

Kingdom Kuts Christian Cosmetology School



**Cosmetology Program
Nail Technology
School Catalog
2018- 2019**

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KINGDOM KUTS CHRISTIAN COSMETOLOGY SCHOOLS

Course Catalog

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Welcome

Matthew 6:10 Thy Kingdom Come, Thy Will Be Done In Earth , As It Is In Heaven.

Amen!!!! Praise God!!!! & Welcome prospective student,
We are delighted you chose Kingdom Kuts Christian Cosmetology School to obtain your
cosmetology education.

We have a passion for God's will being done in your life. Jesus Christ our Lord and Savior died
on the cross for our sins and left us the comforter the Holy Spirit.

The needs and demands of this industry are growing every day. That is why we believe a quality
education is essential in order to succeed. With the leading and guidance of the
Holy Spirit, the methods and curriculum of our school address life and industry
challenges by teaching strong basic fundamentals integrated with advanced
methods. Our goal is to equip students with the knowledge, tools , and
professionalism necessary to enter the field with confidence and the ability to
thrive.

Our school is dedicated to providing a Christian atmosphere while helping you succeed through
achieving your goals in this exciting and growing industry. We strive to work
with students who are passionate and dedicated to provide the highest levels of
service and professionalism.

Romans 10:9

That if thou shalt confess with thy mouth the Lord Jesus, and shalt believe in thine heart that
God hath raised him from the dead, thou shalt be saved

We welcome you into the Kingdom of God and Kingdom Kuts Christian Cosmetology School and
are pleased to provide you with a quality education that will enable you to join
this rewarding profession.



Regards,

Shirley Brown

THE KINGDOM KUTS CHRISTIAN COSMETOLOGY SCHOOL STORY



Kingdom Kuts Christian Cosmetology School was started in Virginia Beach by Vonda Brewer. Mrs. Brewer decided that she didn't want to have the cosmetology school any longer, so she sold some cosmetology school items on Craigslist. Meanwhile, Mrs. Shirley Brown, was working at a job that afforded her the privilege to only work four hours a day any four hours she wanted, full time benefits and an excellent pay. In addition, Shirley also had a very small salon. However, Shirley had a desire to teach cosmetology but had only shared this desire with God and she never spoke it to anyone. Shirley began to look on Craigslist for teachers manuals in cosmetology for three months. One Sunday Shirley's pastor spoke a rhema word to her. The word was if you take one step Shirley, God will take two. Shirley did not know what her pastor at that time was talking about. But God knew. The next day, while at work the Holy Spirit spoke to Shirley and told her to give her two weeks notice. Shirley did as the Holy Spirit said. On that same day, Shirley saw the book she was looking for on Craigslist for \$300.00 and she was astonished. She called the number listed and left a message. Shirley never intended to open a cosmetology school just wanted to enlighten some people about the proper way to do hair. Three days after the message was left, Mrs. Brewer called Shirley and began to tell her that there was an anointing in her voice. As they continued to talk God used Shirley to give prophetic word to Mrs. Brewer. After Shirley finished speaking, Mrs. Brewer told Shirley before she began to speak, God told her to give her everything to start the school Kingdom Kuts Christian Cosmetology School located at 110 north main street, 23851. Shirley was astonished and at the same time God spoke and asked Shirley what is your excuse now? You have everything you need to open and start the KKCCS. Shirley has some challenges on this journey. She had to go before The Virginia Department of Professional Occupational Regulation Board to ask for approval to get an instructors and school license because she had a felony on her record. Needless to say God had told her before she went that she would be approved and that's exactly what happened. Thus began the journey of Kingdom Kuts Christian Cosmetology Schools and every praise is to our God!!!!

KINGDOM KUTS CHRISTIAN COSMETOLOGY SCHOOLS

VISION

To develop and train world class beauty industry professionals who are knowledgeable, passionate, and creative.

MISSION

To educate, train, and inspire students to complete the program with a high level of professionalism in a Christian setting and skill that will foster employment opportunities in the beauty industry.

Mark 1:15. And saying , The time is fulfilled, and the kingdom of God is at hand: repent ye, and believe the gospel.

OWNERSHIP

The owner of Kingdom Kuts Christian Cosmetology School is God. The stewards of KKCCS have more than 15 years of combined experience in the beauty industry. The School is owned by Shirley and Mark Brown. The current ownership group took over control of the institution in August 2008. Kingdom Kuts moved locations to its current facility in July 2009 at which time the school officially became a part of Angels Island Salons . The institution was originally established in Virginia Beach , Virginia . The current ownership group is also the governing Board of Directors of the Academy. The Board members have the following powers, duties, and responsibilities; Kingdom Kuts – CEO and Education Leader, Shirley Brown, CFO -Mark Brown

LOCATION

Kingdom Kuts Christian Cosmetology School is located in Wakefield, VA near Barrett the area has a wide variety of retail stores, specialty retail shops, restaurants The Virginia Diner, hair and nail salons and other attractive amenities. The town of Wakefield provides a great setting and safe environment to spotlight Kingdom Kuts Christian Cosmetology School, along with the positive energy and atmosphere that allows our students to shine.

FACILITIES AND EQUIPMENT

Kingdom Kuts Christian Cosmetology School believes that an exciting and motivating facility adds value to a students' education. The School is divided into two basic sections: classrooms and student salon floors. This design purposefully separates classrooms from the salon floors, which mirrors a professional salon. The classrooms provide a comfortable environment where students can learn theory and techniques while the salon floor allows students to gain practical experience in a professional environment.

Kingdom Kuts Christian Cosmetology School has over 1,000 square feet of educational available to students. School facilities include:

Reception area, which includes a reception desk, waiting area, and retail displays

5 styling stations

2 nail technician stations

Freshmen Classroom includes 1 table & 6 chairs

Sophomore Classroom includes 1 table & 6 chairs

Practice Room where students at all levels learn to translate classroom theory into practical application. Students prepare to transition from the classroom to the salon floor by working with mannequins while receiving guidance and feedback from teachers. Spa areas that includes: manicure and pedicure stations, waxing and facial room

Make-Up Application display and area

Student break room with refrigerator and microwave

EDUCATIONAL PARTNERSHIPS

Kingdom Kuts Christian Cosmetology School has established partnerships that include :

Influence

American Cancer Society " Look Good Feel Better"

These partners add value to students in a number of ways. In addition to providing brand name products for service applications and retail selling opportunities, these partners provide unique educational opportunities. The instructional staff at Kingdom Kuts Christian Cosmetology School supplement and enhance the school's core curriculum with additional training, educational lessons, and videos from these partners. These partnerships not only offer additional opportunities for students to explore, but also ensure that training is aligned with current trends in the industry.

CAREER OPPORTUNITIES

The hair industry, also known as the beauty and wellness industry, has tremendous career opportunities for graduates of Kingdom Kuts Christian Cosmetology School. Upon successful completion from the cosmetology, nail technology, or instructional program, graduates will receive a diploma (typically awarded at the School graduation ceremony), and certified paperwork necessary to apply for the state board exam for licensure. The beautification industry is a profession that is constantly improving with technology, continuously growing and will remain timeless. Career opportunities upon successful completion of the cosmetology, nail technology, and instructional program and licensure, include, but are not limited to:

Inventory Manager

Department Head

Professional Hairstylist

Celebrity Hairstylist

Runway Stylist

Assistant Manager

General Manager

Salon /School Owner

Hair Colorist

Texture Specialist

Make-up Artist

Nail Technician

Salon Owner / Manager

Cosmetology Instructor

**Cosmetology School Director /
Owner**

Special Events Manager

Platform Artist / Educator

Trade Show / Seminar Coordinator

Fashion Model Designer

Manufacturer Technician

Professional Salon Sales Consultant

Marketing Consultant

Fashion Editor/Photographer

Image Consultant

TV/Motion Picture Stylist

Cruise Ship Salon/Spa Personnel

INDUSTRY REQUIREMENTS

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Students interested in a career in cosmetology should:

1. Develop finger dexterity and a sense of creativity
2. Have a passion and dedication towards their education and industry
3. Enjoy dealing with people
4. Be current on the latest fashion and beauty trends and techniques
5. Be aware of the physical demands of the industry (as mentioned below)

Licensure Restrictions: the applicant shall not have been convicted in any jurisdiction of a misdemeanor or felony which directly relates to the profession of barbering, cosmetology, or nail care.

Physical Requirements of Industry: Students and professional cosmetologists must be able to stand for long periods of time and use their upper body strength (arms) continuously to work on clients .

Requirements of Employers: Applicants to salons must be professional, possess a fundamental skill-set, have a positive attitude, and possess the proper licensure to be considered for employment in the cosmetology field.

STUDENT KITS

Students at Kingdom Kuts Christian Cosmetology School receive student kit items at designated times throughout their education. The student kit consists of, but is not limited to: VIRGINIA BOARD FOR BARBERS AND COSMETOLOGY REGULATIONS 2018

Milady's Standard Cosmetology, Milady's Standard Nail Technology & Milady's Master Educator Course Management Guide by Milady Revised Edition textbook set, including textbook, workbooks , and exam review .Professional Tools set that includes blow-dryer, shears, brushes, combs, flat iron, curling irons, clippers, traveling case and additional tools .Mannequin heads & hands . Manicure & Pedicure tools.

COURSE OF STUDY

Kingdom Kuts Christian Cosmetology School offers a 1500-hour,43- 46 week Cosmetology program a 150 -hour,6-8 week Nail Technology program and a 300-hour or 8.5 week Instructors program to individuals seeking to become licensed in the hair industry. Upon successful completion of the program, graduates will be awarded a certificate enabling these individuals to take their state board examinations except the instructional program. After successful completion of the instructional course , students will pay fees and obtain Instructors license. The course is designed to offer students a wide range of educational opportunities through four grade levels in cosmetology: Freshmen, Sophomore, Junior, and Senior.

Kingdom Kuts has designed the flow of its education, curriculum, and facility to promote a highly motivating and practical course of study. The curriculum is designed to develop our students into the best possible hairstylists, nail technicians, and instructors during their hours. Cosmetology students will receive approximately 450 hours of theory/class hours and 1050 hours of clinic work with mannequins and clients on the salon floor. Nail Technology 30 hours of theory/ 120 hours of clinic. Instructional 300 hours under the direct supervision of a barber , cosmetology, or nail technician instructor respectively. Expectations are high for students while at the School, however, these expectations will produce tremendous results for those who

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attend the School with passion and dedication.

The overall educational objective of the cosmetology program is as follows: Students will develop a profound understanding of cosmetology, nail, and instructional technical skills and professional behavior necessary to prepare students for careers in the beauty industry through theory instruction and practical experience working on mannequins and ultimately clients.

Course of Study

Cosmetology

Level

Areas of Study

Brief Description

**Freshman
210 hours**

SEMESTER 1

Orientation / Introduction
Life Skills
Professional Image
Communicating for Success
Infection Control
Principles & Practice
Basic Anatomy & Physiology
Chemistry and Electricity
○ Fingerwaves & pin curls
○ Wet Setting
○ Shampoos, Rinses
○ Scalp Treatments
Sanitation
Milady Standard theory work

Freshmen School begins with an orientation designed to welcome and introduce new students to the Schools’s policies, expectations, and educational pathway. Freshmen School emphasizes practical education through mannequin work. Focus: building the foundations of Hair Styling.

Sophomore
210 hours

SEMESTER 2

Properties of Hair & Scalp
Principles of Hair Design
Shampooing, Rinsing, &
Conditioning
Hairstyling(Wet)
Hairstyling (Thermal
Styling)
Braiding & Braid
Extensions(Sew-ins
○ Fingerwaves & pin curls
○ Wet Setting
○ Braiding
○ Blow Dry
○ Hair Dressing /Thermal
Sanitation
Milady Standard theory
work

Sophomore School continues
the emphasis on practical
education through mannequin
work.

Focus: building foundations for
Hair & Scalp and Hair Styling.

**Junior and Senior
School
1080 hours**

Salon Orientation
Salon Floor Practical
experience
Practice room
assignments
Professional Development
Professional image
Salon Business
Communication
Interviewing & Resume
building
Product knowledge &
retail selling
Clientele & reputation
building

SEMESTER 3

Advanced Classes Wig &
Hair Enhancements
Chemical Services
○ Permanent Waving
○ Relaxing

SEMESTER 4

Hair Cutting

SEMESTER 5

Advanced Cutting
Hair Coloring

SEMESTER 6

Advanced Hair Coloring
Manicure
Pedicure
Nail Wraps/Tips

SEMESTER 7

Advanced Nails
Facials/Make Up
Salon Business
Retail Sales
State Board Review
Sanitation

Junior and Senior School begins
with a salon orientation that
introduces students to the
Salon Floor.

Juniors and Seniors further
develop fundamentals through
advanced classes.

Focus: developing and
executing advanced
cosmetology techniques by
working with clients on the
Salon Floor.

**PORTABLE
EQUIPMENT**

Nail Tables

Nail Chairs

Nail Fans

UV Lamps

Pedicure Foot Baths

Pedicure Chairs

Pedicure Stool

Wax Containers

Massage Table

Classroom Chairs & Desk

Hair Dryers

Marcel Iron Sets

1 Hairstyling Station

Course of Study

Nail Technology

Level

Areas of Study

Brief Description

150 hours

Orientation / Introduction
General sciences
Nail Care
Business Skills
○ Manicuring /Pedicuring
○ Electric Filing
○ Nail Tips, Wraps,
No-Light Gels
○ Acrylic
○ UV Gels
Milady Standard theory &
practical work

School begins with an orientation designed to welcome and introduce new students to the Schools's policies, expectations, and educational pathway. School emphasizes practical education through mannequin work.
Focus: building the foundations of Nail Technology
Focus: developing and executing advanced cosmetology techniques by working with clients on the Salon Floor.

Course of Study

Instructional

Level

300 hours

Areas of Study

Brief Description

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer–employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

Orientation / Introduction
To facilitate learning among students.

A. TEACHING An intellectual experience that demands the ability to invent, adapt, and create new techniques and procedures to meet the changing demands of learners.

B. BACKGROUND OF EDUCATORS
Licensed to practice certain disciplines; perhaps public speaking experience; industry platform work.

C. ROLES OF A MASTER EDUCATOR
Motivator, coach, mentor, friend, disciplinarian, peace-maker, negotiator, arbitrator, nurturer, entertainer.

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SCHOOL CULTURE

Kingdom Kuts Christian Cosmetology School is committed to delivering an inspiring and motivating educational environment for its students. In order to prepare students for their careers, the School culture is based on a professional salon environment. All students, faculty, and staff are expected to make actively engage in promoting:

- A professional environment
- An exciting, motivating, and inspiring atmosphere
- A continuous learning attitude
- A continued goal of excellence
- A positive morale
- Excellent customer service

EXTRACURRICULAR ACTIVITIES

Kingdom Kuts Christian Cosmetology School provides extra-curricular opportunities to students who meet the required criteria. These activities are designed to give back to the community, expose students to different avenues of the industry, offer post- graduation employment opportunities, and provide additional educational experiences in various industry-related environments. Some of the extra-curricular activities provided to students include, but are not limited to:

Community Events: Students participate in events giving back to community by providing cosmetology services to a variety of different groups and individuals

Fashion Shows & Photo Shoots: Students may be given the opportunity to do hair , nail, and make-up for School fashion shows and photo shoots, as well as for local fashion groups or photographers. These opportunities serve as great portfolio building experiences for students and photos may also be featured in media and publications

Salon Career Days: Salon owners and recruiters are invited to the School to recruit students for post-graduation employment

Student Council: Students work together with School officials to provide additional academic activities that aid in student development and unity

All applicants to Kingdom Kuts Christian Cosmetology School must fulfill all admissions requirements to be considered for acceptance to the School. Please call the Admissions Department to schedule your information session and School tour.

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ADMISSIONS

ADMISSIONS REQUIREMENTS

STEP 1

1. Submit a high school diploma, G.E.D., or state-issued credential for secondary completion if home schooled.

High school transcripts will be accepted if diploma cannot be accessed (transcripts must clearly indicate graduation date). Online diplomas subject to acceptance upon verification standards.

2. Submit a copy of a legal form of identification

3. Submit completed Application with a non-refundable \$25 Application Fee**

STEP 2

4. Complete the Admissions Interview

5. Complete the Financial Interview

STEP 3

6. Sign the completed Enrollment Agreement

**We accept Personal & Cashier's Check, Money Order, or Cash. Please make payable to Kingdom Kuts Christian Cosmetology School. Note: Cash is not accepted for admissions payments.

Kingdom Kuts Christian Cosmetology School does not admit Ability-To-Benefit students. The School does not recruit students already attending or admitted to schools with similar programs. The Academy does not accept students who are currently enrolled in elementary or secondary schools.

Kingdom Kuts Christian Cosmetology School does not discriminate on the basis of sex, race, color, creed, ethnic origin, religion, or age.

Students who successfully complete the above requirements in satisfactory manner will be accepted to the School and notified of acceptance to the School.

TRANSFER STUDENT POLICY

Kingdom Kuts Christian Cosmetology School, in congruence with the Board for Barbers and Cosmetology policy, permits transfer students from cosmetology schools meeting the below conditions to apply to the program with possible awarding of previous credit earned.

Cosmetology Schools:

In order for Kingdom Kuts Christian Cosmetology School to award credit for transfer students, the former school must meet the following conditions:

The former school must be licensed by the appropriate state licensing entity while the student was enrolled. The school's current curriculum must be approved by that entity.

The hours earned at the originating school must have been earned no more than two years prior to enrolling in the new school

Both the new and former school must be accredited by an accrediting agency recognized by the U.S. Department of Education

The new school may only credit completed content, and must substantiate, based on the student's transcript, how hours are awarded towards each content area

Satisfactory of the above must be shown by the transfer student when applying to the Board for exam application

If the former school meets the above conditions, then an Official Transcript must be provided in order to award previous hours, performance requirements, and exam grades earned from the former cosmetology school. The Official Transcript must clearly indicate the course content completed in order for credit to be transferred.

Hours earned from a program outside the state of Virginia are subject to being awarded depending on the state. The rules and hours of study for that state will be reviewed prior to accepting hours.

Apprenticeship Programs:

The Virginia Department of Professional and Occupational Regulation (DPOR), Board for Barbers and Cosmetology does not permit apprentice hours to be awarded as credit towards school hours. Completed coursework and/or credit earned at Kingdom Kuts Christian Cosmetology School are subject to acceptance by receiving school for students wishing to transfer out of the School.

RE-ENROLLING STUDENT POLICY

Students who have withdrawn from Kingdom Kuts Christian Cosmetology School in good standing may apply for re-admission after waiting a minimum 60-day period. After two (2) years of being withdrawn from the program, re-enrolling students will not be eligible for any previous credit being awarded.

Previous credit earned during the initial enrollment is not guaranteed. If the re-enrolling student re-enrolls within the below timeframes, they will receive the applicable credit.

Timeframes are based on the time between the students last day of attendance of their initial enrollment and the date of the re-enrollment:

- Less than 1 year – 100% of hours awarded
- After 1 year, but less than 2 years– 75% of hours awarded

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After 2 years - no credit will be awarded

The re-enrolling student will enter at the same level of progress they were making when they withdrew, according to their most recent Satisfactory Academic Progress determination before withdraw.

When Re-enter

Requirements for Re-entry to the School

Within Six Months

If a student re-enters ***within six months*** of withdrawal, then:

The student will be evaluated on Satisfactory Academic Progress according to the same scheduled hours the student had at time of withdraw

- *Example: If the student withdrew with 750 scheduled hours, then the student's next review point will be in 150 scheduled hours (900 cumulative scheduled hours).*

After Six Months

If a student re-enters ***after six months*** of withdrawal, then:

The student will be evaluated on Satisfactory Academic Progress according to the same scheduled hours as new students

- *Example: If student withdrew with 750 scheduled hours, then the student's next review point will be in 450 scheduled hours.*

NOTE: A student may not be re-enrolled for a third time without extreme extenuating circumstances.



Placement and Student Kits for Transfer or Re-enrolling students:

A written and practical evaluation may be administered once a transfer or re-enrolling student has registered in order to determine at which level the student shall begin. A transfer or re-enrolling student will be required to have or purchase current textbooks, workbooks and any items required to bring their kit to the current standard. Students who withdraw or graduate from the program will have 30 days from their last day attended to collect all kits and personal belongings before they will be discarded.

FINANCIAL AID

Financial aid is available to those who qualify. Kingdom Kuts Christian Cosmetology School participates in the following programs:

- WIA (Workforce Investment Act)
- Financial Assistance
- Subsidized loans
- Unsubsidized loans

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For additional information, please contact the Financial Aid Director. Flexible cash payment options are available; please make financial arrangements with the Chief Operating Officer.

VETERANS AFFAIRS GI BILL

Kingdom Kuts Christian Cosmetology School is approved by the Virginia State Approving Agency More information about education benefits offered by the DVA is available at the U.S. government site at www.va.gov.

INSTRUCTIONAL SCHOOL SCHEDULE DAY OR EVENING

The School does require a standard schedule for the instructional program. Students can start any of the scheduled dates during regular cosmetology or nail classes. The course is a 300hr or 8.5- 12 week course or whichever comes first. Schedules are final once the Enrollment Agreement is signed, unless extenuating circumstances are presented. All full-time schedules require students to attend 25 hours per week.

INSTRUCTIONAL PROGRAM

Schedule	Days of Week	Times	Lunch Break	Hours per day	Length of Program
DAY	Monday - Friday	8:00 am – 3:00 pm	30 min.	7	300 scheduled hours (8.5 weeks)
EVENING	Monday –Friday	4:00 – 9:00 pm	30 min.	5	300 scheduled hours (12 weeks)

INSTRUCTIONAL SCHOOL CLASS START DATES

Class Start Dates For Instructional Day / Evening Program

(Dates subject to change, please call Admissions Director to confirm dates)

Class Start Date		Scheduled Completion Date
Monday, July 09,2018	<u>Day</u>	September 10, 2018
Monday, July 30, 2018	<u>Day</u>	September 14, 2018
Monday, August 27 2018	<u>Day</u>	October 5 , 2018
Monday, September 24, 2018	<u>Evening</u>	December 15, 2018

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Monday, October 22, 2018	<u>Day</u>	December 21, 2018
Monday, November 19, 2018	<u>Evening</u>	February 8, 2019
Monday, December 17, 2018	<u>Day</u>	February 15, 2019
Monday, January 14, 2019	<u>Evening</u>	April 5, 2019
Monday, February 11, 2019	<u>Day</u>	April 12, 2019
Monday, March 11, 2019	<u>Evening</u>	May 31, 2019
Monday, April 8, 2019	<u>Day</u>	June 10,, 2016
Monday, May 6, 2019	<u>Evening</u>	July 08, 2019
Monday, May 27, 2019	<u>Day</u>	July 29 , 2019
Monday, June 24, 2019	<u>Evening</u>	August 24,2019

NAIL TECHNOLOGY SCHOOL SCHEDULE DAY OR EVENING

The School requires a standard schedule for the day or evening nail technology program and utilizes two different student schedules .**Certain schedules are subject to availability.** Schedules are final once the Enrollment Agreement is signed, unless extenuating circumstances are presented. All day and evening schedules required students to attend 25 hours per week.

NAIL TECHNOLOGY					
Schedule	Days of Week	Times	Lunch Break	Hours per day	Length of Program
DAY	Monday - Friday	10:00 am – 3:00 pm	30 min.	5	150 scheduled hours (6 weeks)
EVENING	Monday – Friday	4:00 am – 9:00 pm	30 min.	5	150 scheduled hours (6 weeks)

NAIL TECHNOLOGY SCHOOL CLASS START DATES

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The School has classes starting every month for the day schedule (class size is limited so register for classes today!). Start dates are as follows:

Class Start Dates For Nail Technology Day / Evening Program

(Dates subject to change, please call Admissions Director to confirm dates)

Class Start Date	Scheduled Completion Date
Monday, July 09, 2018	August 17, 2018
Monday, July 30, 2018	September 7, 2018
Monday, August 27, 2018	October 5, 2018
Monday, September 24, 2018	November 2, 2018
Monday, October 22, 2018	November 30, 2018
Monday, November 19, 2018	December 28, 2018
Monday, December 17, 2018	January 25, 2019
Monday, January 14, 2019	February 23, 2019
Monday, February 11, 2019	March 22, 2019
Monday, March 11, 2019	April 19, 2019
Monday, April 8, 2019	May 17, 2019
Monday, May 6, 2019	June 14, 2019
Monday, May 27, 2019	July 12, 2019
Monday, June 24, 2019	August 9, 2019

COSMETOLOGY SCHOOL SCHEDULE DAY

The School requires a standard schedule for the Freshman and Sophomore levels, and utilizes three different student schedules for the Junior/Senior levels. Students are to reserve their Junior/Senior schedule when starting the enrollment process. Students will sign an Enrollment Agreement at Orientation, which will contract the student to their specific schedule. **Certain schedules are subject to availability.** Schedules are final once the Enrollment Agreement is signed, unless extenuating circumstances are presented.

All full-time schedules require students to attend 35 hours per week.

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Freshman and Sophomore schedules are mandatory for the first 12 weeks of the program. The Freshman and Sophomore schedule are as follows:

Freshman and Sophomore Schedule

Schedule	Days of Week	Times	Lunch Break	Hours per day	Length of Program
Freshmen	Monday - Friday	8:00 am – 3:00 pm	30 min.	7	210 scheduled hours (6 weeks)
Sophomore	Monday – Friday	8:00 am – 3:00 pm	30 min.	7	210 scheduled hours (6 weeks)

Students will select **ONE** of the proposed schedules upon enrolling in the School, subject to availability:

Junior/Senior Schedule

Schedule	Days of Week	Times	Lunch Break	Hours per day	Length of Program
A	Tuesday - Saturday	8:00 am – 3:00 pm	30 min.	7	1080 scheduled hours (31 weeks)
B	Monday – Thursday	8:00 am - 5:30 pm	45 min.	8.75	1080 scheduled hours (31 weeks)
C	Wednesday - Saturday	8:00 am – 5:30 pm	45 min.	8.75	1080 scheduled hours (31 weeks)

All schedules will receive the same course of education. Students must sign up for their Junior and Senior Schedules before enrollment. All days are required for students to attend, however, certain days (schedule B – Monday, schedule A,C – Saturday) are mandatory and absences beyond the allowable amount will be cause for disciplinary action.

COSMETOLOGY SCHOOL CLASS START DATES

The School has classes starting every month for the day schedule (class size is limited so register for classes today!). Start dates are as follows:

Class Start Dates For Full-Time, Day Program

(Dates subject to change, please call Admissions Director to confirm dates)

Class Start Date	Scheduled Completion Date
Monday, July 09,2018	May 10, 2019
Monday, July 30, 2018	May 31, 2019
Monday, August 27, 2018	June 28, 2019
Monday, September 24, 2018	July 26, 2019
Monday, October 22, 2018	August 23, 2019
Monday, November 19, 2018	September 20, 2019
Monday, December 17, 2018	October 18, 2019
Monday, January 14, 2019	November 15, 2019
Monday, February 11, 2019	December 13, 2019
Monday, March 11, 2019	January 10, 2020
Monday, April 8 , 2019	February 7, 2020
Monday, May 6, 20169	March 6, 2020
Monday, June 3, 2019	April 3, 2020
Monday, July 01, 2019	May 1, 2020

Class Start Dates For Part-Time, Evening Program

(Dates subject to change, please call Admissions Director to confirm dates)

Class Start Date	Scheduled Completion Date
Monday, July 30, 2018	Monday, August 2,2019
Monday, August 13, 2018	Monday, August 12, 2019

COSMETOLOGY EVENING

The School offers a part-time evening schedule to students who cannot attend the full-time day program. Classes are subject to being filled and may be canceled at any time. The evening program schedule is:

Evening Schedule (Part-Time)				
Schedule	Days of Week	Times	Hours per day	Length of Program
Evening	Monday-Frida	4:00-10:00pm	6	1500 scheduled hours (50-52)wks

INSTRUCTIONAL GRADUATION REQUIREMENTS

1. Complete the 300 clock hours required by the State of Virginia within required length of time
 2. Maintain or achieve an academic grade point average of 75% or better
 3. Make satisfactory arrangements for payment of all financial obligations
- Upon satisfactory completion of all requirements, student will receive a diploma and all necessary certified paperwork required to apply for state board examination & licensure

NAIL TECHNOLOGY GRADUATION REQUIREMENTS

Kingdom Kuts Christian Cosmetology School students must complete the following requirements in order to graduate:

1. Complete the 150 clock hours required by the State of Virginia within required length of time
2. Complete the below 275 service performances required by the state:

Graduation Performance Requirements	
Performance	Minimum Number Required to Complete
Manicures	30
Pedicures	15
Individual sculptured nails/ nail tips	200
Individual removals	10
Individual nail wraps	20
TOTAL	275

3. Maintain or achieve an academic grade point average of 75% or better.
 4. Complete and receive passing grades on all practical evaluations and projects.
 5. Complete State-Board review written and practical examinations in satisfactory manner
 6. Make satisfactory arrangements for payment of all financial obligations
- Upon satisfactory completion of all requirements, student will receive a diploma and all necessary certified paperwork required to apply for state board examination & licensure.

COSMETOLOGY GRADUATION REQUIREMENTS

Kingdom Kuts Christian Cosmetology School students must complete the following requirements

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in order to graduate:

1. Complete the 1500 clock hours required by the State of Virginia within required length of time
2. Complete the below 525 service performances required by the state:

Graduation Performance Requirements

Performance	Minimum Number Required to Complete
Hair styling	320
Hair and scalp treatments	10
Tinting	15
Bleaching and frosting	10
Temporary rinses	10
Semi-permanent color	10
Cold permanent waving or chemical relaxing	25
Hair shaping	50
Wig care, styling, placing on model	5
Finger waving and thermal waving	30
Manicures/pedicures	15
Facials and waxings	5
Sculptured nails/nail tips/wraps	20
TOTAL	525

3. Maintain or achieve an academic grade point average of 75% or better.
 4. Complete and receive passing grades on all practical evaluations and projects
 5. Complete State-Board review written and practical examinations in satisfactory manner
 6. Make satisfactory arrangements for payment of all financial obligations
- Upon satisfactory completion of all requirements, student will receive a diploma and all necessary certified paperwork required to apply for state board examination & licensure

STUDENT ORIENTATION

Students registered for class are required to attend orientation. Orientation dates are typically held the Friday before the class start date.

SCHOOL CLOSURE DATES The School will be closed during the following dates. Make-up time may be scheduled around the time of closure. Enrollment Agreements will be extended for holiday closures. The School may also close for Educator Training days (dates will be posted in advance)

School Closure Dates

Closure Reason

Dates Closed

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Martin Luther King Jr. Day	Monday, January 21, 2019
Presidents Days	Monday, February 18 th , 2019
Memorial Day	Monday, May 27 th , 2019
Independence Day	Wednesday July 4 th , 2018
Labor Day	Monday, September 3, 2018
Thanksgiving	Closed at 1:00 on Wednesday November 21 st – Monday, November 26 th , 2018
Christmas	Friday, December 21 st – Thursday, December 27 th , 2018
New Years	Monday, December 31 st , 2018 – Wednesday, January 2 nd , 2019

GRADING SYSTEM

Students are tested in both theory and practical assessments. Students will be tested on every theory chapter. Students must take and pass all practical assessments before becoming eligible to perform the application on clients. If the student is absent or fails a test, it is the student's responsibility to schedule and pass a makeup test. Kingdom Kuts Christian Cosmetology School's grading system is as follows:

Range	Grade	Description
100%-93%	A	Exemplary performance.
92%-87%	B	Excellent mastery of program content and excellent ability to apply program content concepts. The work displays initiative, independence and application. In some courses, originality may be required.
86%-81%	C	Good mastery of program content and an ability to apply program content concepts. Work reflects a thorough understanding of the application and inter-relationships of material covered.
80%-75%	D	Below average mastery of program. Needs improvement and review of materials covered and content concepts.
74% & below	F	Unsatisfactory progress in mastery of program content.

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A minimum grade point average of 75% is required

- Theory grades include scores earned on quizzes, tests, and oral exams.

Practical grades are assigned by the instructor's evaluation of clinic or mannequin work, based on satisfactory completion of all procedures assigned for each service performed.

STUDENT ACADEMIC EVALUATIONS

Students will receive one formal documented academic evaluations, known as Satisfactory Academic Progress Evaluations, throughout their course of study monthly.

Students will be evaluated on both academic and attendance standards. Students must maintain averages of 75% in both attendance and grade point average to be considered making satisfactory progress. Students failing to meet above minimum requirements for attendance or academic progress at the review point will be placed on Financial Aid Warning until the end of the next scheduled review or until re-establishing Satisfactory Academic Progress, whichever occurs first. During the Financial Warning period, students are considered to be making Satisfactory Academic Progress and students who receive federal funds may continue to be funded. If the student is meeting minimum requirements at the end of the Financial Aid Warning period, the student will be determined as making Satisfactory Academic Progress. If the student fails to meet requirements at the end of the Financial Aid Warning period, the student will be suspended from receiving Title IV funds and may face termination, unless the student appeals the finding that they are not meeting the satisfactory academic Policy and prevails on the appeal. A student cannot have successive periods in Financial Aid Warning status.

1. Unless the student's contract is otherwise revised and the Dept. of Veterans Affairs so notified, the student will attend a minimum of (126) hours per month to meet this standard.
2. If, upon formal evaluation , the student does not meet the minimum standard he/she will be placed on probation for one month. If, at the end of the month's probation the student's cumulative attendance meets the standard he/she will be taken off probation.
3. The U.S. Department of Veteran Affairs will be notified (on VA form 22-1999b), with the effective date of the end of the probationary period. His/her benefits will be terminated until such time as enough hours are made up to put the student back in satisfactory progress for the date which benefits ceased. For any interruption in pursuit of a course, the school will notify the DVA within 30 days of the occurrence .For all students , alternate arrangements for continuing attendance without termination from the school may be made up hours, at the discretion of the school owners, by mutual agreement of all parties concerned. However, veterans may not be certified to the U.S Department of Veterans Affairs (DVA) for benefits during this period of make-up and the DVA must be notified (on DVA form to be provided) within 30 days of the change in student status.

PROBATION AND REINSTATEMENT GUIDELINES

If, at the end of the probationary period the student's cumulative attendance and grades does not meet the standard, they will be considered to be out of satisfactory progress. Probation (determined making satisfactory progress). If improvement to minimum requirements do not occur by the end of the probationary period, a second probation will apply. Financial aid or assistance (if applicable) continues during the first probationary period. Second consecutive probation (determined NOT making satisfactory progress at the end of the probationary period). Financial aid funds (if applicable) are suspended until all minimum requirements for satisfactory

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progress are met. Student must make or increase cash payments for balance of tuition owed until satisfactory progress is reestablished. Continued probation (determined NOT making satisfactory progress). At current progress student will not graduate by the contract ending date. The student will owe additional instructional charges according to the registration contract after the contract ending date.

Appeal: Students are allowed to appeal the satisfactory progress determination and will complete the required forms and provide supporting documentation as required for the appeal. The school's policy for a LOA requires a student to submit a request in writing, the dates, and the reason for the request, supporting documentation if needed, and have reasonable expectation to return from the leave. The School Director may grant or deny LOA. The student has the right to appeal the denial within (5) business days. The school's policy requires a student to apply in advance for an LOA unless unforeseen circumstances (emergency) prevent the student from doing so.

Academic Credit- Any veteran or eligible person has the option to a LOA if they are forced to withdraw due to service in the uniformed services. Upon return the student will be given one month to eliminate any ' pending' grades(I.e., ' incomplete' , or " in progress,") in academics work

Reinstatement:- Any veteran or eligible person shall be entitled to reinstatement without having to re-qualify for admission in the institution following the student's release or return from service in the uniformed services, if :

A. The veteran or eligible person returns to the same institution after a cumulative absence of not more than five years, and

B. The student provides notice of intent to return to the institution not later than three years after the completion of the period of service. During these time periods the HEOA(Higher Education Opportunity Act) is in effect and is honored for application of relevant exceptions to these time periods.

Reinstatement into Specific Program of Study shall occur to all veterans or eligible persons that had been enrolled prior to withdrawal. Counseling shall be provided to the veteran or eligible person to determine the impact of absence from the program on the ability to resume study and to advise the veteran or eligible person of his/her options when the program is no longer available. Or suitable:

Option 1. Veteran or Eligible Person will have the option of waiting until the next session or class starts again.

Option 2. Veteran or Eligible Persons will have the option to choose another program of study and credit hours will be transferable into that program that has been chosen upon approval from the Director .

Deferral of Enrollment : When a veteran or eligible person who was admitted to a program but did not begin attendance because of service in the uniformed services, deferral of enrollment into program is permitted.

Documentation (I.e.; order papers) from the uniformed service must be submitted as soon as possible to preserve the veteran or eligible person prerogatives under the policy.

If tuition fee have been billed or paid for, and the veteran or eligible person is forced to withdraw a percentage of refund owed will be given according to the percentage of completed program hours.

SCHOOL POLICIES

The School has established policies, procedures and guidelines to allow for a conducive learning environment while at the School. The below policies can be found in its entirety in the School's

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Student Handbook.

Attendance — Students must maintain an **75% attendance rate**. Saturday attendance is required for students. Attendance is recorded through student sign in roster and Educator verification roll call sheet.

Excessive Absenteeism — Kingdom Kuts Christian Cosmetology School does not differentiate between excused and unexcused absences. Students who are excessively absent will not meet the minimum attendance average requirement and will ultimately be terminated from the School. Students who do not attend for seven (7) consecutive instructional days without prior written notification will be terminated from the program.

Tardiness — Students are expected to be present and prepared by their scheduled start time. The School does not permit tardy students to enter unless the student provides:

A same-day note from a doctor's office, Court, social services, or child's school clearly dated and documented, excusing the student for the schedule start time OR

First-person notification (before the scheduled start time) to a School Official of an extenuating circumstance causing the expected tardiness. Students will be permitted to enter at the time of arrival if providing one of the above.

Make-Up Testing Policy — Any student with failed or incomplete tests must make those tests up before they can perform the services on clients. It is the student's responsibility to monitor their test grades, schedule their make-up test time, and retake the test. In the event of a re-test, as a result of an unacceptable grade, the re-tested grade will replace the prior grade.

Professional Image Policy — Students are expected to come to the School with professional image standards met everyday, including; hair, make-up, personal hygiene, and wearing the school issued name badges.

CONDUCT

Kingdom Kuts Christian Cosmetology School educates and trains students to build the skills and professionalism necessary to succeed in the beauty industry. Behavioral conduct is a key focus in building professionalism and is such professionalism is expected among all students. Students who have behavioral misconduct may be subject to suspension or termination. Kingdom Kuts Christian Cosmetology School student expectations are detailed in the Student Handbook received by students at orientation.

Corrective Action - Kingdom Kuts Christian Cosmetology School follows a corrective action procedure to discipline behavioral misconduct. The degree of misconduct will determine the level of corrective action taken. The standard corrective action procedure is as follows:

1. Verbal Warning
2. Written Warning
3. In-School Suspension (students prohibited from performing services on clients or students)
4. Suspension
5. Termination

Students may follow the complaint procedure to appeal any corrective action taken against student for behavioral misconduct. Students may be readmitted to the School or permitted to earn make up hours for any time missed if they prevail upon appeal.

OFFICIAL TRANSCRIPTS

Students withdrawing from school will receive a copy of their Official Transcript if all balances due to the school are paid in full and a request is made in writing. Transcripts will be available for pick up within 10 business days of balances paid in full and written requests received.

Students with balances due to the school may not receive their official transcripts.

EMPLOYMENT ASSISTANCE

Kingdom Kuts Christian Cosmetology School does not guarantee employment after graduation. The School does offer the following employment assistance: offer booth rental, posting job listings on the designated bulletin board; providing professional development classes to prepare students for professional salon work and; inviting salon owners to recruit students through our Salon Career Day.

OFFICE HOURS & COUNSELING

The School Director, Director of Education, Financial Aid Director and all other faculty have office hours available to students outside of the programs regularly scheduled class hours. Office hours are posted outside of the faculty member's respective offices to allow students to discuss any academic, administrative, or financial aid questions or concerns. Staff members are also available during office hours for students seeking career counseling, assistance, or academic support.

ACCESS TO FILES AND RIGHT TO PRIVACY

The Family Educational Rights and Privacy Act of 1974 (FERPA) guarantees the student and parent or guardian of a dependent minor, the right to access their personal file and the student's rights to the privacy of that file. A third party would only be granted access to a student's file or information regarding that file by providing written permission from the student or parent or guardian of a dependent minor. Some third party agencies, such as governmental and legal agencies have a right to receive information for accrediting purposes. If a student wishes to view his/her file, an appointment must be made with the administrator. A student's records, including all admissions information, financial aid records, and satisfactory academic progress records will be maintained by the school for a minimum of five years after graduation or withdraw. Official transcripts will be held by the school indefinitely.

PROGRAM SUCCESS

The School measures program success through collecting feedback from current students, graduates, and the School's Advisory Committee as well as reviewing the School's completion, licensure, and employment rates annually.

STUDENT COMPLAINT PROCEDURE POLICY

The School utilizes a policy and procedure for handling student complaints, and students are informed in writing of this policy and procedure. The School will make every attempt to resolve any student complaint that is not frivolous or without merit.

A student, instructor, or interested party may file a complaint against the School or related party under the following procedures:

- a) The complaint must be in writing to the School Director
- b) The complaint must outline the allegation or nature of the complaint within 30 days of the date that the act occurred. A School representative will attempt to meet with the complainant within 30 days of receipt of the written complaint or will send a written response if meeting cannot be arranged. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the School's complaint committee. Evidence of final resolution of all complaints will be retained in school files. Students will not be subject to unfair action or treatment as a result of the initiation of a complaint.

If the student complaint cannot be resolved after exhausting the Academy's complaint

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procedure, the student may file a complaint with
DPOR/ VIRGINIA BOARD FOR BARBERS AND COSMETOLOGY
Perimeter Center, 9960 Mayland Drive, Suite 400
Richmond, Virginia 23233
804-367-8500
www.dpor.virginia.gov

INSTITUTIONAL REFUND POLICY

1. If a student or legal guardian cancels his/her enrollment agreement and requests his/her money back in writing, within three (3) business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded except a non--refundable application fee of \$25. This policy applies regardless of whether or not the student has actually started training. The cancellation date will be determined either by the postmark on written notification or date said information is delivered to the school administrator in person.
2. If a student cancels his/her enrollment after three (3) business days, but prior to the first day of classes by written notice, he/she shall be entitled to a refund of all monies paid to the school upon written request for a refund, except a non--refundable application fee of \$25.
3. An applicant not accepted by the school shall be entitled to a refund of all monies paid except a non--refundable application fee of \$25.
4. Any monies due the applicant or student shall be refunded within 40 days from date of formal cancellation or withdrawal by the student determined by postmark on written notification; or the date the student last attended classes, whichever is sooner. Sections 5 below details withdraw circumstances.
5. A student will be terminated from the program once he/she has been absent from class for seven (7) consecutive instructional days from the last date of attendance as determined by weekly monitoring of attendance without prior written notification or communication making arrangements to return. Withdraw may be effective earlier by written notice, in which case the effective withdraw date will be the student's last day of attendance.
6. For students who enroll in and begin classes, a schedule of tuition adjustment is authorized based on scheduled hours per payment period. The institution must provide the student at least the following refund calculation:

Percentage of Program Hours Completed	Percentage of Refund Owed

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10	90%
20	80%
30	70%
40	60%
50	50%
60	40%
70	30%
80	20%
90	10%
100	0%

10% = 400.00
0 % = 0.00

Where the established application fee is more than \$10 , the amount in the excess of \$10 will be subject to prorating. This shall supersede any other school policies(for veterans) indicated in school publications.

The School agrees to notify each veteran (whose enrollment is certified to the Department of Veteran Affairs) of the student’s right to the above refund policy.

Refund Calculations are calculated per the tuition charge for payment period the student has entered. Students are only financially obligated for tuition charges as they progress through the program and enter each payment period. The following three (3) payment periods and tuition charges are used for calculating the above Refund Calculation:

Instructional

Payment Period 1	(1 – 100 hours)	\$100.00
Payment Period 2	(101– 200 hours)	\$40.00
Payment Period 3	(201 – 300hours)	\$40.00
Total Charges		\$155.00

Refund Calculations are calculated per the tuition charge for payment period the student has entered. Students are only financially obligated for tuition charges as they progress through the program and enter each payment period. The following three (3) payment periods and tuition charges are used for calculating the above Refund Calculation:

Nail Technology

Payment Period 1	(1 – 75 hours)	\$150.00
Payment Period 2	(76– 125 hours)	\$100.00
Payment Period 3	(126 – 150 hours)	\$100.00

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Total Charges **\$325.00**

Cosmetology

Refund Calculations are calculated per the tuition charge for payment period the student has entered. Students are only financially obligated for tuition charges as they progress through the program and enter each payment period. The following ten (10) payment periods and tuition charges are used for calculating the above Refund Calculation:

Payment Period	Hours In Period	Tuition Charges
Payment Period 1	(1 – 150 hours)	\$400.00
Payment Period 2	(151– 300 hours)	\$400.00
Payment Period 3	(301 – 450 hours)	\$400.00
Payment Period 4	(451 – 600 hours)	\$400.00
Payment Period 5	(601 – 750 hours)	\$400.00
Payment Period 6	(751– 900 hours)	\$400.00
Payment Period 7	(901– 1050 hours)	\$400.00
Payment Period 8	(1051 – 1200 hours)	\$400.00
Payment Period 9	(1201– 1350 hours)	\$400.00
Payment Period 10	(1351– 1500 hours)	\$375.00
Total Charges		\$3,975.00

7. Scheduled Hours used for refund calculation purposes are defined as the number of hours student is scheduled to be in school between the actual starting date and the date of determination of withdraw.

8. The refund policy will apply to tuition charged in the enrollment agreement. All other miscellaneous charges to the students for books, kit items, products, additional kit items, or other charges or debts to the school incurred by the student will be calculated separately at time of withdrawal. Kits that have been issued to the student may not be returned to the school for refund upon termination of enrollment.

9. The school reserves the right to reschedule, postpone, or cancel classes. If a course is rescheduled, postponed, or cancelled subsequent to a student’s enrollment and before instruction in the course has begun, the school will provide a refund of all monies paid.

10. If the school discontinues a course or program of education during a period of time within

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which a student could have reasonably completed the same course or program, a pro-rata refund of tuition and fees will be made to the student; except that this provision shall not apply in the event that the school ceases operation.

11. If the school is permanently closed or no longer offering instruction, after a student has enrolled, the school will provide the student a reasonable opportunity to promptly resume and complete the cancelled course(s) of study, or receive a pro rata refund, or complete a substantially similar course of study at an institution(s) which offers similar educational programs, in the same geographic area as the original school. The teach-out school shall not charge students more than the original school has been charging and for which the student has not paid. Individual notice shall be provided to students.

12. The "formal cancellation date" will be determined by the postmark on written notification, the date said notification is delivered to the school in person, the date of expulsion by the school, or 30 days after the last day of attendance or the expiration date of an approved Leave of Absence. All monies due the applicant or student will be refunded within 40 days of formal cancellation date as defined above. 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.

13. Within 30 days of the closing of a Kingdom Kuts Christian Cosmetology School, for any reason, the school shall provide a written report to DPOR on performances and hours of each of its students who have not completed the program. If the school relocates the student will be notified by mail and will be able to complete his/her course at the new location.

COSTS AND FEES

Kingdom Kuts Christian Cosmetology School charges the following for the 150 hour nail technology program:

COSTS & FEES

(3
7/1/2015 – 7/1/2016)

Description of Charge	Amount
Application Fee (<i>non-refundable</i>)	\$ 25.00
Enrollment Fee	\$ 75.00
Student Kits, Books, & Supplies	\$ 150.00
Tuition Cost by Period (hours)	
Payment Period 1 (1 – 75 hours)	\$150.00
Payment Period 2 (76– 125 hours)	\$100.00
Payment Period 3 (126 – 150 hours)	\$100.00

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Total Charges **\$600.00**

Kingdom Kuts Christian Cosmetology School charges the following for the 300 hour instructional program:

COSTS & FEES

(3
7/1/2015 – 7/1/2016)

Description of Charge	Amount
Application Fee (<i>non-refundable</i>)	\$ 25.00
Enrollment Fee	\$ 75.00
Student Kits, Books, & Supplies	\$ 20.00

Tuition Cost by Period (hours)

Payment Period 1 (1 – 100 hours)	\$100.00
Payment Period 2 (101– 200 hours)	\$40.00
Payment Period 3 (201 – 300hours)	\$40.00
Total Charges	\$300.00

Kingdom Kuts Christian Cosmetology School charges the following for the 1,500-hour cosmetology program:

COSTS & FEES

(3
7/1/2015 – 7/1/2016)

Description of Charge	Amount
Application Fee (<i>non-refundable</i>)	\$ 25.00
Enrollment Fee	\$ 75.00
Student Kits, Books, & Supplies	\$ 500.00

Tuition Cost by Period (hours)

Payment Period 1 (1 – 150 hours)	\$400.00
Payment Period 2 (151– 300 hours)	\$400.00

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Payment Period 3	(301 – 450 hours)	\$400.00
Payment Period 4	(451 – 600 hours)	\$ 400.00
Payment Period 5	(601 – 750 hours)	\$400.00
Payment Period 6	(751– 900 hours)	\$400.00
Payment Period 7	(901– 1050 hours)	\$400.00
Payment Period 8	(1051 – 1200 hours)	\$400.00
Payment Period 9	(1201– 1350 hours)	\$400.00
Payment Period 10	(1351– 1500 hours)	\$300.00

Total Charges **\$ 4,500.00**

Re-Enrolling and transfer students will be charged tuition at the rate of \$9.00 per hour for each hour needed to complete the program.

Students have a 15% absence allowance built into their enrollment agreement before over contract fees apply

Payment Plans: Students have the following payment plan options available:

OPTION 1: The purchaser and/or guarantor agrees to pay the balance due in equal monthly installments of the balance due. The first payment is due the first day of class and all subsequent payments are due on the same day of each month until balance is paid in full.

OPTION 2: Any amount of the balance due may be paid, provided the amount is equal to or greater than the monthly installments of Option 1.

OPTION 3: Payments may be made through Title IV Funds or combination of Title IV Funds and Option 1 or 2, should the Title IV Award be insufficient to cover all charges.

INCLEMENT WEATHER CLOSINGS

Kingdom Kuts Christian Cosmetology School closings for inclement weather will be aired in local media outlets, such as television and radio stations. More details are outlined in the Student Handbook. The school often follows similar guidelines as the public schools districts.

ENROLLMENT AGREEMENT

An enrollment agreement between the school and the student (or student’s parent or guardian if student is a minor) will be entered during orientation. Students requiring training beyond the

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contract date will be considered “over contract.” Actual over contract hours will be calculated in the following manner: Number of hours attending school after contract date minus holidays, unscheduled closed school days. Over contract charges / facility fees will be assessed at the rate of \$9.00 per hour. All balances due the school, including over contract charges, must be paid before the student receives their diploma or paperwork required to apply for licensing.

ADMINISTRATIVE STAFF AND TEACHING TEAM

School Director: Shirley Brown , Licensed Cosmetology / Nail Technician/ Instructional Educator

Admissions Director: Lisa Foster

Financial Aid Director: Mark Brown

Director of Education: Katrice Tinsley, Licensed Cosmetology/ Instructional Educator

Educator : Licensed Cosmetology Instructor /Patricia A. Johnson

Educator: William E. Owens, Licensed Cosmetologist & Barber

LICENSING

Kingdom Kuts Christian Cosmetology school is licensed by:

VIRGINIA DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATIONS

BOARD FOR BARBERS AND COSMETOLOGY

Perimeter Center , Suite 400

9960 Mayland Drive

Richmond, Virginia 23233

804-367-8500

www.dpor.virginia.gov

Kingdom Kuts

Christian Cosmetology School

Cosmetology 1500 Hours

Hours of Operation 8am -10pm

Detailed Theory / Practical Schedule

Hours-Subject-Unit

Orientation-Mannequin- 1 Hairstyle & 1 Shampoo= Credit performed

Client : Credit given on all work

20 Hours Theory - Classroom Instruction

Daily : 8am-10am

50 Hours of Practical

10am-3pm (15 min break)

12:30pm-1:00 pm (Lunch)

5 Roller sets / 5 Finger waves = Execute Hairstyle

Limited to Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Job Seeking, and Professional Ethics

Part 1 Theory - Classroom Instruction

Week 1 = 35 hrs

Monday- Introduction - School Catalog

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Tuesday- Intro. Cosmetology History
Wednesday- Assign Homework
Thursday- Classwork
Friday-Homework due
Sat-Practical
Sun Closed

Part 2 Theory- Classroom Instruction

Week 2 = 35 hrs

Monday- Intro. Life Skills
Tuesday- Assign Homework
Wednesday-Classwork
Thursday-Homework due/ Summary & Review
Friday- Test
Sat- Practical
Sun Closed

Cosmetology Services- Bacteriology , Decontamination and Infection Control

15 Hours Theory- Classroom Instruction

55 Hours Practical

5 Roller sets / 5 Finger waves = Execute Hairstyle

Health, Public Sanitation Methods, Chemical Agents, Types, Classification, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and /Safety

Part 1 of Bacteriology, Decontamination, and Infection Control

Week 3 = 35 hrs

Monday- Intro. Your Professional Image
Tuesday- Intro. Communicating for Success
Wednesday- Assign Homework/ Classwork
Thursday- Homework due /Summary & Review
Friday-Test
Sat- Practical
Sun Closed

General Science

Part 2 of Bacteriology, Decontamination, and Infection Control

Week 4 =35

Monday-Intro Infection Control Principles and Practice
Tuesday- DPOR/ Assign Homework
Wednesday- Classwork/ Assign Homework
Thursday- Homework due
Friday- Test
Sat- Practical
Sun Closed

Hair Care- Shampoos, Rinses, and Scalp Treatments

20 Hours Theory- Classroom Instruction

50 Hours Practical

5 Roller Sets /5 Fingerwaves= Execute Hairstyles

Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry

Part 1 of Shampoos, Rinses and Scalp Treatments

Week 5 =35 hrs

Monday- Intro. Basics of Anatomy & Physiology
Tuesday- Assign Homework
Wednesday-Classwork
Thursday-Homework Due
Friday-Test
Sat- practical
Sun Closed

Cosmetology Sciences

Part 2 of Shampoos, Rinses and Scalp Treatments

Week 6 =35 hrs

Monday-Intro. Basics of Chemistry and Electricity
Tuesday-Assign Homework
Wednesday-Classwork
Thursday-Homework due

KINGDOM KUTS CHRISTIAN COSMETOLOGY SCHOOLS

Friday-Test

Sat- Practical

Sun Closed

Hair Care-(Continued) Hairstyling

Part 1 of Wet Styling

Week 7 =35 hrs

Monday-Intro. Properties of Hair and Scalp

Tuesday- Assign Homework

Wednesday- Classwork

Thursday-Homework Due/ Summary & review

Friday-Test

Sat-Practical

Sun Closed

Part 2 Braiding and Braid Extensions

Week 8 =35 hrs

Monday- Intro. Principles of Hair Design

Tuesday-Assign Homework

Wednesday- Classwork

Thursday- Homework Due/ Summary & review

Friday- Test (Practical and Theory)

Sat-0Practical

Sun Closed

Part 3 Blow dry and Waving

Week 9 =35 hrs

Monday- Intro. Shampooing, Rinsing, and Conditioning

Tuesday- Assign Homework

Wednesday-Classwork

Thursday- Homework Due/Summary & review

Friday- Test

Sat- Practical

Sun Closed

Part 4 Fingerwaving

Week 10=35hrs

Monday- Intro. Hairstyling(Wet)

Tuesday-Assign Homework(Practical)

Wednesday- Classwork (Definitions)

Thursday- Homework Due

Friday- Quiz(10 definitions)

Sat-Practical

Sun Closed

Part 5 Hair Dressing

Week 11 =35 hrs

Monday- Cont. Hairstyling (Thermal -Styling & Pressing)

Tuesday-Classwork

Wednesday-Field Trip

Thursday-Summary / Review

Friday-Test (Practical & Theory)

Sat-Practical

Sun Closed

Wig and Hair Enhancements

Principles of Client Consultation, Wig Composition, Wig Construction, Sew-Ins, Bonding of Hair Extensions

20 Hours Theory- Classroom Instruction

50 Hours Practical

5 Roller Sets/ 5 Fingerwaves= Execute Hairstyle

Part1 Sew-Ins and Wigs(Net)

Week 12 =35 hrs

Monday-Intro Braiding & Braid Extensions

Tuesday-Assign homework (Practical)

Wednesday-Classwork

Thursday-Homework due Summary/ Review

Friday-Test (Practical & Theory)

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Sat-Practical

Sun Closed

Part 2 Bonding (Infusion & Glue Ins)

Week 13=35 hrs

Monday- Intro. Wig & Hair Enhancements

Tuesday-Assign Homework(Practical)

Wednesday- Classwork

Thursday-Homework due/ Summary & Review

Friday-Test

Sat-Practical

Sun Closed

Texture Services (Chemical Rearranging) Cold Waving (Perms) and or Chemical Relaxers

Principles and techniques of Sectioning, Wrapping, Processing , Curling and Relaxing

60 Hours Theory- Classroom Instruction

150 Hours Practical

5 Perm Rod Sets/ 5 Relaxers = Execute Hairstyle

Sectioning - Cold Waves

Week 14 =35 hrs

Monday-Intro. Chemical Texture Services(Permanent Waving)

Tuesday- Classwork (Definitions)

Wednesday-Theory

Thursday-Classwork

Friday- Test (Definitions)

Sat-Practical

Sun Closed

Wrapping Texture Perms/ Cold Waves

Week 15 =35 hrs

Monday-Cont. pt. 1

Tuesday-Assign Homework (practical pgs.)

Wednesday-Theory

Thursday-Classwork

Friday-Homework Due Test- Perm Prep & Preliminary Test /Basic Perm Wrap

Sat-Practical

Sun Closed

Sectioning - Virgin Chemical Relaxers

Week 16 = 35 hrs

Intro.. Chemical Texture Services(Permanent Waving Procedures)

Monday- Cont. pt. 2

Tuesday- Assign Homework (Practical pgs.)

Wednesday-Test- Curvature Perm Wrap

Thursday- Test - Bricklay Perm Wrap

Friday-Test- Weave Wrap

Sat-Practical

Sun Closed

Wrapping Relaxer Retouch

Week 17 = 35 hrs

Monday-Test Double-Tool (Piggyback)

Tuesday- Test Spiral Perm Wrap

Wednesday- Intro Chemical Hair Relaxers

Thursday-Assign Homework (practical pgs.)

Friday- classwork

Sat-Practical

Sun Closed

Cold and Chemical Texture Services (Continued)

Week 18 =35

Monday-Cont. Chemical Hair Relaxers

Tuesday-Test Hydroxide Virgin Relaxers/Retouch

Wednesday- Test Thio Relaxer/ Retouch

Thursday-Test Soft Curl Permanent

Friday- Chemical Texture Service Theory Test

Sat-Practical

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Sun Closed

Cold and Chemical Texture Services (Continued)

Week 19 =35

Monday- Intro. Haircutting (General Principles)

Tuesday-

Wednesday-Assign Homework (Practical pgs.)

Thursday-Classwork 11.0

Friday- Homework due

Sat-Practical

Sun Closed

Haircutting

Principles an Techniques of Sectioning, Removing Length or Bulk with Razor, Scissors, Clippers, or Shears

70 Hours Theory- Classroom Instruction

175 Hours Practical

5 Hair cuts= Execute Hairstyle

Clippers or Shears

Week 20=35 hrs

Monday-Cont. General Principles Assign Definitions/Classwork

Tuesday-Classwork/ Definitions cont.

Wednesday-Assign Homework (practical pgs.)

Thursday-Classwork 1

Friday-Homework due

Sat-Practical

Sun Closed

Detailed Sheer Cuts(Different Styles)

Week 21 =35 hrs

Monday- Intro. Haircutting (The Blunt and Graduated Haircut)

Tuesday-Assign Homework Practical pgs)

Wednesday-Classwork 2

Thursday-

Friday- Homework Due

Sat-Practical

Sun Closed

Razor Cutting

Week 22 =35 hrs

Monday-Quiz

Tuesday-Classwork s

Wednesday-

Thursday-Summary & Review

Friday- Test- Graduated cut

Sat-Practical

Sun Closed

Clipper Cutting

Week 23 =35 hrs

Monday-Intro. Layers and Men's Clipper Cut

Tuesday- Classwork .4

Wednesday-Assign Homework(cut pictures out of magazines)

Thursday-off free haircuts

Friday- Test- Men's Clipper Cut

Sat-Practical

Sun Closed

Haircutting (Continued)

Week 24 =35 hrs

Monday- Classwork 5

Tuesday-

Wednesday-offer free haircuts

Thursday-

Friday- Test 180% elevation

Sat-Practical

Sun Closed

Haircutting (Continued)

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Week 25 =35 hrs

Monday-classwork 6
Tuesday-
Wednesday-
Thursday-
Friday- Test 90% elevation
Sat-Practical
Sun Closed

Haircutting (Continued)

Week 26 =35 hrs

Monday-
Tuesday-
Wednesday-
Thursday-
Friday- Test Haircutting
Sat-Practical
Sun Closed

Hair Coloring

Principals and Techniques of Temporary, semi Permanent, and Permanent Colors, Bleaching, Tinting, Toning
Frosting, Special Effects, and Corrective Coloring

60 Hours Theory- Classroom Instruction

150 Hours Practical

5 Hair Color Services, Execute Hairstyle

Tinting /Temporary

Week 27 =35 hrs

Monday- Intro. Haircoloring
Tuesday-Assign Definitions
Wednesday-Assign Homework(Practical)
Thursday-Classwork
Friday-Homework Due/ Test Temporary
Sat-Practical
Sun Closed

Semi Permanent

Week 28 =35 hrs

Monday- Haircoloring Cont.
Tuesday-Demi- colors/Semi-colors/Permanent
Wednesday-Assign Homework (Practical)
Thursday-Classwork(water colors)
Friday-Homework Due/ Test Semi-Perm /Demi/ Permanent
Sat-Practical
Sun Closed

Corrective Coloring

Week 29 =35 hrs

Monday-Haircoloring Cont.
Tuesday-Special problems
Wednesday-Assign Homework(Practical)
Thursday-Special Effects
Friday-Homework Due/ Test Corrective Coloring
Sat-Practical
Sun Closed

Part I Bleaching (Virgin)

Week 30 =35 hrs

Monday- Intro Haircoloring
Tuesday-Classwork
Wednesday-Assign Homework(Practical)
Thursday-Homework Due
Friday-Test Single Process Lightener for Virgin Hair
Sat-Practical
Sun Closed

Part II Bleaching (Retouch)

Week 31 =35

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Monday-Intro Haircoloring Cont
Tuesday-Assign Homework(Practical)
Wednesday-Classwork-Pictures out magazines with 10 levels of hair color/ warm and cool undertones
Thursday-Homework Due
Friday-Test Retouch-Lightener & Perm Toner Application
Sat-Practical
Sun Closed

Frosting / Toning/ Foil/ Caps

Week 32 =35

Monday- Intro. Haircoloring
Tuesday-Classwork
Wednesday-Jeopardy
Thursday-Test Practical Frosting/ Toning/ Foil/ Caps
Friday-Theory Haircoloring Test
Sat-Practical
Sun Closed

Manicuring, Pedicures and Nail Extensions

Principals and techniques of Massage, Manicuring, Pedicures, and Advance Nail Techniques

60 Hours of Theory- Classroom Instruction

150 Hours Practical Daily 10am-3pm

5 Manicures, Execute Hairstyle, 5 Pedicures

Part I Manicures

Week 33 =35 hrs

Monday- Intro. Nail Diseases and Disorders
Tuesday- Assign Homework(Def)
Wednesday-Classwork
Thursday-Classwork exam book
Friday- Test
Sat-Practical
Sun Closed

Part II Pedicures

Week 34 = 35 hrs

Monday-Intro. Manicuring
Tuesday-Assign Homework (Def)
Wednesday-Classwork
Thursday-Summary & Review
Friday-Test Theory & Practical
Sat-Practical
Sun Closed

Part III Pedicures &Manicure (Continued)

Week 35 =35 hrs

Monday-Intro Pedicures
Tuesday-Assign Homework(Def)
Wednesday-Classwork
Thursday-Classwork exam book
Friday-Test Theory & Practical
Sat-Practical
Sun Closed

Nail Extensions

Part III Nail Tips, Wraps, No Light Gels

Week 36 =35 hrs

Monday- Intro Nail Tips, Wraps, No-Light Gels
Tuesday-Assign Homework(Def)
Wednesday-Classwork
Thursday-Classwork exam book
Friday- Test Theory & Practical
Sat-Practical
Sun Closed

Part IV Acrylic (Methacrylate) Nail Enhancements

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Week 37 =35hrs

Monday-Intro. Acrylic Nail Enhancements
Tuesday-Assign Homework (Def)
Wednesday-Classwork
Thursday-Classwork exam book
Friday-Test Theory & Practical
Sat-Practical
Sun Closed

Part V UV Gels

Week 38 =35hrs

Monday- Intro UV Gels
Tuesday-Assign Homework (Def)
Wednesday-Classwork
Thursday-Classwork exam book
Friday- test Theory & Practical
Sat-Practical
Sun Closed

Facials Principals and Techniques

Principals and Techniques of Skin Chemical Procedures, Massage , Facial Treatments, Cosmetic Applications, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, and Light Therapy

20 Hours Theory- Classroom Instruction

50 Hours Practical

5 Facials, Execute Hairstyle, 5 Massages

Part I Facials/ Massage Techniques

Skin Diseases & Disorders/ Hair Removal

Week 39 =35hrs

Monday- Intro Skin Diseases and Disorders
Tuesday-Classwork & Assign Homework(Def)
Wednesday-Intro Hair Removal
Thursday-Classwork & Assign Homework
Friday- Test Theory & Practical
Sat-Practical
Sun Closed

Part II Facials & Facial Makeup

Week 40 =35hrs

Monday-Intro. Facials
Tuesday-Classwork & Assign Homework(Def)
Wednesday-Intro. Facial Makeup
Thursday-Classwork & Assign Homework
Friday-Test Theory & Practical
Sat-Practical
Sun Closed

Salon Business

10 Hours of Theory- Classroom Instruction

40 Hours Practical

5 Practice State Board , Execute Hairstyle

Part I Salon Business / Retail Sales

Week 41 =35hrs

Monday-Intro. Seeking Employment
Tuesday-Assign Homework{ Definitions& Theory)
Wednesday- Classwork (Review Questions)
Thursday- Summary & Review
Friday- Test
Sat-Practical
Sun Closed

Part II Salon Business/ Retail Sales

Week 42 =35hrs

Monday-Intro On the Job
Tuesday-Assign Homework(Definitions & Theory)
Wednesday-Classwork(Review Questions)
Thursday- Summary & Review

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Friday- Test
Sat-Practical
Sun Closed

140 Hours Practical

Additional Time For Practical Skills And Development

5 Practical State Board ,

Execute Style

Week 43 =35hrs

Monday- Summary & Review (Theory & Practical)

Tuesday- Mock State Board (Practical)

Wednesday- Mock State Board (Theory)

Thursday- Summary & Review for Graduation

Friday- Graduation

Sat-Practical

Sun Closed

Week 44 =35hrs

Monday-

Tuesday-

Wednesday-

Thursday-

Friday-

Sat-Practical

Sun Closed

Week 45 =35hrs

Monday-

Tuesday-

Wednesday-

Thursday-

Friday-

Sat-Practical

Sun Closed

Kingdom Kuts

Christian Cosmetology School
Nail Technology 150 Hours
Hours of Operation 8am -10pm
6-8 week Detailed Theory / Practical Schedule

Part 1 Theory Classroom Instruction

Orientation 5 Hours

Limited to orientation, State laws and regulations, First Aid, Fire and Safety, and Professional Ethics

Sterilization 10 Hours

Bacteriology, Decontamination, Infection and Infection Control, Health, Public Sanitation, Chemical Agents, Classifications, Bacterial Growth, Biology, Products, Tools, and Equipment Safety and Use

Week 1 = 25 hours

Execute 30 Manicures

Monday- Orientation & Introduction Classwork (Rules & Regulations)

Tuesday- Infection Control Principles and Practice

Wednesday- Assign Homework

Thursday- General Anatomy & Physiology

Friday-Test

Sat/Sun Closed

Introducing the beginning of :

55 Hours of Manicuring, Pedicuring- Principles and techniques of massage

70 Hours of Advance Nail Techniques- Nail wraps, Extensions, and Individual removals

Week 2 = 25 hours

Execute 15 Pedicures

Monday- Manicuring & Assign Homework

Tuesday- Quiz

Wednesday-Pedicuring& Assign Homework

Thursday-Quiz

Friday- Test

Sat/Sun Closed

10 Hours of Nail Theory

Week 3 =25 hours

Execute 20 Individual Nail Wraps & 5 Individual Removals

Monday-History & Opportunities & Assign homework

Tuesday- Life Skills & Assign Homework

Wednesday- Your Professional Image & Assign Homework

Thursday- Communicating for Success & Assign Homework

Friday-Test

Sat/Sun Closed

Practical Nail Skill Development Time

Week 4 =25 hours

Execute 75 Individual sculptured nails/ nail tips & 5 Individual removals

Monday-Skin Structure & Growth / Assign Homework

Tuesday- Nail Structure & Growth /Assign Homework

Wednesday- Nail Diseases & Disorders / Assign Homework

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Thursday- Basics of Chemistry/ Assign Homework

Friday- Nail Product Chemistry Simplified/ Assign Homework/Test

Sat/Sun Closed

Week 5 =25 hours

Execute 75 Individual sculptured nails/ nail tips

Monday- Electric Filing

Tuesday- Nail Wraps, Wraps, and No-Light Gels & Assign Homework

Wednesday-Acrylic(Methacrylate) Nail Enhancements & Assign Homework

Thursday-UV Gels & Assign Homework

Friday-The Creative Touch/Test

Sat/Sun Closed

Week 6 =25 hours

Execute 50 Individual sculptured nails/ nail tips

Monday-Seeking Employment & Assign Homework

Tuesday-On the Job & Assign Homework

Wednesday-The Salon Business & Assign Homework

Thursday-Final Theory Test

Friday- Final Practical Test(Mock State Board)

Sat/Sun Closed

Week 7 =25 hours

Monday-

Tuesday-

Wednesday-

Thursday-

Friday-

Sat/Sun Closed

Week 8 =25 hours

Monday-

Tuesday-

Wednesday-

Thursday-

Friday-

Sat/Sun Closed

Kingdom Kuts

Christian Cosmetology School
Instructor Program 300 Hours
Hours of Operation 8am -10pm
8.5 -12 week Detailed Theory Schedule

Part 1 Theory Classroom Instruction

Orientation

Day 105Hours /Evening 75 Hours

Week 1 = Day 35 hours / Evening 25 hours

Monday- School Rules and Regulations

Tuesday- Qualities of the Professional Educator & Code of Ethics

Wednesday- Familiarization with School Facilities and Supplies & Licensing Requirements and Regulations, Laws

Thursday- Fundamentals of Business Management & Professional Ethics

Friday-Business Plan

Sat/Sun Closed

Week 2 = Day 35 hours/ Evening 25 hours

Monday- Written Agreements & School Operations

Tuesday- Policies and Practices

Wednesday-Compensation Packages & Payroll Deductions

Thursday-Advertising , Telephone Use, & Sales

Friday- Communications

Sat/Sun Closed

Week 3 =Day 35 hours / Evening 25 hours

Monday-Public/ Human Relations

Tuesday- Insurance

Wednesday- Salon Safety

Thursday- Seeking Employment

Friday-Observing Students

Sat/Sun Closed

Part 2

Methods of Teaching and Clinic Management

Day 105 Hours /Evening 75 Hours

Week 4 =Day 35 hours/ Evening 25 hours

Monday-Principles of Teaching / Learning and Lesson Plan Development

Tuesday- Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans

Wednesday- Preparation & Teaching Methods

Thursday- Presentation Techniques

Friday- Application, Testing,

Sat/Sun Closed

Week 5 =Day 35 hours / Evening 25 hours

Monday- Lectures & Workbooks

Tuesday- Demonstrations & Return Demonstrations

Wednesday-Discussion/ Questions & Answers

Thursday-Projects & Field Trips

Friday-Developing and Using Educational Aids, Films or Videos

Sat/Sun Closed

Week 6 =Day 35 hours / Evening 25 hours

Monday-Charts, Manikins, Reference Materials

Tuesday-Chalk Board, Overhead Projectors and Transparencies

Wednesday-Program Development and Review

Thursday-Program Review

Friday- Observe Students

Sat/Sun Closed

KINGDOM KUTS CHRISTIAN COSMETOLOGY SCHOOLS

Part 3

Student Salon/ Clinic Management

Day 35 Hours / Evening 25 Hours

Week 7 =Day 35 hours/ Evening 25 hours

Monday-Independent Clinic Supervision, Clinic Communications, Reception Desk

Tuesday- Inventory Control, Effective Dispensary Procedures

Wednesday- Supervision of Clinic Sanitation and Clinic safety, Technical Skills Ability

Thursday-Independent Classroom Instructing, Administrative Responsibilities, Records and Records Management

Friday-Safety Measures, Classroom Conditions, and Maintenance, Class Supervision and Control, Classroom Problems and Solutions, Organizational and Regulatory Requirements

Sat/Sun Closed

Part 4

Instruction and Theory Hours

Day 55 Hours/ Evening 50 Hours

Week 8 =Day 35 hours / Evening 25 hours

Monday- Planning , Analysis, Implementation, Benefits, Assessment or Measurement of Student Ability/ Achievement/ Learning

Tuesday-Diagnosis of Student Weaknesses and Overall Progress, Student Motivation for Study and Learning, Oral and Written Testing

Wednesday- Evaluation of Overall Progress, Development and Use of Testing/ Measurement Instruments, Academic Advising

Thursday- **Independent Clinic Supervision**

Friday- **Independent Clinic Supervision**

Sat/Sun Closed

Week 9 =Day 20 hours/ Evening 25 hours

Monday-**Independent Clinic Supervision**

Tuesday- **Independent Clinic Supervision**

Wednesday- **Independent Clinic Supervision** (Day Classes End)

Thursday-**Independent Clinic Supervision**

Friday-**Independent Clinic Supervision**

Sat/Sun Closed

Week 10=Evening 25 hours

Monday-**Independent Clinic Supervision**

Tuesday- **Independent Clinic Supervision**

Wednesday- **Independent Clinic Supervision**

Thursday-**Independent Clinic Supervision**

Friday-**Independent Clinic Supervision**

Sat/Sun Closed

Week 11 =Evening 25 hours

Monday-**Independent Clinic Supervision**

Tuesday- **Independent Clinic Supervision**

Wednesday- **Independent Clinic Supervision**

Thursday-**Independent Clinic Supervision**

Friday-**Independent Clinic Supervision**

Sat/Sun Closed

Week 12 =Evening 25 hours

Monday-**Independent Clinic Supervision**

Tuesday- **Independent Clinic Supervision**

Wednesday- **Independent Clinic Supervision**

Thursday-**Independent Clinic Supervision**

Friday-**Independent Clinic Supervision** (Evening Classes End)

Sat/Sun Closed

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