the Admissions Office. Borrowing kit items is not encouraged or tolerated.

**ADDITIONAL COST, CLASSROOM MATERIAL LIST**

Students will be given an apparel code for their course and must adhere to the guidelines. Esthetic Students will need to purchase a white lab coat, Barber and Supplemental Barber Students will need to purchase a black barber jacket and Massage Therapy Students will need to purchase black scrubs. For all courses, the student will be responsible for additional cost of classroom materials. Please bring with you on the first day of attendance the following: pens (black, blue, green, red) pencils, highlighters, notebook, and a folder type clipboard that opens with the calculator.

Students will be responsible for paying for licensing exams and extra materials needed to take the state board practical exam for their program.

**REPLACEMENT COSTS**

| | |
|---|---|
| Name Tag | $10.00 |
| Mirror | $2.00 |
| Slanted Tweezers | $8.00 |

Textbook and Kit items stolen, lost and/or broken, are the student's responsibility to replace. The above, are examples, of items most frequently replaced.

**METHODS AND TERMS OF PAYMENTS**

Cash, check, or credit cards are acceptable for tuition payment. Title IV HEA Funding Financial Assistance may be available for Barbering, Cosmetology, Esthetics, Massage Therapy and Teacher Training courses and to those who qualify.

A down payment of 20% of tuition plus all textbooks, kits, and fees are due 30 days before the class starts. Then a monthly payment is due the first day of each month until training is complete.

| Course | Down Pmts 20% of Tuition + Textbook and Kits | Monthly Pmts |
|---|---|---|
| **Barbering** | 4300.00 | 1486.00 |
| **Supplemental Barbering** | 1500.00 | 600.00 |
| **Cosmetology** | 5300.00 | 1360.00 |
| **Esthetics** | 3000.00 | 1120.00 |
| **Manicurist** | 1400.00 | 1067.00 |
| **Massage Therapist** | 2600.00 | 1680.00 |
| **Microdermabrasion** | 280.00 | 880.00 |
| **Teacher Training** | 1520.00 | 1300.00 |

*This does not include registration fee or application fee.

**PROGRAM DISCLOSURE AND CONSUMER INFORMATION**

Program disclosure and consumer information can be found on our website at http://www.MontanaBeautySchool.com or a hard copy is available in the admissions or financial aid office.

- Net Price Calculator
- Financial Aid Code of Conduct
- Campus Crime Cutting Tool
- IPED-College Navigator

**CAMPUS SECURITY ACT INFORMATION DISCLOSURE**

Montana Academy of Salons is committed to providing safety to all of its students, faculty, and staff. If a crime happens to the student or the student's property or if there is an emergency occurring on campus, students, employees and/or guests are encouraged report the incident to the Chief Executive Officer or a Campus Security Authority immediately. That individual will assist the student, employee or guest in reporting the crime to the local police or other appropriate security force.

Montana Academy of Salons will provide students, faculty, and staff with a copy of its Annual Security Report by October 1st of each year. Crime statistics will be gathered from the local police and compiled in this Annual Security Report. The report will show the number of incidents on campus, including Montana Academy parking lot and adjacent streets. At any time, crime statistics information can be obtained from Montana Academy Admissions Office.

The Chief Executive Officer (CEO) of the Montana Academy of Salons prepares the annual security report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) as amended by the Violence Against Women Reauthorization Act of 2013. The full text of this report can be located on our web site at http://www.MontanaBeautySchool.com. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus.

**COLLEGE NAVIGATOR**

Montana Academy reports information to the National Center for Education Statistics (NCES), which is made available through the College Navigator website. Consumer information reported to the NCES can be found at http://nces.ed.gov/collegenavigator/

**CONSUMER INFORMATION**

Consumer Information is reported to NCES and can be found at http://nces.ed.gov/collegenavigator

**GAINFUL EMPLOYMENT**

For more information about our graduation rates, the median debt of students who complete the programs, and other important information, please visit our website at: http://www.MontanaBeautySchool.com

**FINANCIAL AID INFORMATION**

Information relating to financial aid can be obtained by calling (406) 771-8772 x 4. Monday-Friday from 9:00 am - 5:00 pm.

**ADMISSIONS INFORMATION**

Information regarding enrollment can be obtained by calling the Admissions office at (406) 771-8772 x 5 or texting at 406-788-9712. Admissions office is open Monday-Friday.

**GRADUATION, LICENSURE, & PLACEMENT RATES**

| Graduation Rate* | Licensure | Placement Rate |
|---|---|---|
| 73.61% | 100% | 88.68% |

Rates from the NACCAS 2015 Annual Report

NACCAS' (data) annual report is derived from a single cohort of students – those scheduled to graduate. NACCAS' graduation, placement and licensure definitions are provided below:

- Graduation Rate: based on all students scheduled to graduate from their program. Of those students scheduled to graduate, the percentage that actually graduated before November 30.

Note: The scheduled graduation date is a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes, re-enrollments and other contract changes have been accounted for).

- Graduate: A student who has completed all applicable academic and non-academic requirements, as defined by the institution's graduation policy.
- Placement rate: Of those graduates from the graduation cohort who are eligible for placement, the percentage who were placed prior to November 30.
- Eligible for Placement: A graduate from the graduation cohort is considered eligible for placement unless they meet one of the five exemptions detailed below:

a. The graduate is deceased
b. The graduate had a permanent or indefinite disability
c. The graduate was deployed for military service/duty
d. The graduate studied under a student visa and is ineligible for employment in the U.S.
e. The graduate continued his/her education at an institution under the same ownership

- Placement: A graduate who is or has been employed in a field for which their training prepared them (i.e., in a position within the beauty and wellness industry that directly relates to their field of training) after graduation and prior to November 30. Graduates who obtain temporary positions (i.e., positions where there is an expectation prior to the graduate's hire that the employment relationship between the employer and graduate will not last more than one month) are not considered placed.
- Licensure Rate: Of the graduates from the graduation cohort who sat for all parts of their required state/national licensure exam prior to November 30, the percentage that passed all required parts of the state/national exam before November 30.

**INTERNAL GRIEVANCE (COMPLAINT) PROCEDURE POLICY**

Montana Academy of Salons maintains an "open door" policy allowing students or other interested parties the opportunity to discuss any issue's necessary. Most of these issues can be resolved at Montana Academy level. Montana Academy will receive and process complaints that state facts that reasonably suggest that Montana Academy may not be in compliance with the Federal, State, or NACCAS standards and criteria. Montana Academy makes available to all prospective and enrolled students an Internal Grievance Procedure Policy with which Montana Academy is required to comply with for students should they have the desire to register a compliant at any time.
Montana Academy will make every attempt to resolve any student complaint. Complaint procedures will also be included in new student orientation thereby assuring that all students know the steps to

follow should they desire to register a complaint at any time. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 5 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the CEO of School.
3. The complaint will be reviewed by administration and a response will be sent in writing to the student within 10 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. 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.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, administration will appoint a hearing committee consisting of one member selected by Montana Academy 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 30 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by Montana Academy's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. Montana Academy administration shall consider the report and either accept, reject, or modify the recommendations of the committee. Director of School shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students are encouraged to exhaust the institution’s internal complaint process before submitting the complaint to the school’s accrediting agency, with the exception of violations against State and Federal law.
8. The institution maintains copies of all complaints and their resolution according to the institution’s record keeping policy.
9. Contact information for the institution’s regulatory agencies can be found in elsewhere this catalog.

## ADDITIONAL ACADEMY INFORMATION

### STUDENT POLICIES & PROCEDURES

To succeed at Montana Academy, it is important to follow and adhere to Montana Academy's policies and procedures. Policies serve as a guideline to provide structure and enhance Montana Academy training courses. Academy policies and procedures are subject to change.
A copy of the Student Policies and Procedures is given to each student prior to signing the enrollment agreement. The student will adhere to Montana Academy's standards of conduct, attendance, dress code and courtesy to all. All students must maintain Satisfactory Academic Progress (SAP). SAP is defined as an 85% average in both theory and practical grades and attendance. Students may tract SAP electronically on their personal smart phone, tablet or home computers through an online SMART portal. This technology is to encourage students to be aware of their daily SAP attendance and grades.

### ACADEMY STANDARDS

All students must abide by Montana Board of Barbers and Cosmetologist's and the Montana Board of Massage Therapist Rules. Unprofessional conduct, (24.121.2301) and lack of integrity will not be tolerated and as a result the student may be terminated. The following actions may result in termination:

- breaching a contract with Montana Academy, if established as a final judgment in a court of law
- failing to cooperate with an inspection or investigation conducted by Montana Academy
- knowingly submitting false records or documents to Montana Academy
- impersonating a licensee or representing oneself as a licensee for which one has no current license
- filing a complaint with, or providing information to, Montana Academy which the student knows, or ought to know, is false or misleading
- being convicted of a misdemeanor or any felony involving the use, consumption, or self-administration of any dangerous drug, controlled substances, alcoholic beverage, or any combination of such substances;
- using any dangerous drug or controlled substance illegally or alcohol while providing services at Montana Academy
- acting in such a manner as to present a danger to public health or safety, or to any guest including, but not limited to, incompetence, negligence
- maintaining an unsanitary or unsafe school, or practicing under unsanitary or unsafe conditions
- performing services or using machines and devices outside of the student's area of training, expertise, competence, or scope of practice
- damaging, destroying, or attempting to destroy property or equipment of Montana Academy or a member of the public in school
- intentionally misrepresenting a student's type of licensure
- advertising or otherwise implying that the student is providing treatment, healing, correcting, or diagnosing any medical condition
- aiding or abetting unlicensed practice by intentionally or unintentionally encouraging, assisting, or failing to prevent the commission of unlicensed practice
- failing to use implements, equipment, instruments, machines, devices, or products according to the manufacturer directions, with the exception of using only single-use plastic tips on microdermabrasion machines
- unprofessional conduct is subject to discipline by Montana Academy

**CHEATING POLICY**

Students caught cheating will be subject to termination from the course.

**STEALING POLICY**

Students caught stealing will be subject to termination from the course.

**DUTIES/SANITATION POLICY**

The facilitators will assign duties and/or sanitation as a part of the daily routines. Your assigned duties and sanitation are a part of your training and grade. Facilitators will check all duties and sanitation.

**SAFETY PROCEDURES/FIRST AID/BLOOD SPILL**

First aid kits are conveniently located in the student dispense area and in the facilitators' office. For an emergency not requiring 911, if possible, a staff member may take you to the doctor. If a staff member is not available, your emergency contact will be asked to escort you to a doctor. In an emergency situation, a staff member will call 911.

**TIME CLOCK POLICY**

The electronic finger scanner (time clock) records your hours in minutes. The time is securely recorded and protected by Montana Academy for records purposes. Each scheduled day you are to clock in using the electronic finger-print scanner. You will also use this scanner to clock out for a 1-hour lunch break, clock back in after the break and clock out at your scheduled end time. This is a condition of your enrollment. If an error has occurred while clocking in or out, seek a facilitator for assistance.

**HOUR POLICY**

Montana Academy is open Monday through Saturday plus evenings. Schedules are pre-determined which define the student's hours of attendance. Students will be in the class room every day through foundations. The student's clinic area and class room schedule will be given at the time of enrollment. Hours required are a condition of the course you are currently enrolled in. Your schedule is part of the enrollment agreement and is subject to change.

**LOCKER POLICY**

The locker should be used to store student kits, textbooks, and any personal belongings. It is your responsibility to keep your locker clean and free of open food or drinks. A locker is provided to keep your kit safe and undamaged. You are to use your locker at all times and never leave your kit in classrooms, stations, or anywhere unattended.

**PADLOCK POLICY**

During orientation, you will be provided with a padlock for your locker to use during your attendance at Montana Academy. Padlocks must be returned in working condition or a fee will be charged.

**LUNCH POLICY**

Lunches are scheduled and if returning late, the tardy policy will apply.

**FOOD AND BEVERAGE POLICY**

Please keep all eating and drinking in the student lounge. Beverages in bottles are allowed in the classroom during class. No beverages or food are allowed at styling stations or in the clinic area.

**GUEST SERVICE POLICY**

Students are never to leave a guest unattended. It is unprofessional and could be dangerous to the guest.

**DESIRED STUDENT CHARACTERISTICS**

Successful students share certain characteristics when interested in the service of Barbering, Cosmetology, Esthetics, Manicuring, Massage Therapy and Teacher Training.

- Adaptability
- Creativity
- Customer service
- Good grooming habits
- Pleasant personality
- Ability to visualize ideas
- Good dexterity
- High standards in safety and health

**LEARNING**

Subjects being taught are reviewed and built upon constantly. If you don't understand a subject, seek help from a facilitator. Our goal is to assist your learning. Take advantage of learning while you are here. Your goal is to learn as much as you can. Learning and memorizing are not the same. Learning means you take what is covered into your thinking and can use it. Memorizing is short term and will not last.

**STUDENT RESOURCE CENTER POLICY**

A library of industry magazines, books, audio and video materials are provided for the student in relation to the course of study. Montana Academy has computers accessible to students to research areas of interest to the Barbering, Cosmetology, Esthetics, Manicuring and Massage Therapy industry. Facilitators may limit the Student Resource Center to 30 minutes.

**DRESS CODE POLICY**

Montana Academy apparel is office professional and all black for all students in each course except for Esthetic Students will need to purchase a white lab coat. Barber and Supplemental Barber Students will need to purchase a black barber jacket and Massage Therapy Students will need to purchase black scrubs. Black tops must meet or overlap the waste line, be in good condition, clean, wrinkle free, no bra straps and no cleavage. No hoodies. Classrooms can be cool at times, we suggest brining a black sweater or shawl for your comfort. Black bottoms including leggings, must be in good condition, appropriate, hemmed, and clean and wrinkle free. No denim. No shorts, short skirts, short dresses. Hose or tights must be black or neutral in color. Socks must be black.

Shoes must be office professional, black, clean, polished with no scuffs and black shoestrings, if applicable. If toes are exposed, they must be well manicured. No flip flops allowed! No tennis shoes, no

Uggs, no combat boots, no Birkenstock Sandals and no Crocks allowed. All shoes must have a heel, back or strap

A name badge is provided and is to be worn always. If not wearing the name tag, the student will be expected to purchase a new one from the admissions office the same day or clock out to go retrieve it and return in a timely manner.

Nails must be clean and manicured always. Hair must be clean, dry, and finished in a style prior to arriving at Montana Academy. Hair and jewelry accessories are acceptable in any color. No hats of any kind.

At a facilitator's discretion, if you are in violation of any of the above and/or if you are inappropriately dressed, you will be asked to clock out, change into appropriate attire, and return in a timely fashion.

Students must adhere to the dress code, look professional every day and practice personal hygiene, (24.121.1521) while attending Montana Academy (See Dress Code).

(1) Licensees and students shall keep their hands and fingernails clean, and wear clean, professional attire. Shoes shall be worn at all times.
(2) Licensees and students shall thoroughly wash their hands:
(a) before and after every client; and
(b) immediately after using the restroom.
(3) The use of an instant, waterless, antibacterial hand sanitizer may be used in place of hand washing before and after servicing each client, but does not void the requirement in (1).
(4) A fresh pair of nonsterile, latex, nitrile, or vinyl disposable gloves must be worn during treatments when contact with blood or other potentially infectious materials, mucous membranes, and nonintact skin could occur.

**PARKING POLICY**

Student Parking is provided on the premise of Montana Academy for your safety. It is mandatory you park in the parking lot provided. Park south of the "No Parking" sign in the parking lot, allowing guests closer accessibility into Montana Academy.

**BREAK POLICY**

A student lounge is available to all students and is the only place that students are allowed to eat and drink. During classroom sessions, beverages in sealed containers is allowed. No other beverages or food are allowed without a facilitator's permission. No beverages or food are allowed in the clinic area, no exceptions.

**SMOKING POLICY**

Smoking is not allowed in Montana Academy. Outside Montana Academy there is a designated smoking area, it is your responsibility to clean up this area. No "vapor" cigarettes of any kind are allowed at Montana Academy.

**PHONE POLICY**

Cell phone use is restricted to breaks and lunch periods. Cell phones may only be used in the student lounge or outside of Montana Academy. Students may be granted permission to use cell phones for

educational purpose both in the classroom and in the clinic area. Cell phones may be confiscated if the above is violated. Montana Academy phones are not for personal calls.

**BUSINESS GOAL POLICY**

As a part of your enrollment, Montana Academy places a "Fast Tracker" in your kit. The Performance Goals are part of Montana Academy's business course and are practiced daily. On the first day, all students will be taught aspects of the tracker. Daily you will "track" referrals, re-books, repeats, and retail. Practicing all aspects of the tracker will ensure your success after graduation.

**COMPUTER POLICY**

Montana Academy provides computer(s) for student's use, to further their business knowledge. Students are taught how to schedule their guests and check in their guests. Part of the "Fast Tracker" is learning how to schedule, "refer, and "rebook" guests. Students caught deliberately falsifying, changing, deleting, moving appointments and/or scheduling fictitious guests and services, will be asked to clock out for the day due to falsely altering their daily service schedule. Continuous falsifying schedules may lead to termination of the student from the course.

**BUSINESS LEVEL JUMPS POLICY**

Monthly students are acknowledged and awarded for accomplishing a level of business. During celebration, students are "PINNED" for accomplishing levels of referrals, re-books, repeats and retail. Students who reach and maintain a Level 4 in all courses will graduate with HONORS. Honorees will have an "honoree seal" on their diploma. Students who reach a Level 3 will be given the Summit Salon "Intelligent Verbiage" CD. Students who reach a Level 4 will be given the Summit Salon "Get Smart" CD set and be assigned a big locker.

**STUDENT OF THE MONTH POLICY**

A student will be selected once a month, based on the following criteria; qualifying or jumping, no tardies, highest GPA and highest attendance. The Student of the Month will be allowed to park in the front of Montana Academy in the designated area.

**GRADUATION POLICY**

Montana Academy hosts a Graduation Celebration for those soon to ring the bell, in honor of students in all courses. The cap, tassel, gown, stole and cords are an important accomplishment. We ask each graduate to "bestow" the stole to someone who supported them during their time at Montana Academy and share their experience with all in attendance. Students who have achieved the highest business levels in their course, (L4) will proudly wear red cords. The celebration is held while students are still "clocking" hours. When finishing the clock hours required for the course, the student can "ring" the bell located outside the Facilitators Office. This tradition is to announce to Montana Academy and to the world that you've "GRADUATED".

**ADDITIONAL EDUCATION**

Montana Academy often offers extra educational seminars which all students and alumni are invited to attend. When the opportunity arises, all students and foreseeably all alumni are notified in advance through social medial about the educational event.

**GUEST SPEAKERS**

Guest speakers are integrated into the curriculum to allow the students to experience the salon/spa industry prior to graduation.

**STUDENT PERSONAL SERVICE POLICY**

Students will be awarded with a $40 Personal Service for each month they maintain an 85% grade average and an 85% attendance average, have no tardies, no occurrences, have qualified or jumped in the previous month.

Fellow students will perform student services. Students may only perform those services they have been previously trained in. The services must be done all at one time and approved by a salon clinic facilitator. The services cannot exceed two and a half hours.

Example: September = minimum 85% GPA, 85% attendance, no tardies, no occurrences, have qualified or jumped, $40 service to be used in the month of October.

Personal Services may not be performed after 5 pm or scheduled on Friday or Saturday. The facilitators will schedule your service. Your student service provider will fill out a service ticket, have it signed and services checked by a facilitator. You are the guest while receiving the services; therefore, your student service provider will receive grades throughout the process. If the services exceed the $40 service credit, you are responsible for the remaining balance. Personal Services are not transferrable from month to month, to another student or to other persons.

Additional services can be performed anytime that students are not scheduled. Services are discounted 50% for all current students, performed Monday through Thursday from 2:30 pm and finished before 5 pm. The Personal Service will become voided, if you take a leave of absence (LOA), Requested Time Off, (RTO) drop from the course, or graduate.

**RETAIL CLUB POLICY**

Students are informed on monthly retail specials. Students are mentored on “how to” recommend retail product to guests. This exercise develops good sales in leadership. Monthly, through retail sales, students are acknowledged for their retail accomplishments and awarded a name plaque. We do this, because businesses hire for retail skills.

**EMPLOYER EXPECTATIONS**

Through the policies and procedures, Montana Academy is preparing students, one at a time to:

- Be on time, have good attendance/ good work ethic
- Dress professionally/fashionably
- Follow directions/ have strong guest and retail skills
- Don’t talk on your cell phone when working/ strong skill levels
- Maintain a positive attitude at all times/ team player/ avoid conflict
- Treat your facilitator, and co-students with respect and courtesy
- Take your responsibilities seriously. Get rid of “that’s not my job”, “I’m not making the company money”, mentality

**CONTINUED EDUCATION**

It is important to understand the role you play at Montana Academy, and to trust and respect that others play a role that is just as important as yours and work just as hard as you do, even if they work differently. Understanding this will promote positivity and lead to a more satisfying learning atmosphere for everyone.

Soft Skills relate to how you work. They are just as important as your education or experience, and paying attention to them will take you a long way. Soft Skills ultimately can determine if you get hired, or can be a main reason for being fired. Soft skills relate to how you interact with others and to your overall attitude on the job.

- Motivation
- Dedication
- Time-Management Skills
- Positive Attitude
- Communication Skills
- Creative Problem-Solving Skills
- Ability to be a Team-Player
- Confidence
- Flexibility
- Working Well Under Pressure
  Ability to Take Criticism and Improve

**FIRE EXTINGUISHER POLICY**

Fire extinguishers are in the student clinic area, in the laundry room, and in the locker area by the exit door.

**OSHA REQUIREMENT PROCEDURE**

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in training. During the course work the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in Barbering, Cosmetology, Esthetics, Manicuring, and Massage Therapy or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available at the front desk. Montana Academy endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. Montana Academy does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

**STUDENT COUNCIL POLICY**

Each team will elect a representative who is SAP to attend the Student Council Meeting.

The Student Council gives the student body a voice through their team representative and an overall positive atmosphere in Montana Academy. The representatives are given an opportunity to bring suggestions to the meeting. The representatives will act as the liaison between the student body and Montana Academy Staff. The representatives are asked for topics from their team, so they can discuss with the staff leaders: wins and successes, projects and charitable events, Monthly Student Celebration ideas and graduation.

In turn Montana Academy Staff can inform the representatives of: new policies, procedures, state regulations, NACCAS requirements, DOE regulations. We ask the representatives to support Montana Academy policies and procedures.
The overall objective is to strengthen the relationships between the students and staff. We desire to have less conflict and more solution towards a working team. The Student Council keeps the staff and owners up to date of student body ideas and concerns for better communication between the staff, owners and student body.
The Student Council will meet the last Wednesday of each month in the conference room starting at 2:00 p.m. with either owners and/or staff.

**BULLYING POLICY**

Montana Academy will address issues involving harassment or bullying in any form; student to student; student to staff member(s); staff member(s) to student; or staff member to staff member. All staff members and students have a responsibility to cooperate fully with the investigation of an alleged bullying complaint. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or staff. It is further defined as; unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting or dehumanizing gestures by a student or staff that has the potential to create an intimidating, hostile or offensive educational environment or cause long term damage; to cause discomfort or humiliation or unreasonably interfere with the individuals academic performance or participation, is carried out repeatedly, and is often characterized by an imbalance of power.

**SEXUAL MISCONDUCT POLICY (FOR STUDENTS AND EMPLOYEES)**

Montana Academy is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training held during orientation. Montana Academy policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital 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, Montana Academy prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and Montana Academy has jurisdiction over Title IX complaints.

Montana Academy's Sexual Misconduct Policy applies to all persons involved in the operation of Montana Academy, and prohibits unlawful harassment by any employee of Montana Academy, as well as students, customers, vendors or anyone who does business with Montana Academy. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom Montana Academy does business engages in unlawful harassment or discrimination, Montana Academy will take appropriate corrective action.

As part of Montana Academy 's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to Montana Academy community through publications, Montana Academy's website, new employee orientations, student orientations, and other appropriate channels of communication. Montana Academy provides training to key staff members to enable Montana Academy to handle any allegations of sexual harassment or sexual violence promptly and

effectively. Montana Academy will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

**TITLE IX COORDINATOR**

| | |
|---|---|
| Name, Job Title – | Title IX Coordinator |
| | Linda M. McPherson CEO |
| Office Location – | Compliance Office |
| Phone - | 406-771-8772 Ext. 3 |
| Email – | linda@mymtacademy.com |
| Name, Job Title – | Deputy Title IX Coordinator |
| | Dawn Zuris |
| Office Location - | Compliance Office |
| Phone - | 406-771-8772 Ext. 5 |
| Email - | admissions@mymtacademy.com |

Montana Academy ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how Montana Academy's grievance procedures operate. Because complaints can also be filed with an employee's supervisor, these employees also receive training on Montana Academy's grievance procedures and any other procedures used for investigating reports of sexual harassment.

**RECORDING DEVICES & ELECTRONIC EAVESDROPPING POLICY**

Electronic eavesdropping is the use of an electronic transmitting or recording device to monitor conversations without the consent of the parties being monitored. Montana Academy does not permit any recordings or videoing with cell phones, Tablets, or any other electronic devices without the consent of the person being recorded. This includes facility, students, facilitators, guests, or any other persons within Montana Academy.