



# Student Catalog

Montana Academy of Salons

501 2nd ST S

Great Falls, MT 59405

Montana Academy of Salons

300 S. 24<sup>th</sup> Street W

Space #B01

Billings, MT 59102

"PROVISIONAL ADDITIONAL LOCATION ACCREDITATION"

## TABLE OF CONTENTS

WELCOME! .....	1
GENERAL INFORMATION .....	2
CALENDAR CLASS STARTS .....	6
HOLIDAYS.....	6
ACADEMY SCHEDULED CLOSURES .....	6
COST OF EACH COURSE.....	7
ESSENTIAL INFORMATION FOR ALL COURSES .....	9
FINANCIAL AID INFORMATION .....	12
ADMISSIONS INFORMATION .....	15
BARBERING COURSE.....	17
SUPPLEMENTAL BARBERING COURSE.....	21
COSMETOLOGY COURSE.....	24
ESTHETICS COURSE.....	28
MANICURING COURSE.....	32
MASSAGE THERAPY COURSE .....	36
MICRODERMABRASION ENDORSEMENT COURSE .....	40
TEACHER TRAINING COURSE .....	42
SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) .....	44
ACADEMY POLICIES & PROCEDURES.....	49

## **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.

### **GREAT FALLS LOCATION**

Montana Academy is located at 501 2nd ST S, Great Falls, MT, 59405. Great Falls is the fifth-largest city in Montana and is in Cascade County. Based on the latest census, the estimated population for Cascade County is approximately 85,032. 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, the University of Great Falls, and the Montana Academy for the Deaf and the Blind. The local newspaper is the Great Falls Tribune. Great Falls is located along the Missouri River, near several waterfalls. 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 with spacious hair, nail, skincare, and massage educational areas. The facility is designed to meet the needs of the students and the courses offered. The facility contains four theory and practical instruction classrooms, a student lounge, a student library, a conference room, and staff offices. The student clinic area consists of 46 salon stations, eight manicure stations, eight pedicure stations, eight facial tables, four massage tables, and a library with the internet.

### **BILLINGS LOCATION – "PROVISIONAL ADDITIONAL LOCATION ACCREDITATION"**

Montana Academy is in the Rimrock Mall, 300 S. 24<sup>th</sup> Street W, Space #B01, Billings, Montana 59101. Billings is the largest city in Montana and is in Yellowstone County. Based on the latest census, the estimated population of Yellowstone County is approximately 168,083. Billings is famous for having the shortest river in the world, the Roe River. The city is home to the Montana Academy of Salons, Rocky Mountain College, Montana State University, and City College at Montana State University. The local newspaper is the Billings Gazette. Billings is named the "Magic City" due to its rapid increase in population from the early 1900s to today.

### **FACILITIES AND EQUIPMENT**

Montana Academy is a 7049-square-foot facility with spacious hair, nail, skincare, and massage educational areas. The facility is designed to meet the needs of the students and the courses offered. The facility contains three open-concept theory and practical instruction in the classrooms: a student lounge, a student library, a conference room, and staff offices. The student clinic area consists of 30 salon stations, eight manicure/pedicure stations, eight facial/ massage tables, and a library.

### **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 and licensure.

### **OWNER**

Montana Academy of Salons, 501 2nd ST S, Great Falls, MT 59405, 406-771-8772, and Montana Academy of Salons, Rimrock Mall 300 S. 24<sup>th</sup> Street W, Space #B01, Billings, MT 59102, 406-771-8772 is owned by LAM, LLC d/b/a Montana Academy of Salons.

## 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, books/kits, and curricula.

### ACCESSIBILITY

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

### CLASS SIZE

Montana Board of Barbers and Cosmetologists defines 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 before the start of courses.

### DESIRED STUDENT CHARACTERISTICS

Successful students share specific characteristics when interested in the service of Barbering, Cosmetology, Esthetics, Manicuring, Massage Therapy, Microdermabrasion, 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 in your thinking and can use it. Memorizing is short-term and will not last.

## SOFT SKILLS

It is essential 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 you and work just as hard as you do, even if they work differently. Understanding this will promote positivity and lead to a more enjoyable 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 the main reason for being fired. Soft skills relate to how you interact with others and your overall job attitude.

- + 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

## PHYSICAL DEMANDS ON THE BODY

You may work long hours, especially for those who own salons. Work schedules may include nights and weekends and may not have breaks or lunches. Therefore, good health and stamina are a must. Most salon industry professionals may be on their feet for long periods. There are physical demands placed upon the body during both classes and as an employee in the industry, including but not limited to standing for long periods, 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.

## SAFETY PROCEDURES/FIRST AID/BLOOD SPILL

First aid kits are conveniently located 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, a staff member will call 911.

## FACILITATORS

Montana Academy of Salon's facilitators must have two (2) licenses to facilitate. The facilitator may have a Barbering, Cosmetology, Esthetic, and or a Manicuring License and an Instructor License. All licensees at Montana Academy of Salons come with salon experience and knowledge in all aspects of the industry. Licensees must earn 15 hours of continuing education units per year, with 4 of those hours devoted to teaching methodologies. Additional education is also provided for facilitators to ensure they stay current with trends, products, and instructing techniques.

## ENROLLED STUDENTS

The student understands that they are enrolling as a student at the Montana Academy of Salons to obtain sufficient clock hours to qualify for licensure in the State of Montana. The student will not be considered an employee of Montana Academy and should have no expectations. The student understands that as part of their training, among other things, they will be required to perform clinic services on a member of the public who will pay Montana Academy a fee for that service. The student understands that these services, and other tasks that may be assigned to perform, are designed to allow the student to learn the trade by practicing skills on paying customers and learning in a simulated salon environment. The student will not be paid a wage for any time enrolled at Montana Academy.

Montana Board of Massage Therapy licenses only Massage Therapist practitioners and does not license Massage Therapy Instructors. All licensees at Montana Academy of Salons come with salon/spa experience and knowledge in all aspects of the massage industry.

## EMPLOYER EXPECTATIONS

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

- + Be on time, have good attendance/a good work ethic.
- + Dress professionally/fashionably.
- + Follow directions/ have strong guest and retail skills.
- + Don't talk on your cell phone when working/with 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 the "that's not my job" and "I'm not making the company money" mentality.

## STUDENT HOUSING

Montana Academy does not offer on-campus student housing. Contact the Admissions Office concerning questions related to housing needs.

## 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
Manicuring	400	12	FT	Mon - Thur. E/O Fri. & Sat.	34.5
Massage Therapy	700	21	FT	Mon. - Thur. E/O Fri. & Sat.	34.5
Microdermabrasion	50	1.5	FT	Mon. - Fri.	34.5
000 Training	650	17	FT	Mon. - Thur. E/O Fri. & Sat.	39.5

## ADMINISTRATIVE STAFF &amp; FACULTY for Great Falls and Billings, Montana

NAME	POSITION
Linda M. McPherson	Compliance Office
Michael T. McPherson	Financial Aid Office
Dawn Zuris	Admissions Office

## GREAT FALLS FACILITATORS

FACILITATORS	LICENSED IN -INSTRUCTS IN -and ENDORSED IN
Chris Cooper	Barbering/Cosmetology/Microdermabrasion-endorsed/Teacher Training
Cierra McPherson	Esthetics/Microdermabrasion-endorsed/Manicuring
Crystal Sevalstad	Cosmetology/Microdermabrasion-endorsed
Jasmine Johnson	Barbering/Cosmetology/Microdermabrasion-endorsed
Jeannie Cummings	Cosmetology/Microdermabrasion-endorsed
Keri Kingland	Massage Therapy

## GREAT FALLS SUBSTITUTE FACILITATORS

FACILITATOR	LICENSED IN -INSTRUCTS IN -and ENDORSED IN
Linda McPherson	Cosmetology/Microdermabrasion-endorsed

## BILLINGS FACILITATORS

FACILITATORS	LICENSED IN-INSTRUCTS IN- and ENDORSED in
Abby Hernandez	Barbering/Cosmetology
Teresa Zier	Barbering/Cosmetology/Microdermabrasion-endorsed/Teacher Training
Karyn Wood	Barbering/Cosmetology

## BILLINGS SUBSTITUTE FACILITATORS

FACILITATORS	LICENSED IN-INSTRUCTS IN- and ENDORSED in
Linda McPherson	Cosmetology/Microdermabrasion-endorsed
Chris Cooper	Barbering/Cosmetology/Microdermabrasion-endorsed/Teacher Training
Crystal Sevalstad	Cosmetology/Microdermabrasion-endorsed
Jasmine Johnson	Barbering/Cosmetology/Microdermabrasion-endorsed
Jeannie Cummings	Cosmetology/Microdermabrasion-endorsed

## CALENDAR CLASS STARTS

BARBERING	12/27/2023	3/11/2024	5/28/2024	8/12/2024
	10/28/2024			
SUPPLEMENTAL BARBERING	11/6/2023	1/22/2024	4/8/2024	6/24/2024
	9/24/2024	11/25/2024		
COSMETOLOGY	12/4/2023	12/27/2023	1/22/2024	2/20/2024
	3/11/2024	4/8/2024	5/6/2024	5/28/2024
	6/24/2024	7/22/2024	8/12/2024	9/9/2024
	11/7/2024	10/28/2024	11/25/2024	12/23/2024
ESTHETICS	11/20/2023	2/5/2024	4/22/2024	7/8/2024
	9/23/2024	12/9/2024		
MANICURING	11/6/2023	1/22/2024	4/8/2024	6/24/2024
	9/9/2024	11/25/2024		
MASSAGE THERAPY	2/20/2024			
MICRODERMABRASION	12/27/2023	3/11/2024	5/28/2024	8/12/2024
	10/28/2024			
TEACHER TRAINING	TBA			

## HOLIDAYS

THANKSGIVING	11/23/2023
CHRISTMAS	12/25/2023
NEW YEAR'S	1/1/2024
MEMORIAL DAY	5/27/2024
INDEPENDENCE DAY	7/4/2024
LABOR DAY	9/2/2024
THANKSGIVING	11/28/2024
CHRISTMAS	12/25/2024

## MONTANA ACADEMY SCHEDULED CLOSURES

THANKSGIVING	11/24/2023, 11/25/2023
PROFESSIONAL DEVELOPMENT	12/23/2023
CHRISTMAS	12/26/2023
MEMORIAL DAY	5/25/2024
INDEPENDENCE DAY	7/5/2024, 7/6/2024
LABOR DAY	8/31/2024
THANKSGIVING	11/29/2024, 11/30/2024
CHRISTMAS	12/23/2024 thru 12/28/2024

## MONTANA ACADEMY SCHEDULE CHANGES

THANKSGIVING	11/22/2023, all students attend from 9:00 am to 5:00 pm
CHRISTMAS	12/22/2023, all students attend from 9:00 am to 4:30 pm
MEMORIAL DAY	5/24/2024, all students attend from 9:00 am to 4:30 pm
LABOR DAY	8/30/2024, all students attend from 9:00 am to 4:30 pm
THANKSGIVING	11/27/2024, all students attend from 9:00 am to 5:00 pm



## 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	BOOKS/KIT	TUITION	TOTAL
Barbering	\$200.00	\$2,200.00	\$14,300.00	\$16,700.00
Supplemental Barbering	\$200.00	\$1,200.00	\$2,000.00	\$3,400.00
Cosmetology	\$200.00	\$2,250.00	\$18,000.00	\$20,450.00
Esthetics	\$200.00	\$1,700.00	\$9,500.00	\$11,400.00
Manicuring	\$200.00	\$800.00	\$5,000.00	\$6,000.00
Massage Therapy	\$200.00	\$1,000.00	\$11,700.00	\$12,900.00
Microdermabrasion	\$200.00	\$60.00	\$1,600.00	\$1,860.00
Teacher Training	\$200.00	\$300.00	\$6,500.00	\$7,000.00

### BOOKS/KIT POLICIES

Montana Academy textbooks and kit items are available only through suppliers that sell to licensed professionals: Barbering/Cosmetology/Esthetics/Manicuring/Massage Therapy/Microdermabrasion, and Teacher Training academies. Students obtain books/kits through Montana Academy, which pays wholesale costs for these books/kit items and then passes those savings to the student. The kit may not be removed from the campus facility without permission. It must be kept in the assigned locker as the kits are shared property with Montana Academy until such kits have a zero balance.

Montana Academy of Salons has payment options available for the purchase of books/kit items. For those students using Title IV funds, the charge for books/kit items can be added to the institution charges, and funds will be disbursed by the payment period. Students who use the Title IV option are considered to have authorized the use of Title IV funds to cover the cost of books/kit items and will not have to give 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 warning or probation. For those students who are on a cash payment plan, a down payment of 20% of tuition, plus books, kits, and fees, is paid prior to the first day of class, and the remaining balance is paid as agreed upon prior to signing the enrollment agreement.

The 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 Montana Academy's Admissions Office a "Request to Opt-Out" form. The Request to Opt-Out form is available from the Montana Academy's Admissions Office.

The textbook and kit items are non-refundable. The costs for the textbook and kit items include 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 books/kit provided is to be used on Montana Academy guests and/or models as assigned to develop the required skills and speed. To keep learning materials current, Montana Academy, from time to time, may change textbooks 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. In addition, massage Therapy Students will need to purchase black scrubs. The student will be responsible for the additional cost of classroom materials for all courses. On the first day of attending, all students must bring the following a charged laptop/tablet and a folder-type clipboard that opens.

All backpacks, handbags, purses, lunch bags, or any other bags carried into/out of Montana Academy must be made of clear, see-through material.

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

### REPLACEMENT COSTS

If a student needs to replace books/kit items during their enrollment, these items may be purchased at cost at Montana Academy.

### METHODS AND TERMS OF PAYMENTS

Cash, checks, money orders, credit cards, private loans, or Title IV are accepted for tuition payments. In addition, title IV HEA Funding Financial Assistance may be available for those who qualify for Barbering, Cosmetology, Esthetics, Massage Therapy, and Teacher Training courses.

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

COURSE	DOWN PMTS 20% OF TUITION + BOOKS/KIT	MONTHLY PMTS
Barbering	\$5,060.00	\$1,430.00
Supplemental Barbering	\$1,600.00	\$1,600.00
Cosmetology	\$5,850.00	\$1,310.00
Esthetics	\$3,600.00	\$1,520.00
Manicuring	\$1,800.00	\$1,334.00
Massage Therapy	\$3,340.00	\$1,872.00
Microdermabrasion	\$380.00	\$1,280.00
Teacher Training	\$1,600.00	\$1,300.00

\*This does not include the registration fee.

### PROGRAM DISCLOSURE AND CONSUMER INFORMATION

Program disclosure and consumer information can be found on our website at <http://www.montanAAcademy.edu>, 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

### CRIMINAL ACTIVITY OFF-CAMPUS POLICY

The Montana Academy of Salons does not recognize student organizations. Therefore, we do not provide law enforcement services or monitor criminal activity on off-campus properties. This policy statement applies to whether criminal activity is monitored at off-campus locations.

## COLLEGE NAVIGATOR

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

## CONSUMER INFORMATION

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

# ESSENTIAL INFORMATION FOR ALL COURSES

## OBJECTIVES

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 and will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise, and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
- Perform the basic analytical skills to advise clients on the total look concept.
- Apply academic learning, technical information, and related matters 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.

## CLOCK HOURS

Montana Academy of Salon's 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 AND ENROLLMENT PROCESS

The Enrollment Application must be submitted to the Montana Academy Admissions Office via the internet, by mail, or in person. Montana Academy is not an open-enrollment academy. Send an official copy of high academy or post-high academy transcripts. Schedule a career planning session. Sessions will be held either on campus or virtually. Information concerning curriculum, books/kit, 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.montanAAcademy.edu> at Montana Academy or can be mailed if needed. Application procedures are as follows:

### STEP 1. SCHEDULE A CAREER PLANNING SESSION:

- + Call the Admissions Office at 406-771-8772 x 5 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

## STEP 2. AT REGISTRATION, THE FOLLOWING ARE REQUIRED:

- + Complete an application
- + Sign an Enrollment Agreement
- + Pay registration fee
  - o Photo ID
  - o Complete additional enrollment paperwork

## ADMISSIONS REQUIREMENTS

The following documents must be submitted:

- + Personal Identification- Proof of Age (Copy)
  - o A valid driver's license or
  - o A social security card or
  - o A valid passport or
  - o Photo I.D.
- + Valid Proof of High School Graduation
  - o An official High School Transcript showing High School completion, or Hi-Set Certificate (GED), or Official Post-Secondary Transcript or
  - o College graduate transcripts or
  - o Home academy Certificate, including State, issued credentials or
  - o **NOTE:** Foreign Diploma – must have evidence that verification of a foreign student's high academy diploma has been performed by an outside agency that is qualified to translate documents into English and confirms and confirm the academic equivalence to a U.S. high academy diploma. The student is responsible for contacting and working with the outside agency to provide this documentation to the institution.
- + Ability-to-Benefit, Montana Academy does not admit ability-to-benefit students.
- + Teacher Training Course - must provide a copy of the current Montana practitioner license.
- + Supplemental Barbering Course – you must be a recent graduate of the Montana Academy's Cosmetology Course or provide a copy of your 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 Montana Academy, 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. Montana Academy does not recruit students who are attending or have been admitted to other similar programs. Montana Academy will only accept transfer hours in the event of a teach-out agreement, school closure, or a student or licensee from another state has moved to Montana, and the Montana Board of Barbers and Cosmetologists determines that the student or licensee must complete additional hours. The number of transfer hours will be determined on a case-by-case basis.

Students requiring 100 hours or less will be charged \$15 per hour for tuition plus the cost of the registration fee and any additional books/kit that Montana Academy deems necessary for the student to complete the course.

Students requiring more than 100 hours will be charged the per hour cost for the applicable course plus the cost of the registration fee and any additional books/kit that Montana Academy deems necessary for the student to complete the course.

#### 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 the 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 tuition rate, and sign a new enrollment agreement.

#### CAREER OPPORTUNITIES

There are many opportunities open to Licensed Barbers, Cosmetologists, Estheticians, Massage Therapists, and Manicuring Students, 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, 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>

## 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.

### FINANCIAL AID MECHANISM

Financial Aid is a mechanism that reduces out-of-pocket costs that students and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the “cost of attendance.” Financial Aid is awarded to students who have “need.” “Need” is the difference in the amount of money that the family will be expected to contribute to meet student costs and the “Cost of Attendance” at this academy.

### FINANCIAL AID PROGRAMS

The institution is approved for and participates in the following programs:

- + Pell Grant
- + Direct Subsidized Loan
- + Direct Unsubsidized Loan
- + Direct Parent Loan (PLUS)

### EDUCATION BENEFIT PROGRAMS OFFERED BY THE DEPARTMENT OF VETERANS AFFAIRS AND DEFENSE

If you served in Active Duty, you might be eligible for education benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill® provides financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®.

If you are currently serving in the military, you may be eligible for funding offered through the Department of Defense Tuition Assistance program. Check your eligibility status and the amount for which you qualify with your Service prior to enrolling.

If you are the spouse or child of a service member who is serving on active-duty Title 10 orders in the paygrades E1-E5, O1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career.

If you are the spouse or child of a service member, you may be eligible for the transfer of the service member’s Post-9/11 GI Bill® benefits to you.

Please note that depending upon which VA Benefits a student might qualify for, there may be separate academic and attendance requirements, including academy reporting requirements as required by the government.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [https://www.benefits.va.gov/gi\\_bill](https://www.benefits.va.gov/gi_bill).

### FINANCIAL AID ASSISTANCE STUDENT ELIGIBILITY REQUIREMENTS

- + Have Financial Aid needs.
- + High School Diploma.
- + GED or the equivalent.
- + Be a U.S. citizen or eligible non-citizen.
- + Be enrolled as a regular student in an eligible program, at least half time.
- + Make satisfactory academic and attendance progress.
- + Be registered with Selective Service or certify that there is no requirement to do so.

- + Agree to use any Federal Financial aid received solely for educational purposes.

The institution has been approved by the U.S. Department of Education, Office of Financial Assistance, and various state guarantee agencies for the following programs of financial assistance to assist eligible students in meeting the expenses of their education of 600 hours or more.

#### MAXIMUMS

FEDERAL PELL GRANT	\$6,895.00
DIRECT SUBSIDIZED LOAN	\$3,500.00
DIRECT UNSUBSIDIZED LOAN	\$6,000.00 (For an Independent Student)
	\$2,000.00 (For a Dependent Student) *

*\*Please note that in the instance that a dependent student's parent(s) be denied a Parent Plus Loan, the student may be eligible for the additional \$4,000\**

Direct Loans are subject to an Origination Fee as per the U.S. Dept. of Education.

The programs listed above are based on the students' need for financial assistance, and the forms for applying for such aid are available at Montana Academy. The Financial Aid Advisor will explain the procedures and preparations of these forms.

Students receiving Financial Aid incur the following responsibilities:

- + Students must maintain satisfactory academic and attendance progress in their course of study.
- + Students enter into their repayment period for Direct Loans six months after completing the program or six months after they are terminated/withdrawn.
- + Direct Unsubsidized Loans and Direct Subsidized Stafford loans have the same repayment terms; however, interest on the unsubsidized loans is the students' responsibility from the date of disbursement.
- + \*\*\*The interest can be paid while you are in Montana Academy or may be added to the principal by your lender at the students' request.
- + A parent of a dependent student may borrow up to the cost of education, less other expected financial aid, on the PLUS loan.

#### DETERMINING NEED

The Congressional Methodology (CM) Formula is approved by the U.S. Department of Education. This academy uses it to compute the ability of the family to contribute to the cost of the student's training. The expected family contribution (EFC) is subtracted from the cost of education to establish the student's need. Montana Academy awards Financial Aid to cover as much of the student need as possible.

Formula: Cost of Attendance – (minus) Expected Family Contribution (EFC) = Financial Need

#### Procedures, Forms, and Disbursements

During a Financial Aid Interview, prospective students will complete a Free Application for Federal Student Aid (FAFSA) on the web and provide the necessary documentation. Based on the information provided on the application, the Financial Aid officer will determine the student's need for Title IV Financial Aid assistance. The applicant will then complete the applications, which apply according to the individual's preference and eligibility.

#### TITLE IV APPLICATIONS USED BY THIS INSTITUTION ARE AS FOLLOWS:

Free Application for Federal Student Aid (FAFSA)

### COST OF ATTENDANCE

Elements included in the budget are the actual cost of tuition, registration fee, books, and supplies. Additionally, an allowance for the monthly cost of living is considered based upon the students' specific circumstances, and the following costs are considered: food and housing, transportation, and personal/miscellaneous.

### REFUNDS

If you discontinue your training and an overpayment exists, the application of the refund will be made as follows: 1st to Student Loans, 2nd to Pell, 3rd to the student. This order will be applied, providing the student received funds from that program in amounts not to exceed the amounts originally paid from each program.

Prior to calculating a refund, Title IV recipients who have not completed more than 60% of the payment period or period of enrollment, as per Federal regulations, will be subject to the provisions of the "Return of Title IV Funds." For specific information, contact the campus Financial Aid Administrator.

### VERIFICATION PROCESS

Federal regulations require institutions to develop written policies and procedures for verification. Montana Academy of Salons is required to make these policies available to all applicants for financial aid, as well as prospective students, upon request. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV Financial Aid Programs. Under regulations, this campus will not disburse PELL to any student selected for verification until completion of verification.

### WHO MUST BE VERIFIED?

The policy of the Montana Academy of Salons shall be to verify those students "selected for verification." Applicants are "selected for verification" either by the Central Processing System (as evidenced by an asterisk (\*) on the output document) or by the campus. If an application has been selected for verification, the Financial Aid Officer will request documentation of pertinent information as appropriate.



## ADMISSIONS INFORMATION

Information regarding enrollment, the academy, financial assistance, graduation and completion rates, security policies, and crime statistics can be obtained by calling the Admissions Office at (406) 771-8772 x 5 or texting at 406-788-9712. The Admissions Office is available on a full-time basis.

### GRADUATION, LICENSURE, & PLACEMENT RATES

GRADUATION RATE*	PLACEMENT RATE*	LICENSURE RATE*
92%	100%	95%

*Rates from the NACCAS 2022 Annual Report use 2022 data.*

The institution's accrediting agency requires that any adjustments made to its student outcome rates due to the COVID-19 Pandemic must be disclosed. As student achievement at this institution has not been significantly impacted by the Pandemic, the outcome rates reported do not reflect any such adjustments related to COVID-19.

### GRADUATION, LICENSURE, & PLACEMENT RATES PER COURSE

COURSE	Program Category	GRADUATION RATE*	PLACEMENT RATE*	LICENSURE RATE*
Barbering	12.04	83.33%	100%	100%
Supplemental Barbering	12.04	100%	100%	100%
Cosmetology	12.04	90%	100%	96%
Esthetics	12.04	96%	100%	90%
Manicuring	12.04	100%	100%	94.44%
Massage Therapy	51.35	75%	100%	100%
Teacher Training	12.04	100%	100%	100%

*Rates from the NACCAS 2022 Annual Report use 2022 data.*

The institution's accrediting agency requires that any adjustments made to its student outcome rates due to the COVID-19 Pandemic must be disclosed. As student achievement at this institution has not been significantly impacted by the Pandemic, the outcome rates reported do not reflect any such adjustments related to COVID-19.

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 graduates continued their 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 before November 30, the percentage that passed all required parts of the state/national exam before November 30.

## BARBERING COURSE

Montana Academy of Salons uses the following curriculum to support the system of learning: Pivot Point | BaaB | Summit Salon Business Center. The minimum number of students enrolled in each class is 1 and the maximum for each class is 25 for every 1 facilitator.

### 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 a lecture and demonstrations. 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 approved NIC practical and written test 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.



The beauty industry has always been a part of my life. I grew up watching my mom change her guest's lives with every style she created. It's in my blood. I've been a licensed Cosmetologist and Barber for almost ten years now. I always knew I wanted to give back to the next generation because I had some of the best mentors around. My goal is never to stop learning and to always pass my knowledge on to others.

Montana Academy of Salons offers an 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

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

185	Haircutting (including proper use of implements, e.g., shears, razors, clippers, thinning shears)
165	Shampooing, scalp treatment, and hair styling (thermal and hairstyling, 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 the student reaches 1100 hours.

#### 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**

The courses at Montana Academy require physical stamina, including, but not limited to, the following:

Barbering course: the ability to stand or sit close to a guest for multiple hours at a time; bend; reach; twist; heavy lifting; manipulate instruments and have dexterity in fingers, hands, and arms for scissors, clippers, combs, and brushes; and perform repetitive motions. Additionally, many products used in the educational process and the field may contain harsh chemicals, including but not limited to metal hydroxide relaxer, hydroxide relaxer, ammonia, hydrogen peroxide, and barbicide. Students will also be using sharp implements such as scissors, razors, and razor blades. Heat exposure to hot implements such as curling irons, flat irons, and/or blow dryers. Exposed to scalp irritations, rashes, cuts, disease, or infections. Students are responsible for wearing protective gear such as facemasks, disposable gloves, and/or aprons.

Students may take the PSI written exam and the National-Interstate Council of State Boards of Cosmetology (NIC) practical exam to receive a license in Montana. The student must complete the course hours of training, complete all course work, and graduate within the maximum time frames allowed per the Satisfactory Academic Progress Policy (SAP).

COURSE	COURSE HOURS
Barbering	1100

**EVALUATION PERIODS-Barbering (1100 Clock Hours)**

1st Evaluation Period Ends:	450 Clock Hours and 13 weeks
2nd Evaluation Period Ends:	900 Clock Hours and 26 Weeks
3rd Evaluation Period Ends:	1100 Clock Hours and 32 weeks.

**NATURE AND LEVEL OF OCCUPATION**

Montana Academy will grant a diploma of graduation and Official Transcript of Hours when the student has successfully completed the course.

# Barbering



## BARBERING BOOKS/KIT LIST

<b>PROGRAM TOOLS &amp; EQUIPMENT:</b>	KIT ITEM NUMBER	ITEM COST
Wahl 5-Star Magic Clip	Marianna #02804	
Wahl 5-Star Detailer	Marianna #03003	
Wahl 5-Star Shaver Cordless	Marianna #03004	
Wahl Icon Clipper	Marianna #03006	
Wahl Clipper Oil 4 oz	Marianna #02809	
Wahl Clini-Clip 8 oz	Marianna #029015	
Wahl Certification	Wahl	
Ms. Suzie Kin Manikin (2)	Marianna #14901	
Ms. Kim Manikin with clamp	Marianna #14102	
Magnum Manikin (2)	Marianna #14108	
African Mannequin	Amazon N2	
Feather Folding Razor	Marianna #01462	
Feather Folding Razor blades (2)	Marianna #01426	
Barber Clipper Combs (4)	Marianna #05266	
9"X12" Large Picture Mirror	Marianna #08301	
Gator Clips	Marianna #10411	
Butterfly Clips	Marianna #10483	
Total Cost		\$800.00
<b>BARBERING BOOK BUNDLE:</b>		
Fundamentals Cosmetology Digital	Pivot Point	
Fundamentals Barbering Digital	Pivot Point	
Fundamentals Esthetics Digital	Pivot Point	
BAAB	BAAB	
Total Cost		\$650.00
<b>PROGRAM SUPPORT ITEMS:</b>		
BAAB Marketing	BAAB	
Fast Track Planner	ISBN-9780983096467	
Montana State Laws	Included on Software	
Academy Name Badge	American Diversity	
Academy Apron	American Diversity	
Academy Book Bag	American Diversity	
Academy Tool Tote	American Diversity	
Sam Villa Barbering Kit	SV61000	
Total Cost		\$750.00
	Total Books/Kit Cost	\$2,200.00

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



There are so many reasons why I love this industry! The love of hair and sharing my knowledge with those around me are just two of the many reasons I choose this career. I have been teaching for over 10 years and am glad I get to teach what I love! I feel with all I have to give to the students I teach will help them in the art of hair and life skills to get them to the next level. I genuinely believe in Redken and have always used their products, and I enjoy working with all the Redken Artist. Redken has the best to offer in education globally, and I am so happy to be a part of the team. As a Top 20 Educator, I'm going to bring my best every day!

## SUPPLEMENTAL BARBERING COURSE

Montana Academy of Salons uses the following curriculum to support the system of learning: Pivot Point. The minimum number of students enrolled in each class is 1 and the maximum for each class is 25 for every 1 facilitator.

### 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 a lecture and demonstrations. 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
22.5	Each cosmetology student will complete a minimum of 22.5 hours of basic instruction prior to working or performing any service to the public.
At 150	When a student has completed 100% of the course (150 hours), the student may take the NIC practical test and the National written test.

### COURSE FORMAT/INSTRUCTIONAL METHODS

The course is taught in the English language using a variety of current educational instructional techniques, including lectures, demonstrations, 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

The courses at Montana Academy require physical stamina, including, but not limited to, the following:

Supplemental Barbering course: the ability to stand or sit close to a guest for multiple hours at a time; bend; reach; twist; heavy lifting; manipulate instruments and have dexterity in fingers, hands, and arms for scissors, clippers, combs, and brushes; and perform repetitive motions. Additionally, many products used in the educational process and the field may contain harsh chemicals, including but not limited to metal hydroxide relaxer, hydroxide relaxer, ammonia, hydrogen peroxide, and barbicide. Students will also be using sharp implements such as scissors, razors, and razor blades. Heat exposure to hot implements such as curling irons, flat irons, and/or blow dryers. Exposed to scalp irritations, rashes, cuts, disease, or infections. Students are responsible for wearing protective gear such as facemasks, disposable gloves, and/or aprons.

Students may take the PSI written exam and the National-Interstate Council of State Boards of Cosmetology (NIC) practical exam to receive a license in Montana. The student must complete the course hours of training, complete all course work, and graduate within the maximum time frames allowed per the Satisfactory Academic Progress Policy (SAP).

COURSE	COURSE HOURS
Supplemental Barbering	150

## EVALUATION PERIODS

Supplemental Barbering (150 Clock Hours)

1st Evaluation Period Ends:	75 Clock Hours and 2.5 weeks
2nd Evaluation Period Ends:	150 Clock Hours and 5 Weeks

## NATURE AND LEVEL OF OCCUPATION

Montana Academy will grant a diploma of graduation and Official Transcript of Hours when the student has successfully completed the course.



# Supplemental Barbering



## SUPPLEMENTAL BARBERING BOOKS/KIT LIST

PROGRAM TOOLS & EQUIPMENT:	KIT ITEM NUMBER	ITEM COST
Wahl 5-Star Magic Clip	Marianna #02804	
Wahl 5-Star Shaver Cordless	Marianna #03004	
Wahl Clipper Oil 4 oz	Marianna #02809	
Wahl Clini-Clip 8 oz	Marianna #029015	
Wahl Certification	Wahl	
Feather Folding Razor	Marianna #01462	
Feather Folding Razor blades (2)	Marianna #01426	
Barber Clipper Combs (4)	Marianna #05266	
Magnum Manikin	Marianna #14108	
African Mannequin	Amazon N2	
Ms. Kim, with a clamp	Marianna #14102B	
Total Cost		\$600.00
<b>BARBERING BOOK BUNDLE:</b>		
108B Tapered Cuts & Design Digital	Pivot Point	
106B Shaving & Beard Design Digital	Pivot Point	
Lab	Pivot Point	
Total Cost		\$200.00
<b>PROGRAM SUPPORT ITEMS:</b>		
Microsoft Access	Microsoft	
Montana State Laws	Included on software	
Academy Name Badge	American Diversity	
Academy Apron	American Diversity	
Sam Villa 7" Dry Cutting Shears	Sam Villa	
Sam Villa Artist Series Comb Set	Sam Villa	
Total Cost		\$400.00
	<b>Total Books/Kit Cost</b>	<b>\$1,200.00</b>

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: Pivot Point | BaaB | Summit Salon Business Center | Cynch Cosmetics. The minimum number of students enrolled in each class is 1 and the maximum for each class is 25 for every 1 facilitator.

### 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 a lecture and demonstrations. 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, skincare, and nail care. Perform the basic analytical skills to determine appropriate hair care, skincare, 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.



I always knew I wanted to be a part of this industry! I graduated beauty school in 2009, as a cosmetologist and I was behind the chair for 9 years loving my job! I now have the privilege to work where I graduated. Fourteen years later, I get to pass on my knowledge, still getting to do what I love. Hair color is my specialty and I love seeing the students get just as excited as I do when there learning on their clients! I have met some of the best personalities in this industry and cannot wait to keep meeting more.



My name is Abby Hernandez, I've been a Cosmologist for 31 years and recently came back to being an educator. I love teaching students their passion and seeing them achieve that and watching them succeed and being part of their successes.

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	Skincare, (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 eyelashes) 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, backcombing and wet setting)
395	Chemical services (waving, relaxing (ammonium thioglycolate, sodium hydroxide methods), hair coloring, and hair lightening)
155	Haircutting (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 the 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.



Wahl Icon Clipper	Marianna #03006	
Wahl Clipper Oil 4 oz	Marianna #02809	
Wahl Clini-Clip 8 oz	Marianna #029015	
Wahl Certification	Wahl	
Ms. Suzie Kin Manikin	Marianna #14901	
Ms. Kim Manikin with clamp	Marianna #14102	
Magnum Manikin (2)	Marianna #14108	
Implement Storage Kit	Marianna #070697	
Manicure Set	Marianna #07357	
Large 10" File	Marianna #071295	
Dappen Dish (2)	Marianna #07162	
Duo Dish	Marianna #07370	
Round Sable Acrylic Nail Brush #8	Marianna #07273	
Big Boy Brush #12	Marianna #071119	
Nylon Gel Brush	Marianna #071110	
Nail Tip Practice Training Display Holder (2) w/adhesive	Amazon	
Nail Art Brush & Dotter Set	Amazon AtoCattail	
Nail Art Tip Sticks	Amazon	
Turbo II Electric File	Medicool	
Mani-Pedi Bit Kit	Medicool	
Skin Care Tool	Marianna #07317	
Premium Slanted Tweezer	Marianna #07295	
Eyebrow Scissors	Marianna #07097	
9" X 12" Large Picture Mirror	Marianna #08301	
Gator Clips	Marianna #10411	
Butterfly Clips	Marianna #10483	
Total Cost		\$1,100.00
<b>COSMETOLOGY BOOK BUNDLE:</b>		
Fundamentals Cosmetology Digital Software	Pivot Point	
Fundamentals Barbering Digital Software	Pivot Point	
Fundamentals Esthetics Digital Software	Pivot Point	
BAAB	BAAB	
Total Cost		\$450.00
<b>PROGRAM SUPPORT ITEMS:</b>		
Microsoft Access	Microsoft	
Fast Track Planner	ISBN- 9780983096467	
Sugaring Manual	Sugaring Manual	
Montana State Laws	Included on Software	
Academy Student Name Badge	SPANB2	
Academy Tool Tote	SPA385	
Academy Book Bag	Amer. Diversity	
Academy Apron	Amer. Diversity	
Sam Villa Essential Kit	6100	
Cynch Make-Up Kit	Cynch Cosmetics	
Cynch Student Lash Kit	Cynch Cosmetics	
Cynch Massage Practice Head	Cynch Cosmetics	
Total Cost		\$700.00
	Total Books/Kit Cost	\$2,250.00

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: Pivot Point | BaaB | Summit Salon Business Center | Bio-Therapeutic| Cynch Cosmetics. The minimum number of students enrolled in each class is one, and the maximum for each class is 25 for every one facilitator.

### COURSE DESCRIPTION

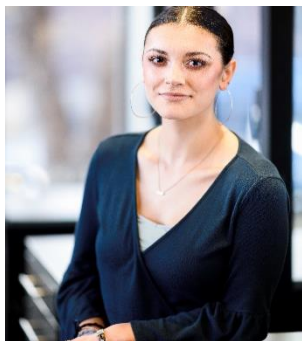
The course teaches esthetics with special emphasis on practical training. Students blend theoretical training and practical training daily. The theoretical training is conducted in a classroom setting consisting of a lecture and demonstrations. Practical training takes place in our separate clinic, which 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, and effective use of the implement. Perform the basic analytical skills to determine appropriate skincare 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:



I've always loved the beauty industry, but getting to teach my passion? Nothing compares! As an Esthetics and Manicuring Instructor, I love getting to see students' creative side come out through their work. This industry could offer you the best reward from trying colorful makeup to practice unique nail art and watch you, the student, grow. I can't wait to help you get in touch with your creative side, too!

## 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, skincare, makeup, (including the use of a 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 eyelashes 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 completion when the student reaches 650 hours.

Each Esthetic student will complete a minimum of 150 hours of basic instruction prior to working or performing any service to 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 lectures, demonstrations, 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

The courses at Montana Academy require physical stamina, including, but not limited to, the following:

Esthetics course: the ability to sit close to a guest for multiple hours at a time; bend; reach; twist; heavy lifting; manipulate instruments and have dexterity in fingers, hands, and arms for facials, waxing, and perform repetitive motions. Additionally, many products used in the educational process and the field may contain harsh chemicals, including but not limited to peels, cyano-acrylate, opticide, polymer powder, monomer liquid, and barbicide. Although Montana Academy utilizes standard precautions, students may be exposed to bodily fluids

such as blood or pus, as well as skin irritations and rashes. Students are responsible for wearing protective gear such as facemasks, disposable gloves, and/or aprons.

Students may take the PSI written exam and the National-Interstate Council of State Boards of Cosmetology (NIC) practical exam to receive a license in Montana. The student must complete the course hours of training, complete all course work, and graduate within the maximum time frames allowed per the Satisfactory Academic Progress Policy (SAP).

COURSE	COURSE HOURS
Esthetics	650

#### EVALUATION PERIODS-Esthetics (650 Clock Hours)

1st Evaluation Period Ends:	325 Clock Hours and 9.5 weeks
2nd Evaluation Period Ends:	650 Clock Hours and 19 Weeks

#### NATURE AND LEVEL OF OCCUPATION

Montana Academy will grant a diploma of graduation and an Official Transcript of Hours when the student has successfully completed the course.





<b>PROGRAM TOOLS &amp; EQUIPMENT:</b>	<b>KIT ITEM NUMBER</b>	<b>ITEM COST</b>
Marianna Skin Care Tool	Marianna #07317	
Premium Slanted Tweezer	Marianna #07295	
Eyebrow Scissors	Marianna #070973	
9"X12" Large Picture Mirror	Marianna #08301	
BT- Gear	Bio-Therapeutic	
Total Cost		\$550.00
<b>ESTHETICS BOOK BUNDLE:</b>		
Fundamentals Esthetics Digital Software	Pivot Point	
101C – 104C Digital Software	Pivot Point	
101B – 104B Digital Software	Pivot Point	
BAAB	BAAB	
Microdermabrasion Book	ISBN-9781435438651	
Total Cost		\$550.00
<b>PROGRAM SUPPORT ITEMS:</b>		
Microsoft Access	Microsoft	
Fast Track Planner	ISBN-9780983096467	
Sugaring Manual	SugarMe	
Montana State Laws	Included on Software	
Academy Name Badge	American Diversity	
Academy Book Bag	American Diversity	
Academy Apron	American Diversity	
Cynch Make-Up Kit	Cynch Cosmetics	
Cynch Student Lash Kit	Cynch Cosmetics	
Cynch Massage Practice Head	Cynch Cosmetics	
Total Cost		\$600.00
	Total Books/Kit Cost	\$1,700.00

## MANICURING COURSE

Montana Academy of Salons uses the following curriculum to support the system of learning: Pivot Point | BaaB | Summit Salon Business Center. The minimum number of students enrolled in each class is 1, and the maximum for each class is 25 for every one facilitator.

### 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 a lecture and demonstrations. 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 skills 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 matters 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.



I love hair! In 2010 the opportunity for a teaching position became available. Teaching has always been one of my goals in life. My passions in the industry are haircutting, color, and makeup. I want the students to feel the same love for this professional industry that I do. Whether you are an educator or student, this profession requires continuous education. This business is always evolving with new ideas and creativity. It's exciting! Be a part of this great profession!



I began teaching in the beauty industry in 2005. I am a licensed Cosmetologist and Barber. I am a certified M-ANT in nail technology and have an endorsement in micro-dermabrasion. I hope to empower my students to reach their goals and beyond!

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
100	These hours are at the discretion of Montana Academy, provided that the hours are within the applicable curriculum.
Total 400	Course completion when the student reaches 400 hours.

Each manicuring student will complete a minimum of 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 the National written test

**\*\*A license in Manicuring 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 lectures, demonstrations, 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 numeric 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**

The courses at Montana Academy require physical stamina, including, but not limited to, the following:

Manicuring course: the ability to sit close to a guest for multiple hours at a time; bend; reach; twist; heavy lifting; manipulate instruments and have dexterity in fingers, hands, and arms for facials, waxing, and perform repetitive motions. Additionally, many products used in the educational process and the field may contain harsh chemicals, including but not limited to peels, cyano-acrylate, opticide, polymer powder, monomer liquid, and barbicide. Although Montana Academy utilizes standard precautions, students may be exposed to bodily fluids such as blood or pus, as well as skin irritations and rashes. Students are responsible for wearing protective gear such as facemasks, disposable gloves, and/or aprons.

Students may take the PSI written exam and the National-Interstate Council of State Boards of Cosmetology (NIC) practical exam to receive a license in Montana. The student must complete the course hours of training, complete all course work, and graduate within the maximum time frames allowed per the Satisfactory Academic Progress Policy (SAP).

COURSE	COURSE HOURS
Manicuring	400

**EVALUATION PERIODS**

Manicuring (400 Clock Hours)

1st Evaluation Period Ends:	200 Clock Hours and 6 weeks
2nd Evaluation Period Ends:	400 Clock Hours and 12 Weeks

**NATURE AND LEVEL OF OCCUPATION**

Montana Academy will grant a diploma of graduation and an Official Transcript of Hours when the student has successfully completed the course.



### MANICURING BOOKS/KIT COSTS

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

PROGRAM TOOLS & EQUIPMENT:	KIT ITEM NUMBER	ITEM COST
Manicure Set	Marianna #070578	
Acrylic Nail Tip Slicer	Marianna #07263	
Implement Storage Kit	Marianna #070697	
Large 10" File	Marianna #071295	
Dappen Dish (2)	Marianna #07162	
Duo Dish	Marianna #07370	
Round Sable Acrylic Nail Brush #8	Marianna #07273	
Nylon Gel Nail Brush	Marianna #071110	
Big Boy Brush	Marianna #071119	
Nail Tip Practice Training Display Holder (2) with adhesive	Amazon	
Nail Art Brush & Dotter Set	Amazon AuoCattail	
Nail Art Tip Sticks	Amazon	
Turbo 11 Electric File	Medicool – Turbo Fille 11	
Mani – Pedi Bit Kit	Medicool – Mont-MP	
Total Cost		\$325.00
<b>NAIL TECHNOLOGY BOOK BUNDLE:</b>		
Salon Fundamentals Textbook, Study Guide, & Exam Prep Digital	Pivot Point	
101-104C, 113C, 113B, 101B, 102E, 105E Digital	Pivot Point	
BAAB	BAAB	
Total Cost		\$325.00
<b>PROGRAM SUPPORT ITEMS:</b>		
Microsoft Access	Microsoft	
BAAB Marketing	BAAB	
Fast Track Planner	ISBN-9780983096467	
Montana State Laws	Included on Software	
Academy Name Badge	American Diversity	
Academy Book Bag	American Diversity	
Academy Apron	American Diversity	
Total Cost		\$150.00
	Total Books/Kit Cost	\$800.00

## MASSAGE THERAPY COURSE

### GREAT FALLS LOCATION

Montana Academy of Salons uses the following curriculum to support the system of learning: Fundamentals of Therapeutic Massage | Massage Therapy Guide to Pathology. The minimum number of students enrolled in each class is 1, and the maximum for each class is 25 for every 1 facilitator.

#### 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 a lecture and demonstrations. 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.



Hey! I'm Keri Kingland. I'm an alumnus of this program, and I fell in love with the school so much that I was inspired to come back to teach! I originally went to college for six years for teaching and then studied Massage Therapy at Montana Academy. Since I've started teaching, I've become certified in Kinesiology Tape, Blades, Cupping, Reiki, and Pregnancy massage. I enjoy being a part of the family here at Montana Academy, and I can't wait to see what the future holds!

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:

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 completion when the student reaches 700 hours.

Each massage therapy student will complete a minimum of 300 hours of basic instruction prior to working or performing any service to 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 Montana Academy, 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**

The courses at Montana Academy require physical stamina, including, but not limited to, the following:

Massage Therapy course: the ability to stand for multiple hours at a time; bend; reach; twist; and perform repetitive motions. Additionally, many products used in the educational process and the field may contain harsh chemicals, including but not limited to rock sauce and barbicide. Students may also be exposed to skin irritations and rashes. Students are responsible for wearing protective gear such as disposable gloves and/or aprons.

Massage Therapy graduates completing 700 hours and all course work and graduating within the maximum time frames allowed per the Satisfactory Academic Progress Policy (SAP) will have the background and skills to pass the National Certification Exam for Therapeutic Massage and Bodywork (NCETM\NCETMB) or the Massage and Bodywork Licensing Examination, (MBLEX).

**EVALUATION PERIODS**

Massage (700 Clock Hours)

1st Evaluation Period Ends:	350 Clock Hours and 10.5 weeks
2nd Evaluation Period Ends:	700 Clock Hours and 21 Weeks

**NATURE AND LEVEL OF OCCUPATION**

Montana Academy will grant a diploma of graduation and Official Transcript of Hours when the student has successfully completed the course.



# MESSAGE



## MASSAGE THERAPY BOOKS/KIT COST

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

PROGRAM TOOLS & EQUIPMENT:	KIT ITEM NUMBER	ITEM COST
Blades	Rock Tape	
Total Cost		\$300.00
Massage Book Bundle:		
Theory & Practice of Therapeutic Massage 6e Textbook	ISBN- 9781285187587	
Foundations Book	INCLUDED	
MindTap Support Software for Theory & Practice of Massage		
A Massage Therapists Guide to Pathology	ISBN-9780998266343	
Total Cost		\$560.00
PROGRAM SUPPORT ITEMS:		
Microsoft Access	Microsoft	
BAAB Marketing	BAAB	
Fast Track Planner	ISBN-9780983096467	
Montana State Laws	Included on software	
Academy Name Badge	SPANB2	
Academy Book Bag	American Diversity	
Total Cost		\$140.00
	Total Books/Kit Cost	\$1,000.00



My name is Karyn Wood, I am licensed in Cosmetology and Barbering with certificates in eyelash extensions, Microdermabrasion, and hair extensions. I have been licensed to teach since 2008, and I am always ready to learn the latest and greatest, in every aspect our industry offers.

## MICRODERMABRASION ENDORSEMENT COURSE

Montana Academy of Salons uses the following curriculum to support the system of learning: Milady's Aesthetician Series Microdermabrasion Book. Microdermabrasion is a course that is offered to licensed cosmetologists and estheticians. The Microdermabrasion Course leads to an endorsement on your current practitioner license. The minimum number of students enrolled in each class is 1, and the maximum for each class is 25 for every 1 facilitator.

### COURSE DESCRIPTION

The course contains both theory and practical curriculum to prepare the licensed cosmetologist and or the licensed esthetician's microdermabrasion. The theoretical training is conducted in a classroom setting consisting of a lecture and demonstrations. 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 | SUBJECTS

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.	
A total 50 Course are complete when the student reaches 50 hours.	

### COURSE CLOCK HOURS | SUBJECT

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 lectures, demonstrations, visual aids, textbook reviews, 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

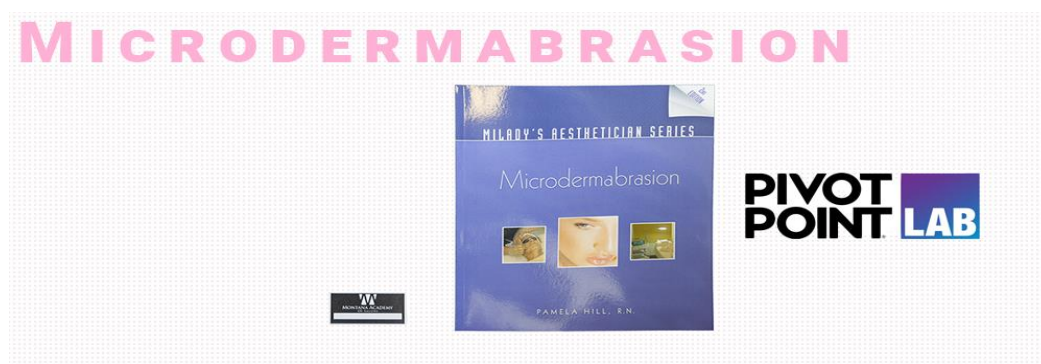
Microdermabrasion Students: completing 50 hours and all course work and finishing within the maximum time frames allowed per the Satisfactory Academic Progress Policy (SAP) will have the skill to get endorsed by the state board of Barbers and Cosmetologists. Microdermabrasion Students must be Licensed cosmetologists or Licensed estheticians to get endorsed.

#### EVALUATION PERIOD

1st Evaluation Period Ends:	25 Clock Hours and 1 week
2nd Evaluation Period Ends:	50 Clock Hours and 2 weeks

#### NATURE AND LEVEL OF OCCUPATION

Montana Academy will grant a Letter of Completion when the student has successfully completed the course.



<b>MICRODERMABRASION BOOK:</b>	<b>KIT ITEM NUMBER</b>	<b>COST</b>
Microdermabrasion Book	ISBN- 9781435438651	
Total Cost		\$50.00
<b>PROGRAM SUPPORT ITEMS:</b>		
Academy Name Badge	American Diversity	
Montana State Law Printout	Printout	
Total Cost		\$10.00
	Total Books/Kit Cost	\$60.00

#### MICRODERMABRASION BOOKS/KIT COSTS

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 | BaaB | Summit Salon Business Center. The minimum number of students enrolled in each class is 1, and the maximum for each class is 25 for every 1 facilitator.

### COURSE DESCRIPTION

The course teaches licensed practitioners teacher training with special emphasis on theoretical training. Students blend theoretical training and practical training daily. The theoretical training is conducted in a classroom setting consisting of a lecture and demonstrations. 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 communication skills, and visual poise. Understand employer-employee relationships and respect the need to deliver worthy service for the 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 maintaining required student records.

Apply the 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 techniques, communication skills, trends, and teaching methodologies to improve teaching skills.



To fill the role as a Facilitator, you must be a well-rounded individual who can fill the rolls of a coach, policy enforcer, motivator, disciplinarian, source of inspiration, mentor, and friend. The classroom is where adults interact daily on a variety of subjects through verbal and non-verbal communications. If this course interests you, please contact us.

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 includes 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, chemistry, safety, sanitation, bacteriology, physiology, anatomy, and diseases and disorders that apply to each course,
140	Instruction shall be at the discretion of Montana Academy,
Total 650	Course completion when the student reaches 650 hours.

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

The courses at Montana Academy require physical stamina, including, but not limited to, the following:

Teacher Training course: the ability to stand or sit close to a student for multiple hours at a time; bend; reach; twist; heavy lifting; manipulate instruments and have dexterity in fingers, hands, and arms for scissors, clippers, combs, and brushes; and perform repetitive motions. Additionally, many products used in the esthetic and manicuring educational process and the field may contain harsh chemicals, including but not limited to peels, cyano-acrylate, opticide, polymer powder, monomer liquid, and barbicide. Although Montana Academy utilizes standard precautions, students may be exposed to bodily fluids such as blood or pus, as well as skin irritations

and rash. Many products used in the barbering and cosmetology educational process and the field may contain harsh chemicals, including but not limited to metal hydroxide relaxers, hydroxide relaxers, ammonia, hydrogen peroxide, and barbicide. Students will also be using sharp implements such as scissors, razors, and razor blades. Heat exposure to hot implements such as curling irons, flat irons, and/or blow dryers. They are exposed to scalp irritations, rashes, cuts, disease, or infections. Teachers in Training are responsible for wearing protective gear such as facemasks, disposable gloves, and/or aprons.

#### EVALUATION PERIODS

Teacher Training: 650 Hours

1st Evaluation Period Ends:	325 Clock Hours and 8.5 weeks
2nd Evaluation Period Ends:	650 Clock Hours and 17 Weeks

#### NATURE AND LEVEL OF OCCUPATION

Montana Academy will grant a Letter of Completion when the student has successfully completed the course.

#### TEACHER TRAINING BOOKS/KIT COSTS

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



TEACHER TRAINING BOOK BUNDLE:	KIT ITEM NUMBER	COST
Master Educator Textbook	ISBN-9781133693697	
MindTap Support Software for Educators	Included in Bundle	
Total Cost		\$170.00
PROGRAM SUPPORT ITEMS:		
Microsoft Access	Microsoft	
Academy Name Badge	American Diversity	
Montana State Law Printout	Included on Software	
Total Cost		\$130.00
	Total Books/Kit Cost	\$300.00



## SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in a NACCAS-approved program. It is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time). It applies to all students at Montana Academy regardless of the 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. Montana Academy of Salons uses a 900-hour academic year over 26 academic weeks.

### EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows, and the checkpoints are based on Actual Hours:

<b>BARBERING (1100 CLOCK HOURS)</b>	
1st Evaluation Period Ends:	450 Clock Hours and 15 weeks
2nd Evaluation Period Ends:	900 Clock Hours and 30 Weeks
3rd Evaluation Period Ends:	1100 Clock Hours and 37 weeks.
<b>SUPPLEMENTAL BARBERING (150 CLOCK HOURS)</b>	
1st Evaluation Period Ends:	75 Clock Hours and 3 weeks
2nd Evaluation Period Ends:	150 Clock Hours and 5 Weeks
<b>COSMETOLOGY (1500 CLOCK HOURS)</b>	
1st Evaluation Period Ends:	450 Clock Hours and 15 weeks
2nd Evaluation Period Ends:	900 Clock Hours and 30 weeks
3rd Evaluation Period Ends:	1200 Clock Hours and 40 weeks
4th Evaluation Period Ends:	1500 Clock Hours and 50 weeks
<b>ESTHETICS (650 CLOCK HOURS)</b>	
1st Evaluation Period Ends:	325 Clock Hours and 11 weeks
2nd Evaluation Period Ends:	650 Clock Hours and 22 Weeks
<b>MANICURING (400 CLOCK HOURS)</b>	
1st Evaluation Period Ends:	200 Clock Hours and 7 weeks
2nd Evaluation Period Ends:	400 Clock Hours and 14 Weeks
<b>MASSAGE THERAPY (700 CLOCK HOURS)</b>	
1st Evaluation Period Ends:	350 Clock Hours and 12 weeks
2nd Evaluation Period Ends:	700 Clock Hours and 24 Weeks
<b>MICRODERMABRASION (50 CLOCK HOURS)</b>	
1st Evaluation Period Ends:	25 Clock Hours and 1 week
2nd Evaluation Period Ends:	50 Clock Hours and 2 weeks
<b>TEACHER TRAINING (650 CLOCK HOURS)</b>	
1st Evaluation Period Ends:	325 Clock Hours and 11 weeks
2nd Evaluation Period Ends:	650 Clock Hours and 22 Weeks

Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by the 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

The quantitative element used to evaluate the student's attendance requires the student to attend a minimum of 85% of the hours possible based on the applicable attendance schedule to be considered to maintain satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Evaluations are reviewed with the student. The student can request hard copies of the documents. 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 policy 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 WEEKS AND HOURS						
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	22.5	765	3.5
Manicuring	FT	34.5	400/12	14	471	2
Massage Therapy	FT	34.5	700/21	25	824	4
Microdermabrasion	FT	34.5	50/1.5	2	59	1.5
Teacher Training	FT	39.5	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 will be terminated. After termination, students may pursue re-entry in the institution as a cash pay student by following and fulfilling the requirements of the re-entry policy. Re-entry is not guaranteed.

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 timeframe, including any time in that period when 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 the 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% on a cumulative basis and take 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 with a support staff member. Both will sign to verify the student's SAP status. Students 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 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 to 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 the 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 for 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. Courses with limited facilitators may be restricted to certain scheduled makeup days when a substitute facilitator is available.

#### INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to Montana Academy 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 the 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 the 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 Montana Academy 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) business 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 on Montana Academy'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--**

## **ACADEMY POLICIES & PROCEDURES**

### **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 track SAP electronically on their personal smartphones, tablets, or home computers through an online portal. This technology is to encourage students to be aware of their daily SAP attendance and grades.

### **OVER-CONTRACT FEES AND EXTRA CHARGES**

Each course has been scheduled for completion within an allotted time frame. Montana Academy allots a certain number of approved absences as part of the student's contracted end date. The academy 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. It is not realistic to expect to receive an education for free. The academy has reserved space, equipment, and licensed facilitators for each student and course. If a student does not graduate within the contract period, additional training will be billed. If over-contract fees are not paid within six months of the student's last day of attendance, the student will be terminated.

<b>Course Rate Per Hour</b>	
Barbering	\$15.00
Supplemental Barbering	\$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 out of 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 in which a student is not in attendance. An 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 must follow the Academy's policy requesting an LOA. A student who must take an approved Leave of Absence (LOA) will return with the same satisfactory academic progress status as at the time of taking the LOA.

Any course under 900 hours can take a Leave of Absence, counting fourteen calendar days. Courses over 901 hours can take a Leave of Absence, counting thirty calendar days. Montana Academy of Salons permits a total of two Leave of Absence.

A student may be granted a LOA when there is a reasonable expectation that the student will be returning. The LOA must be requested, approved, and signed by both the academy representative and the student in writing prior to the LOA occurring unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed 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 an 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.

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

- Financial Hardship
- Medical Issues
- Military Deployment
- Mitigating Circumstances Beyond the Student's Control
- Staff Recommendation

A student granted an 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 for any additional institutional charges as a result of the LOA. Title IV loans will not be disbursed during the LOA. Living Expense checks will not be disbursed to students during the LOA.

The maximum time frame for a LOA is 180 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 must inform the financial aid or admissions 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 the maximum time frame will be extended for the same number of calendar 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.

Students without an approved LOA may be considered withdrawn after 14 consecutive calendar days if they have not contacted 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 an Official Transcript (\$10 transcript fee) of Hours for the applicable course when the student has successfully completed all phases of study, required tests, and practical assignments; has a minimum 85% attendance and 85% GPA, passed a final practical examination; completed the program 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, Supplemental Barbering, Cosmetology, Esthetics, Manicuring, 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 academy graduate or equivalent. Teacher Training applicants must hold a current active Montana Barbering, Cosmetologist, Esthetician, or Manicuring 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 complete 700 hours, and all coursework 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 Montana Academy 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 Cosmetologists. Microdermabrasion Students must be 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, Manicuring, or Facilitator and therefore 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 academy closure. Any monies due to the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the that:

1. An applicant is not accepted by Montana Academy. 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 Montana Academy 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 Montana Academy less than 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 Montana Academy that he/she will not be returning. The date of withdrawal shall be 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 Montana Academy. (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 Montana Academy 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 Montana Academy applies. All refunds are based on scheduled hours.

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

- + All refunds will be calculated based on the student's last date of attendance. Any monies due to 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, Montana Academy will provide a pro-rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment and before instruction in the program has begun, Montana Academy will either provide a full refund of all monies paid or completion of the course. If the course is canceled after students have enrolled and instruction has begun, Montana Academy will 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 academy 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 the course completion, a calculation for return of Title IV funds will be completed, and any applicable returns by Montana Academy 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 Montana Academy 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.
- + The Enrollment Agreement specifies a separate charge for Program Tools & Equipment that the student will use during the Course. If, within 30 days following the date of the student's withdrawal, the student returns Program Tools & Equipment that are in good condition and that can be reused by Montana Academy, Montana Academy shall refund up to 50% of the charge for those Program Tools & Equipment paid by the student.

If the student fails to return the Program Tools & Equipment within 30 days following the date of the student's withdrawal, Montana Academy may offset the cost of those Program Tools & Equipment against any refund. The student shall be liable for the amount, if any, by which the cost for Program Tools & Equipment exceeds the refund amount. Supply products used textbooks and workbooks are not refundable.

- + 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 exceed, 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 Montana 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, and 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 academy or parent received on your behalf) less assistance than the amount that you earned, you might be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by Montana Academy 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 might be due a post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your academy 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 academy may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and food and housing charges (as contracted with Montana Academy). Montana Academy needs your permission to use the post-withdrawal grant disbursement for all other academy charges. If you do not give your permission (some academies ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow Montana Academy to keep the funds to reduce your debt at Montana Academy.

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 academy or parent receive on your behalf) excess Title IV program funds that must be returned, your academy 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. Montana Academy must return this amount even if it didn't keep this amount of your Title IV program funds. If your academy 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 academy 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 academy may have. Therefore, you may still owe funds to Montana Academy to cover unpaid institutional charges. Your academy may also charge you for any Title IV program funds that Montana Academy 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 Loan
4. 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 [studentaid.gov](http://studentaid.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 Montana Academy that is allocable to the loan.



## **ATTENDANCE POLICY**

Attendance is recorded by a biometric time clock located at the front desk. Daily attendance is monitored by staff 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. Students also monitor their attendance through Orbund Biometric Timeclock.

To continue your enrollment at Montana Academy, you must abide by the attendance policy that corresponds with the course in which you are enrolled.

You are encouraged to miss as few days as possible. 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 make up theory and practical instruction. Course lesson plans are taught on a rotating schedule and are not repeated until eleven (11) weeks later. The State of Montana and Montana Academy requires a minimum of clock hours in Foundations in each course before practicing on the public.

In addition, students in Foundations may only miss three days. Any further absence may require that the student be terminated and reapply to restart the course. Students should refer to the Refund Policy section of their Enrollment Agreement regarding tuition due for scheduled hours at the time of termination.

### **GREAT FALLS and BILLINGS CALL-IN POLICY**

Students must call (406)-771-8772 Ext. 2 and leave a message 60 minutes or more daily before the start of each scheduled shift if the student expects to be tardy or absent. Shifts start at 9:00 am Monday, Tuesday, Friday, and Saturday, 11:00 am Wednesday and Thursday.

### **NO CALL, NO SHOW**

A No Call, No Show, is when a student does not call in according to the CALL-IN POLICY and does not show up for the scheduled day.

A No Call, No Show will result in a suspension.

### **TARDY**

Defined as delaying or delayed beyond the right or expected time.

The following is considered a Tardy:

- You arrive after your am, or pm scheduled shift starts.

If you are tardy, you may be asked to clock out and receive an absence. Even one minute is tardy. You can clock in 15 minutes before the start of the day shift. If you must leave Montana Academy for any reason other than lunch, you must clock out and inform a facilitator.

### **ABSENCE**

Defined as the state of being away from Montana Academy.

The following is considered an absence:

- Any absence where the student was not in attendance during their scheduled shift.

### **EXCUSED**

Defined as attempting to lessen the blame. An excused absence is approved prior to being absent.

### **UNEXCUSED**

Not excused.

### **MISSING STUDENT**

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

## **SUSPENSION**

The temporary prevention of something from continuing or being in force or effect.

### **MAXIMUM SUSPENSIONS ALLOWED**

There is a limit to the number of suspensions a student may incur before being terminated. Three suspensions will result in the student dismissing themselves from a course of 700 hours or less. Courses with more than 700 hours will be limited to six suspensions before the student dismisses themselves from a course.

- + Any other incidents that would lead to a suspension- conduct violations.
- + The student leaves early on a scheduled shift.
- + A No Call, No Show will result in a suspension.
- + Missing a Mandatory Friday or Saturday

### **MANDATORY: (REQUIRED AS RULES) FRIDAY AND SATURDAY**

Scheduled Friday and Saturday attendance is mandatory. All students, including students currently in Foundations, must attend the full day on Friday or Saturday.

### **REQUESTED TIME OFF (RTO)**

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

An 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
- + Serious illness of self or family member
- + Submitting an RTO one day before the funeral
- + Incarceration

RTOs are available in the mornings, afternoons, and all day. RTO forms are located at the front desk.

The students will receive an "Over Contract Charges Acknowledgment" form that details:

- + Student's contract graduation date
- + Student's anticipated graduation date
- + Estimated Over Contract fees, if any

A facilitator will coach students on the importance of attendance in Montana Academy and the workplace. Students have the opportunity to make up time according to the "Makeup Policy." The time can be made up before the RTO.

### **MAKE-UP POLICY**

The "Make-Up Policy" allows the student 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 for making arrangements with the facilitator to schedule a time to make up the test. Missed tests post as a ZERO until the test is 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 contract completion date. Students are provided with "Orbund Biometric Timeclock," a student portal that 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 days of the week to make up for missed hours. Montana Academy strongly recommends students make up missed hours to prevent over-contract fees. Montana Academy

facilitator-student ratio is 1:25, meaning one facilitator to twenty-five students. Please plan when scheduling make-up hours.

A student must fill out a "Makeup Time Form" to make up hours. Forms are found at the front desk. 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 tardiness 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 serve 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 serve guests and Montana Academy does not exceed the facilitator-to-student ratio.
- + Esthetic or Massage Clinic Area: If a treatment table is available to serve 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 serve guests and Montana Academy does not exceed the facilitator-to-student ratio.
- + Classroom: Must be approved by the facilitator who is 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 activity. 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 the final payment of debts owed to 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 warrant the student returning to theory and being 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 completing 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 the 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 Montana Academy 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, which is unacceptable. Students are to treat others with respect and always conduct themselves professionally. Students are prohibited from making statements about Montana Academy, facilitators, other students, guests, competitors, or others that may be considered harassing, threatening, libelous, or defamatory in any way, including on social media.

**NON-DISCRIMINATION POLICY**

Montana Academy, in its admission, education programs, activities, and graduation policies, do 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's administration is designated to coordinate Montana Academy's compliance with the requirements of Section 504, as required by 34 Code of the C.F.R. § 104.7(a).

**RELEASE OF INFORMATION**

Anyone over 18 years of age and wanting to share information concerning grades, attendance, Financial Aid, conduct, or any other information must sign a release of information form.

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

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. In addition, parents or guardians of dependent minors may have access.)

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.
3. 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.

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 academy 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 academy official in performing his or her tasks. An academy 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 academy 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 the consent of the student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to academy 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 the prior written consent of the student to other academy officials, including teachers within Montana Academy, whom Montana Academy has determined to have legitimate educational interests. The school provides access to student and other school records to its accrediting agency.

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 academy 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 proceedings 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.

## STATEMENT POLICY OF NON-DISCRIMINATION AND ACCOMMODATION

Montana Academy of Salons ("Montana Academy") does not discriminate on the basis of disability. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the Montana Academy's educational resources, 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"), their related statutes and regulations, and corresponding state and local laws.

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 or his/her trained designee who has been designated to coordinate the efforts of Montana Academy to comply with Section 504 and ADA.

### ADA COMPLIANCE COORDINATOR:

LINDA M. MCPHERSON  
501 2ND ST S,  
GREAT FALLS, MT 59405

RIMROCK MALL  
300 S. 24<sup>TH</sup> STREET W SPACE #B01  
BILLINGS, MT 59102

406-771-8772 X 3  
[linda@montanAAcademy.edu](mailto:linda@montanAAcademy.edu)

## REQUESTS FOR ACCOMMODATION

Individuals with disabilities wishing to request an accommodation must contact the ADA Compliance Coordinator. Disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for accommodation. However, if a student discloses a disability to such an individual, he or she is required to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator (or his/her trained designee) will provide a student or applicant with a Request for Reasonable Accommodations Form, which is also available on the Montana Academy's website under the disclosure tab. To help ensure timely consideration and implementation, individuals making a request for accommodation are asked to contact the ADA Compliance Coordinator and/or submit a Request for Accommodations form at least two weeks prior to when the accommodation is needed. Individuals requesting a reasonable accommodation may be asked to provide medical documentation substantiating his/her physical and/or mental impairment(s) and/or the need for the requested accommodation(s), including but not limited to when the limitation or impairment is not readily apparent and/or a requested accommodation does not clearly relate to the impairment(s). 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 professional in the area of the student's disability, as enumerated on the next page.

DISABILITY	QUALIFIED PROFESSIONAL
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au.D) *Audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	Ph.D. Psychologists, college learning disability specialists, and other appropriate professional
DISABILITY	QUALIFIED PROFESSIONAL
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, Ph.D. Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist ; Ph.D. Psychologist, LMFT or LCSW
Other disabilities	MD, who practices or specializes within the field of 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. Montana Academy may request additional documentation or testing as needed.

After the ADA Compliance Coordinator receives the Request Form and the required documentation, he/she (or his/her trained designee) will engage the student or applicant in an interactive process to determine what accommodations may be appropriate.

If the student or applicant is denied any 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. Montana Academy will make appropriate arrangements to ensure that a person with a disability is provided with other accommodation, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements.

#### GRIEVANCE POLICY RELATING TO COMPLAINTS OF DISABILITY DISCRIMINATION

Montana 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. 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 with Linda M. McPherson, 501 2nd ST S, 406-771-8772 x 3, linda@montanAAcademy.edu. Grievances must be in writing, contain the name and address of the person filing it, state the problem or action alleged to be discriminatory, and the remedy or relief sought.

Montana Academy will investigate each complaint filed and will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. 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 student will be advised and provided an update as to the status of the investigation. The student may also inquire as to the status of the investigation at reasonable intervals. Based on the results of the investigation, Montana Academy will take all appropriate actions to prevent any recurrence of discrimination and/or to correct any discriminatory effects.



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.

## **NOTICE OF NON-DISCRIMINATION & SEXUAL HARASSMENT POLICIES & GRIEVANCE PROCEDURES**

### **I. Policy**

It is the policy of the Montana Academy of Salons (the "Academy") to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. Montana Academy has enacted the Sexual Harassment Policies & Grievance Procedures (the "Policy") to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

The Policy can be found at the Montana Academy's website at [www.montanAACademy.edu](http://www.montanAACademy.edu) or obtained in person from the Title IX Coordinator (see below).

Montana Academy does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in the Montana Academy's education programs or activities extends to admission. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to the Montana Academy's Title IX coordinator, the U.S. Department of Education Office for Civil Rights, or both.

Montana Academy also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, disability, or age, in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies, including Title IX:

#### **LEAD TITLE IX COORDINATOR**

Linda m. McPherson CEO  
Compliance office  
501 2nd ST. S  
Great falls, mt 59405  
Phone - 406-771-8772 ext. 3  
Email – [linda@montanaacademy.edu](mailto:linda@montanaacademy.edu)

#### **DEPUTY TITLE IX COORDINATOR**

Dawn zuris  
Admissions office  
501 2nd ST. S  
Great falls, mt 59405  
Phone - 406-771-8772 ext. 5  
Email - [admissions@montanaacademy.edu](mailto:admissions@montanaacademy.edu)

Inquiries or complaints concerning the Montana Academy's compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education's Office for Civil Rights.

**Office for Civil Rights, Seattle Office**

915 Second Avenue, Room 3310

Seattle, WA 98174-1099

Telephone: (206) 607-1600

Facsimile: (206) 607-1601

Email: OCR.Seattle@ed.gov

Montana Academy of Salons desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. Montana Academy will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training, and anti-discrimination training in their classrooms, at least once while the student is in Academy.

## **II. Sexual Harassment Grievance Procedure**

Reports of sexual harassment should be made to the Montana Academy's Title IX Coordinator, Deputy Title IX Coordinator, or to a Designated Academy Official. As set forth in the Policy, the Montana Academy's Designated Academy Officials are the Chief Executive Officer and Chief Financial Officer. Montana Academy will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Montana Academy will investigate all formal complaints of sexual harassment. A formal complaint must be in writing, filed by a complainant, or signed by the Title IX Coordinator alleging sexual harassment against a respondent and request that Montana Academy investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The Montana Academy's Title IX Coordinator oversees Montana Academy's investigation, response to, and resolution of all reports of prohibited sexual harassment and of related retaliation involving students, faculty, and staff.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if Montana Academy determines that the particular formal complaint is appropriate for such a process, Montana Academy will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. Montana Academy retains the discretion to determine which cases are appropriate for voluntary resolution.

Montana Academy will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the written determination will include the sanctions to be imposed upon the respondent. The Policy provides that the parties have the right to appeal the hearing panel's determination under certain circumstances.

## GRIEVANCE (COMPLAINT) PROCEDURE POLICY

Montana Academy of Salons maintains an “open door” policy, allowing students or other interested parties the opportunity to discuss any issues necessary. Most of these issues can be resolved at the 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 will make every attempt to resolve any student complaints. 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 five 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 Montana Academy.
3. The complaint will be reviewed by the administration, and a response will be sent in writing to the student within ten days of receiving the complaint. The initial response may not provide for the 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, the 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 Montana Academy, and another member who may not be employed by Montana Academy or related to Montana Academy owners. The hearing will occur within 30 days of the 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's 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. The CEO shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. The institution maintains copies of all complaints and their resolution according to the institution's record-keeping policy.

**–End of Grievance Procedure Policy–**

## **LICENSING/ACCREDITATION/ORGANIZATIONS**

Students or any member of the public may file a complaint to the following licensing or accreditation organizations. Complain forms are available through each organization.

### **Montana Board of Barbers and Cosmetologists**

P.O. Box 200513, Helena MT, 59620.

Phone: 406-841-2335.

### **Montana Board of Massage Therapy**

301 So. Park 4th floor P.O. Box 200513 Helena, MT, 59620-0513.

### **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

### **National Accrediting Commission of Career Arts & Sciences**

3015 Colvin St, Alexandria, VA 22314,

Phone: 703-600- 7600

[Http://www.Naccas.Org](http://www.Naccas.Org)

\*Please note that the Billings Location has attained "Provisional Additional Location Accreditation.\*

## CODE OF CONDUCT

### STUDENT CODE OF CONDUCT

As a student, your priority at the academy is to learn and pass your written and practical tests for licensure. Learning begins with arriving on time and observing the dress code. At the academy, you should have your kit and materials ready to work at the designated time and place of instruction. Learning begins with the facilitators sharing their knowledge on various subjects, including theory and practical. Students should not gossip and disrespect others, including the facilitators. Cooperation and respect are mandatory for all students who attend Montana Academy. Students should actively participate in their learning by asking questions. Students will promote safety and sanitation, respect property in the academy, and model courtesy, compassion, and respect to support all learning.

The academy community must refrain from engaging in any in-person or digital communication behavior that is considered to interfere with the learning of others. Bullying, harassing, intimidating, retaliating, discriminating, or violent behaviors will not be tolerated. Montana Academy has a strict policy on attendance of smelling of substances, using illegal substances, possessing or distributing illegal or restricted substances, or possessing weapons.

### UNPROFESSIONAL CONDUCT

All students must abide by the Montana Board of Barbers and Cosmetologists and the Montana Board of Massage Therapy 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 the 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 substance, 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 academy, 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 Montana Academy
- + 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
- + advertising any services or products without prior consent from the Montana Academy of Salons marketing department
- + 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's directions, with the exception of using only single-use plastic tips on microdermabrasion machines
- + unprofessional conduct is subject to discipline by the 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.

#### TIME CLOCK POLICY

The electronic finger scanner (biometric 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 and out using the electronic fingerprint scanner. This is a condition of your enrollment. If an error has occurred while clocking in or out, seek a facilitator for assistance.

#### HOURLY POLICY

Montana Academy is open Monday through Saturday plus evenings. Schedules are pre-determined, which defines the student's hours of attendance. Students will be in the classroom every day through Foundations. The facilitator will instruct an "hour" of education which is equal to 50 minutes of instructional time during foundations. The student's clinic area and the classroom schedule will be given at orientation. Hours required are a condition of the course the student is currently enrolled in. The schedule is part of the enrollment agreement and is subject to change.

#### LOCKER POLICY

The locker should be used to store student books/kits and any personal belongings. You are responsible for keeping your locker clean, free of open food or drinks, and locked. You are always to use your locker and never leave your books/kit and personal belongings in classrooms, stations, or anywhere unattended. Kits must be left at Montana Academy.

#### PADLOCK POLICY

You will be provided a padlock (if not automatically built in) for your locker to use while attending Montana Academy. Padlocks must be returned in working condition, or a fee will be charged. Padlocks must be in the locked position at all times. Montana Academy will not be responsible for open lockers.

#### 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. No beverages or food are allowed in the classroom, 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.

## STUDENT RESOURCE CENTER POLICY

A library of industry magazines, books, audio, and video materials is provided for the student in relation to the course of study. Students should avail themselves of the opportunity to use these extensive materials.

## DRESS CODE POLICY

Montana Academy apparel is office professional and all-black for all students in each course. Massage Therapy Students will need to purchase black scrubs. Blacktops must meet or overlap the waistline, be in good condition, clean, and wrinkle-free, with no bra straps, spaghetti straps, or cleavage. No hoodies. Classrooms can sometimes be cool; we suggest bringing a black sweater or shawl for comfort. Black bottoms and leggings must be in good condition, no holes, appropriate, hemmed, clean, and wrinkle-free—no spandex leggings. When wearing leggings, tops must cover your bottom: no short shorts, short skirts, or short dresses. Socks, hoses, or tights must be black. No hats or bandanas.

Optional Friday/Saturday Dress Code. Students may wear a Montana Academy logoed shirt.

Shoes must be all black, clean, and have black or brown soles. If toes are exposed, they must be well-manicured. All shoes must have a back or strap. The following are unacceptable: flip flops, Uggs, Birkenstock Sandals, slippers, or Crocks.

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

Nails must be clean and manicured always. Hair must be clean, dry, and finished in style before arriving at Montana Academy. Hair and jewelry accessories are acceptable in any color.

At a facilitator's discretion, if you violate any of the above and/or 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). (24.121.803) School Requirement to wear protective covering.

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 handwashing before and after servicing each client but does not void the requirement in (1).
4. A fresh pair of nonsterile, latex, nitrile or disposable vinyl gloves must be worn during treatments when contact with blood or other potentially infectious materials, mucous membranes, and nonintact skin could occur.

## PARKING POLICY-GREAT FALLS

Student Parking is provided on the premises of Montana Academy for your safety. You must park in the parking lot provided. Park south of the "No Parking" sign in the parking lot, allowing guests closer accessibility to Montana Academy.

## PARKING POLICY-BILLINGS

Student Parking is provided in the back entrance of the Montana Academy of Salons of the Rimrock Mall.

## BREAK POLICY

A student lounge is available to all students and is the only place where students are allowed to eat and drink. In addition, no beverages or food are allowed in the student clinic area, with no exceptions. Breaks are scheduled and are on the clock. Therefore, all students taking a break will remain inside the academy.

### SMOKING POLICY

Smoking is not allowed in Montana Academy. Outside Montana Academy, there is a designated smoking area; you are responsible for cleaning up this area. No "vapor" cigarettes of any kind are allowed at Montana Academy. However, smoking may occur before the start of instruction, at lunch, and after clocking out.

### 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 purposes 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 students to 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 of schedules may lead to the termination of the student from the course.

### BUSINESS LEVEL JUMPS POLICY

Monthly, students are acknowledged and awarded for accomplishing a level of business. During the 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 Level 4 will be assigned a big locker in Great Falls.

### STUDENT OF THE MONTH POLICY

A student is selected monthly based on the following criteria: qualifying or jumping, no tardy, highest GPA, and highest attendance. At the Celebration, The Student of the Month will be announced and awarded a designated parking spot.

The runner-up is selected monthly based on the same criteria and awarded a designated parking spot.

### GRADUATION POLICY

At Montana Academy, we hold a Graduation Celebration to honor our students who have achieved the milestone of ringing the bell. During this ceremony, graduates wear a cap, tassel, gown, stole, and cords to signify their accomplishments. As a tradition, we request that each graduate "bestow" their stole to someone who provided them with support during their time at Montana Academy and share their experience with everyone present. Students who have attained the highest business levels in their course (L4) are recognized with red cords. This tradition proudly informs students, staff, and guests that the individual has "GRADUATED." Graduates are still considered students and are required to continue clocking hours until they ring the bell. Students must observe the "Dress Code" but may wear a colored outfit on their last day.

### ADDITIONAL EDUCATION POLICY

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



### GUEST SPEAKER POLICY

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

### STUDENT PERSONAL SERVICE POLICY

Students earn a \$40 personal service after Foundations for each month; they maintain an 85% grade average and an 85% attendance average with no tardies or suspensions. At Celebration, the Student Personal Services List is given to the front desk. The student has until the next Celebration to utilize the service.

Fellow students perform student services. Trained students may only perform services. The services must be scheduled and performed all at one time and approved by a salon clinic facilitator. The services cannot exceed two and a half hours.

Personal Services may not be performed after 5 p.m. or scheduled on Friday or Saturday. The facilitators will schedule your service. The student providing the service will fill out the ticket, have it signed, and be 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, the student is responsible for the remaining balance. Personal services are not transferrable from month to month to another student or other persons and are used before the next Celebration.

Additional services can be performed on a Friday or Saturday when the student is not on the clock. Services are discounted 50% for all current students. The discounted service will become void if you take a leave of absence (LOA), Requested Time Off (RTO), or drop from the course. Students who graduate and are working in the beauty industry will continue to receive the 50% discount.

### RETAIL CLUB POLICY

Students are informed of monthly retail specials. Students are mentored on "how to" recommend retail products 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.

### 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 the United States Department of Labor Occupational Safety and Health Administration requirements, Montana Academy advises its students on the chemicals used in training. During the course work, the student learns about the importance of safety in the workplace 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 the 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 and leads by example to attend the Student Council Meeting. Leading by example means respecting the policies and procedures, staying mindful of your words and actions.

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 the Montana Academy Staff.

The representatives are asked for topics from their team so that they can discuss with the staff leaders wins and successes, projects and charitable events, Monthly Student Celebration ideas, and graduation.

In turn, the Montana Academy Staff can inform the representatives of new policies, procedures, state regulations, NACCAS requirements, and DOE regulations. We ask the representatives to support Montana Academy's policies and procedures.

The overall objective is to strengthen the relationships between the students and staff. We desire to have less conflict and more solutions in a working team. The Student Council keeps the staff up to date on student body ideas and concerns for better communication between the staff and student body.

The Student Council will meet on the last Tuesday of each month with staff.

#### 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 the facility, students, facilitators, guests, or any other persons within Montana Academy.

#### SCHOLARSHIPS POLICY

Please see the 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's eligibility for Federal Aid. All scholarships are applied at the end of the contract. Scholarships are credited to the graduate student's ledger from Montana Academy.

#### 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 <https://www.montanAAcademy.edu> 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.