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Kay Harvey's Tardiness Policy

Classes start at 9:00am & 5:30pm. No student may enter the school after 10:00am or 6:00pm *or theory classroom between 9:00 & 10:00am. To receive a 15 minute break students **Must be in the clinic or their classrooms for theory by 9:05a.m. or 5:35 p.m. This applies to both day and evening students.** *Exceptions can be made by the Director, upon written request.

Kay Harvey's History

Kay Harvey Hairdressing Academy a small national cosmetology chain established in 1959, by Robert D. Wroble, as a private, post secondary institution, offering degrees in two disciplines, Cosmetology and Manicuring Arts and Sciences. The course of studies are designed to prepare students for the state licensing examination as well as a profitable career in all areas of the fields of cosmetology and manicuring. Kay Harvey has been in the West Springfield area for over **fifty years**. During these years Kay Harvey had graduated thousands of professionals. These professionals are working as Hairstylist, Haircutting Specialist, Permanent Waving Experts, Make-up Artist, Skin Care Specialist, Cosmetic Chemist, Publishing, Haircolorist, own or operate progressive salons, work for large hairdressing chains or small neighborhood salons, teach or work with distributorships and manufacturers. Since October 1, 1988 Assessment Systems Inc. (since 2003, Promissor Inc., now **Pearson Vue**) has been testing and sending the statistics of our students overall performance on their final licensing exams.

Kay Harvey 's overall performance average is A+ on these exams.

Kay Harvey's Mission

It is the **mission of LaBaron/Kay Harvey Hairdressing Academies** to provide a **quality education** in the practical skills necessary for **licensure** and **successful employment**.

Everyone at Kay Harvey works as a team to achieve an organized school with busy students who are motivated and happy.

Kay Harvey's State Licensed

by the Commonwealth of Massachusetts Division of Regulations of Cosmetology, at 1000 Washington Street, Boston, MA 02118 -Telephone # (617)727-9940

Kay Harvey's Nationally Accredited

by the National Accrediting Commission of Career Arts and Sciences, 4401 Ford Avenue, Suite 1300, Alexandria, VA. 22302. NACCAS is recognized by the U.S. Department of Education as the national accrediting agency for career schools. Telephone # (703) 600-7600

Kay Harvey's Physical Facilities

Kay Harvey is located in the quiet, picturesque heart of West Springfield, across from the police station and town hall, **directly off Route 5, only two miles from the Mass Pike**, and minutes from area towns. This new location is in a two-story building with ample parking for students. Kay Harvey has a clinic learning laboratory, a reception area, classrooms, facial area, dispensary, supply room, student lounge with lockers and restroom facilities for men & women.

Kay Harvey's Educational Objectives

Cosmetology & Barber Crossover

1. To give quality education in both theory and practical experience for students to gain knowledge in all phases of Cosmetology.
2. To prepare students to successfully pass the state board examinations.
3. To prepare students to work in a salon as licensed Cosmetologists.
4. To perform in Cosmetology occupations.

Manicurist – Nail Technician

1. To give quality education in both theory and practical experience for students to gain knowledge in all phases of Manicuring.
2. To prepare students to successfully pass the state board examinations.
3. To prepare students to work in a salon as a licensed Manicurist.
4. To perform in Manicuring related occupations.

Kay Harvey's Admission Requirements

Cosmetology, Manicuring & Barber Crossover

1. The applicant must be 16 years old and be a high school graduate, with a transcript showing high school completion, or a certificate of attainment (*only applicable for non-Title IV recipients*); or
2. have a state-issued credential for secondary school completion if homeschooled; or
3. Non high school graduates must pass Wonderic Basic Skills Test with a score of 200 verbal & 210 quantitative.
4. Have a personal interview with a school official.

Kay Harvey's Statement of Non-Discrimination

Kay Harvey Hairdressing Academy does not discriminate on the basis of age, race, color, sex, religion or ethnic origin.

Kay Harvey's Enrollment

Cosmetology classes start the first Monday of each month.

Manicure & Barber Crossover classes start dates may vary. Please call the school for the next class start date.

DAY CLASSES are held from 9:00am to 3:30pm, Monday through Friday with 1/2 hour for lunch, making a 6 hour school day. (Manicure classes are held no more than 5 hours per day.) Part time classes can be arranged on an individual basis.

EVENING CLASSES are Monday through Thursday from 5:30pm to 9:30pm for 16 hours per week.

The start and expected ending date for each course will be written on the contract for instruction.

The Academy is closed Saturday, Sunday and the following legal holidays:

New Year - Labor Day - Martin Luther King - Columbus - President's Day

Veteran's Day - Memorial Day - Thanksgiving - Independence & Christmas

Kay Harvey's Credit for Previous Training

Credit hours received and approved by the Massachusetts Division of Regulations of Cosmetology will be credited to the trainee. The trainee will be charged the same hourly rate as the other students, however, Kay Harvey does not except transfer students for less than 500 hours.

Kay Harvey's Student Aid Programs

Kay Harvey Academy is currently approved for the following student aid program for Cosmetology.

Federal Pell Grant	Federal Direct Loans
Federal SEOG	Federal Plus
MA State Scholarship	Massachusetts Rehabilitation
**Veteran's Benefits	

** Special conditions required by the Department of Veteran's Affairs take precedence over "Kay Harvey 's Attendance Policy.", "Kay Harvey 's Leave of Absence Policy.", and "Kay Harvey 's Satisfactory Academic Progress Requirements"

Kay Harvey's Excused and Unexcused Absences

At present, the Commonwealth of Massachusetts, Division of Regulations of Cosmetology does **not** accept excused absences. A student must complete their contracted hours without exception. Kay Harvey does allow a student to go 10% over the mandatory hours before there is an additional per hour charge.

Kay Harvey's Marking System

Scholarship is evaluated in terms of percentage.

A – Excellent.....92% - 100% B – Good.....84% - 91%

C – Passing.....75% - 83% D – Failing.....0% - 74%

A passing grade is required for graduation and eligibility to take State Boards

Students are marked for appearance, work habits, conduct, initiative and cooperation in addition to their grading for theory and practical work. In each area 75% is passing.

In written work students are tested at the end of each subject. These grades are averaged with the Final Exams at the end of training.

Requirement Sheet. Cosmetology students are given a "Requirement Sheet" to be completed each month. (Manicuring students are given one "Requirement Sheet") Each skill is checked for specific criteria before an instructor initials that individual skill. At the end of the evaluation period the student is given a grade based on the number of skills satisfactorily completed.

Evaluations Cosmetology students receive written reports and career counseling (evaluations) every two months Manicuring and Barber Crossover students receive two evaluations. Cosmetology students receive written **Satisfactory Progress Reports** at 450 & 900 actual hours.

Academic and Career Counseling is done during Evaluations or upon individual need. Records are maintained by KayHarvey Hairdressing Academy for three years.

Kay Harvey's Student Records

Students, parent(s), guardians in the event the student is still a minor, have the right to gain access to their cumulative records by appointment and under the supervision of the Director or designated instructor.

Kay Harvey's Cosmetology Curriculum (1000 hours)

The primary mission of the Cosmetology Curriculum is to train students in both theory and practical experience which will prepare them for immediate employment opportunities. Massachusetts mandates the number of hours we are to teach in each Subject area for the period of 1,000 hours.

Minimum Practice:

Services	Hours
Manicures_____	20_____50
Hair Straightening &_____	_____10
Permanent Waving_____	40_____250
Shampooing_____	100_____25
Finger Waving_____	25_____50
Hair Arranging/Thermal Styling_____	30_____45
Facials_____	20_____80
Scalp Treatment/Rinses/Wigs_____	20_____50
Hair Coloring_____	40_____150
Hair Shaping_____	50_____125
Oral, Written, Practical Tests Sanitation, Hygiene & Anatomy_____	_____125
Instruction and Lectures on Sanitation_____	_____25
Courtesy, Ethics, Salesmanship & Conduct_____	_____25
Total Hours	1,000

Kay Harvey's Manicuring Curriculum (100 hours)

The primary mission of the Manicuring Curriculum is to train students in both theory and practical experience which will prepare them for immediate employment opportunities. Massachusetts mandates the number of hours we are to teach in each subject area for the period of 100 hours.

Minimum Practice:

Services	Hours
Safety & Sanitation_____	_____10
Artificial Nail Techniques_____	10_____25
First Aid_____	_____2.5
Basic Manicure/Hand Arm Massage_____	20_____40
Professional Ethics/Salon Management/State Laws_____	_____12.5
Oral, Written, Practical, Examinations, & Hygiene and Anatomy_____	_____10
Total Hours	100

Kay Harvey's Crossover Curriculum (350 hours)

The primary mission of the Crossover Curriculum is to train students in both theory and practical experience which will prepare them for immediate employment opportunities. Massachusetts mandates the number hours we are to teach in each subject area for the period of 350 hours.

Minimum Practice:

Services	Hours
Chemicals_____	30_____225
(Color, Perms & Relaxing)	
Make up Application_____	5_____25
Hairstyling_____	25_____50
Manicuring_____	20_____50
Total Hours	350

Kay Harvey's Right to Privacy Policy

All records and information pertaining to students, parent(s), guardians, or staff members are to be kept confidential. No information is given to third parties requesting data without written authorization from individual(s) involved except in the case of legal or accreditation purposes. While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, Kay Harvey does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS laws and also under the age of 18 years old.

Kay Harvey's Graduation Requirements

A student will receive a Kay Harvey Academy Diploma after he has completed the stated hours of training, passed final examinations, completed the minimum requirements listed under the curriculum with at least a 75% average, and paid all financial obligations to the school. (To better qualify students for state exams, 80% is required in all **theory and practical** final exams.)

Kay Harvey's Graduate Placement Service

Kay Harvey maintains an Employment Placement Service for the benefit of its current and former graduates. No school can guarantee jobs for its graduates but we have been very successful in counseling graduates to gain professions that coincide with their needs. If a student would like help in job placement they may refer to our job placement board or ask for assistance from the Director.

Requirements For Licensing

The Commonwealth of Massachusetts Division of Professional Licensure exams are administered by Pearson Vue, Inc. Upon completion of the stated requirements and hours of training, the student must have:

1. Two forms of signature-bearing identification. (*One must be Photo-bearing*)
2. Completed School Completion Form
3. Candidates must register for a specific examination date, time and place by calling 1-800-274-2021. Candidates must keep a copy of the confirmation number.
4. Graduate will need to pay two separate payments to Pearson Vue: one for \$120.00 for your exam fee, which needs to be paid by debit or credit card when you set up your test date; the second payment of \$68.00 is for your licensing fee, which will need to be paid at the time of your testing/passing and can only be made by money order, certified checks or cashier's checks. No personal checks or cash is accepted at the test center.

Candidates will be required to take both the written and practical examinations on the same day. **At the exam, graduates must:**

1. Arrive at the scheduled time and location with bank check if applicable.
2. Be in uniform with the required equipment.

Candidates must attend on the date, time and place as indicated by their confirmation number. Failure to attend on the correct date, time or place will result in the loss of the \$120 testing fee.

After passing both practical and written exams, the **Cosmetology Graduates** will receive a "Massachusetts Board of Registration of Hairdressers" **Operating License** on the date of the testing. After two years they will be eligible to apply for a Class One License.

After passing the practical and written exams, the **Manicure**

Graduates will receive a full license from "Massachusetts Board of Registration of Hairdressers" on the day of the testing.

Kay Harvey's Refund Policy

Should student be terminated or canceled for any reason, all refunds will be made according to the following schedule:

A. An applicant not accepted for training by the school shall be entitled to all moneys paid.

B. If a student (or in the case of a student under legal age, his parent or guardian) cancels his enrollment and requests his money back in writing, within three business days of the signing of an enrollment agreement or contract, all moneys collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school administrator in person. This policy applies regardless of whether or not the student has actually started training.

C. If a student cancels his enrollment after the three business days after signing but prior to entering classes, he shall be entitled to a refund of all money paid to the school less a registration fee of \$100.00.

D. For student who enrolls in and begins classes, the following schedule of tuition adjustments is authorized:

Percentage Time to Total Course Time	Amount Total Tuition Owed to School
0.01% to 4.9%	20%
5.0% to 09.9%	30%
10.0% to 14.9%	40%
15.0% to 24.9%	45%
25.0% to 49.9%	70%
50% and over	100%

Enrollment time is defined as the time elapsed between the actual starting date and the date of student's last day of physical attendance in school. Any money due the applicant or student shall be refunded within 30 days of formal cancellation by the student, as defined in item B, or formal termination by the school.

Termination will occur after 21 calendar days of nonattendance. In the case of non return from a leave of absence, the withdrawal date will be whichever is earlier; the documented date of return or the date the student notifies the school he will not be returning.

E. When a situation of mitigating circumstances is in evidence, the school will adopt a policy wherein the refund to the student may exceed the Minimum Cancellation and Settlement Policy.

F. The costs of the kit and supplies are not included in tuition adjustment computations. These items become the property of the student when purchased.

G. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition.

H. If a course is canceled before a student's enrollment, the school can either refund all money paid, or provide completion of the course provided it is at a mutually agreeable location.

J. In the event of a refund conflict, the policy most beneficial to the student's interest will be observed in compliance with state and Federal Regulations and Guidelines.

Kay Harvey

Hairdressing Academy

11 Central Street, West Springfield, MA 01089

Telephone (413) 732-7117

e-mail: labaronks@att.net

Web Address: labarononline.com

Facebook: LaBaron and Kay Harvey Hairdressing Academies

Kay Harvey's Administration

Robert D. Wroble – Owner

Lesia W. Cochran – Coordinator Financial Aid, B.S Degree Business

Lois M. Wroble – Chief Executive Officer, B.S. Degree Education

Carol Taber – Corporate Office Manager & Bookkeeper

281 Union Street, New Bedford, MA 02740

Telephone # (508) 993-1309

Kay Harvey's Faculty

Nancy Booth & Helen O'Malley – Co-Director & Instructors

Pat D'Anjou – Assistant Director & Instructor

Wendy Sylvester – Financial Aid Administrator

Lisa Stebbins – Instructor **Laurel Curran** - Instructor

Anna Albano - Instructor **Denise Olszewski** - Instructor

Lysette Griffin – Instructor **Angelic Santiago** – Nail Demonstrator

Methods of Payment

Upon enrollment, the tuition is due and payable in full. However, the student, at the school's option, may make a payment schedule (*weekly or monthly*). This should be done during the personal interview with the School Official. **Payments must be made regardless of attendance.**

Kay Harvey's Cosmetology Cost

Tuition	\$10,200.00
Registration Fee	\$ 100.00
Book & Supplies	\$ 920.00
Sales Tax	\$ 57.50
Total	\$11,277.50

Cosmetology Kit Contains: Textbook, Workbook, state Board Exam Book, 2 Mannequins, Hair Net, Cutting Scissors, Thinning Scissors, Hair Razor, 2 Standard Brushes, 1 round Bristle Brush, Shampoo Cape, 2 Hair Cutting Combs, 2 Rat Tail Combs, 1 Foiling Comb, Box of Clips, Butterfly Clamps, Nail Implements (File, Emery Boards, Pushers, Clippers and Orangewood Sticks), Manicure Brush, Nail Polish Kit, Color Tint Kit, 12 dz. Rollers, Duck Bill Clips, Gloves, 19dz. Perm Rods, Round Neck Brush, Air Blow Brush, make Up Cape, Small Cosmetics Case, Spatulas, Precision Designer Clipper, 1 Curling Iron, 1 Marcel Temperature Control Iron, 1600 watt Turbo Blow Dryer and uniform.

Addendum A KH-Date: 1/1/2012

Kay Harvey's Manicuring Cost

Tuition	\$1,100.00
Registration Fee	\$ 100.00
Book & Supplies	\$ 612.00
Sales Tax	\$ 38.25
Total	\$ 1,850.25

Manicuring Kit Contains: Textbook, Workbook, OPI On the Go Kit* which includes: nail Polish, Emery Boards, Nail File, Cuticle Pusher, Cuticle Nippers, Orangewood Sticks, Tweezers, Nail Brush, Finger Bowl, Acrylic Application Supplies, and uniform. * OPI Kits Products and Quantities may vary.

Kay Harvey's Barber Crossover Cost

Tuition	\$3,500.00
Registration Fee	\$ 100.00
Book & Supplies	\$ 920.00
Sales Tax	\$ 57.50
Total	\$ 4,577.50

Crossover students receive the Cosmetology Kit

Kay Harvey's Additional Costs

If the student attends longer than the prescribed time allotted on the written contract (about 10%) he must pay an additional fee for each hour beyond the contracted time in order to complete the course. The hourly charges are as follows: Cosmetology \$10.20, Manicuring \$11.00, and Barber Crossover students \$10.00 per hour.

Depending on the care of the professional uniform, equipment and implements, students may have to replace required items.

Kay Harvey's Policy for Make Up Work & Hours

A trainee who has been absent for any reason is required to keep up with class assignments so they can proceed to the next course of study. School work, including exams, must be successfully mastered and a passing grade achieved. All work is reviewed and evaluated in a timely fashion. Students may retake exams, repeat tasks, and Make-up or redo any work until a passing grade is achieved within the two month segment of LaBaron's Satisfactory Progress Policy. Instructors are available for extra help. (Check times.) The appropriate time to make-up work or retake exams is when all daily tasks, including servicing of clinic customers, are completed. After 250 hours Day students may also make up work at night **with approval** and **written** requirements/assignments from their teacher as well as **permission from the night Instructors**; Night students (*after 250 hours*) may make-up work during the day **with approval** and **written** requirements & assignments from their teacher as well as **permission from the day instructors**.

Addendum A KH-Date: 1/1/2012

Kay Harvey's Rules and Regulations

Addendum B – NB-Date: 1/1/2012

Kay Harvey expects that trainees will conduct themselves in a professional manner. Violation of established policy may result in a disciplinary action up to suspension from school.

5. Your standard approved textbooks and equipment must be with you at all times. No borrowing of materials will be tolerated. A trainee without equipment is considered unprepared and will be sent home.
6. Trainees will be held responsible for their own equipment and personal property. All kits and equipment must be kept intact, clean and sanitized. (Lockers and kits will be checked biweekly.)
7. After every service given you must immediately clean and sanitize the station and/or area used. All manicuring, facial or cosmetology implements must be cleaned and sanitized after each use. Each service given must be checked by an instructor.

**** It is your responsibility to call for a final grade check****

8. A trainee must attend classes regularly and pursue the instruction and practice work diligently. Only text pertaining to cosmetology is allowed during class. (See Satisfactory Progress Policy.)
9. Absence from class without permission is not permitted. A trainee who has been absent for any reason is required to keep up with class assignments so they can proceed to the next course of study.
 3. Continued absence without notification will mean cancellation of registration. (See Satisfaction Progress Policy).
 4. Federal Law allows a trainee to take a leave of absence within a 12 month period. School limits the leave of absence to 60 days unless mitigating circumstances and must be cleared by Ms. Cochran.
 5. If a leave is longer than two weeks lockers will be emptied. Personal effects left longer than two weeks will be removed and held in storage by the Academy for 30 days. If still unclaimed, the Academy assumes no responsibility and will dispose of the items.
10. Unnecessary conversation or noise in the classroom will not be allowed **a)** Profanity and obscene language will not be permitted; **b)** Anyone seen with an alcoholic beverage or controlled substance (or under the influence of) will not be allowed in school; (**Refer to Kay Harvey's Drug and Alcohol Policy**) **c)** Food, drink and gum chewing are not permitted in classes or on the clinic floor.
11. Trainees must observe all rules of personal hygiene and sanitation while in the Academy: **a)** Trainees wearing soiled uniforms will not be admitted to the Academy; **b)** Uniforms must be fastened and worn to all classes; **c)** Female trainees must wear stockings and low heeled clean, closed shoes. Male trainees must wear clean, closed shoes.
12. LOCKERS: **a)** The Academy is not responsible for your equipment or personal property; **b)** Purses are to be kept in

- locked lockers; c) Trainees must provide for themselves a combination or key lock; d) The combination or spare key must be given to the Director. **(This will be confidential information and not given out.)**
13. Use of Phones; a) The Kay Harvey phone is for departmental business and is considered a business phone only; b) Trainees may receive or make emergency calls only on the LaBaron phones; **(All Kay Harvey phone calls are monitored)**; c) Cell phones must be turned off unless students are on a scheduled break and within the student lounge. d) No answering or talking on the phone when you have a patron.
 14. Lunch and Rest Periods; a) In the clinic and classroom the 30 minutes for Lunch will be governed and controlled by the instructor; b) The lunch period assigned will be between 12:00 to 1:00 pm unless you are with a patron; c) no one is allowed to sit in the lunch room between 9:00 to 9:45am or 5:30 to 7:00 pm; d) Clinic students who arrive late will be assigned a customer at once. e) day or evening students **MUST BE** in the clinic at their stations ready for clients or in the classroom ready for theory by 9:00 am or 5:30 pm to receive a 15 minute break.
 15. No trainee may have personal services until 1:30pm on designated day, without permission of the instructor. Also; a) Theory, practical and daily requirements must be up-to-date; b) all Patrons must be completed; c) you must be in attendance at 9:00 am to your contracted hours all week; d) The trainee must pay for supplies used for services. Exceptions by Director only.
 16. Individuals other than Trainees, Instructors, or Patrons are not allowed in the Academy.
 17. Every trainee is responsible for doing his cleanup duty. This is assigned on a daily basis and is up to you to see that assigned task is maintained throughout the day and is **completed before you leave** for the day.
 18. Trainee **must notify instructor** as soon as he arrives if his regular scheduled time will change that day.
 19. **"Tardiness Policy"** and **"Policy for Making Up Hours"** students will receive and are required to sign & follow.
 20. Tuition payments must be made promptly as agreed at the time of enrollment. A trainee failing to make payments for two segments may be sent home until payments are made.
 21. Every patron should be treated with respect, enthusiasm and consideration from each trainee; a) No trainee is allowed to refuse a patron or they will be sent home immediately; b) Trainees are not allowed to exchange patrons with another trainee. You must do the patron assigned to you; c) Trainees are not allowed to leave their patrons until their patron has been completed. This means you may not leave for lunch or go on a break or errand unless directed to do so by the instructor.
 22. Theft of property for the Academy or another trainee is grounds for immediate dismissal.

Addendum B KH-Date: 1/1/2012

