

Hair In Motion

Cosmetology Academy, LLC



Hair In Motion
Cosmetology Academy, LLC
De Mello International Center
128 Union St, Suite 200
New Bedford, MA 02740
774-526-0238

www.hairinmotioncosmetologyacademy.com

Hair In Motion Cosmetology Academy, LLC

is equipped to accommodate:

- ♦ Clinic learning laboratory
- ♦ Classrooms
- ♦ Manicure area
- ♦ Facial area
- ♦ Supply room
- ♦ Locker room
- ♦ Reception area
- ♦ Rest room facilities
- ♦ Handicap accessible

Administration & Faculty

Lilly Fagundes

Cosmetology Instructor/Owner

Pamela Demello

Cosmetology Instructor/ Co-Director

Jenny Amaral

Cosmetology Instructor/ Co-Director

Nancy Froias

Cosmetology Instructor/Certified Teacher

Sue Lafferty

Manicuring Instructor

Meagan Hudon

Cosmetology Instructor/Lic. Aesthetician

Debora Medeiros

Cosmetology Instructor

Diane Pimentel

Cosmetology Instructor

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Cosmetology and Barber Crossover (Barber to Cosmetologist)

To give quality education in both theory and practical experience for students to gain knowledge in all phases of Cosmetology

To prepare students to successfully pass the state board examination

To prepare students to work in a salon as licensed Cosmetologists

To perform in Cosmetology occupations

Manicurist – Nail Technician

To give quality education in both theory and practical experience for students to gain knowledge in all phases of manicuring

To prepare students to successfully pass the state board examination

To prepare students to work in a salon as a licensed Manicurist

To perform in Manicuring occupations

History

Hair In Motion Cosmetology Academy, LLC was established in 2017, by Lilly Fagundes as a private post-secondary institution offering Cosmetology, Manicuring and Crossover for Barbers to Cosmetology. The course of studies is 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.

Mission

It is the mission of Hair In Motion Cosmetology Academy, LLC to provide the highest quality education and the skills necessary for licensure and successful employment.

Hair In Motion Cosmetology Academy, LLC will maintain an organized school dedicated to motivate all students to become the very best they can be in the fields of cosmetology and manicuring.

State Licensed

By the Commonwealth of Massachusetts Division of Professional Licensure, Board of Registration of Cosmetology and Barbering, at 1000 Washington Street, Boston, MA 02118; Telephone No. (617) 727-9940

Physical Facilities

Hair In Motion Cosmetology Academy, LLC is conveniently located in the beautiful historical downtown area of New Bedford, MA. The DeMello International Center at 128 Union Street, New Bedford, MA, is blocks away from the Whaling Museum, National Historic Park and is conveniently right off of a major highway.

Tardiness Policy

Full time day classes start at 9:00 a.m. until 3:30 p.m. Part time evening classes start at 5:30 p.m. to 9:30 p.m. No Student may enter the school after 9:30 a.m. for full time or 6:00 p.m. for part time. **This applies to both day and evening students.** Exceptions can be made by the Director, upon written request.

Enrollment

Cosmetology classes start the first Monday of each month. Manicure and Barber Crossover classes start dates may vary. Please contact the School for the next class start date.

Full Time Day Classes: Monday through Friday from 9:00 a.m. to 3:30 p.m., with ½ hour for lunch, which is not included in the school hours, making a 6 hour school day and 30 hours per week.

Part Time Evening Classes: Monday through Friday from 5:30 p.m. to 9:30 p.m., for 20 hours per week, for part time students.

Make Up Classes: Saturday (only) from 9:00 a.m. to 2:00 p.m.

Hair In Motion Cosmetology Academy, LLC is closed on the following legal holidays: **New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Christmas**

Admission Requirements

The Student must be 17 years old and be a high school graduate or its equivalent; or with a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients); or have a state-issued credential for secondary school completion, if homeschooled, and have a personal interview with a school official.

Statement of Non-Discrimination

Hair In Motion Cosmetology Academy, LLC does not discriminate on the basis of age, race, color, sex, religion, ethnic origin, gender identity, sexual orientation, or handicap and adheres to Massachusetts and Federal discrimination laws and policies.

Credit for Previous Training

Credit hours received and approved by the Massachusetts Board of Registration of Cosmetology and Barbering will be credited to the Student. The Student will be charged the same hourly rate as the other students.

Absences

A Student must complete his/her contracted hours without exception; no absences may be counted for credit. Hair In Motion Cosmetology Academy, LLC allows a Student to go 10% over the mandatory hours before there is an additional per hour charge of \$17.00.

Student Records

Students of Hair In Motion Cosmetology Academy, LLC have the right to gain access to their cumulative records by appointment and under the supervision of the Director or a designated instructor.

Right to Privacy Policy

All records and information about each Student are to be kept confidential. No information is given to anyone other than the Student, unless the Student gives permission in writing.

Marking System

Students are evaluated in terms of percentage

A-Excellent	92%-100%
B-Good	84%-91%
C-Passing	70%-83%
D-Failing	0%-69%

A PASSING GRADE IS REQUIRED FOR GRADUATION AND ELIGIBILITY TO TAKE STATE BOARD EXAMS

Students are marked for appearance, work habits, conduct, initiative and cooperation in addition to their theory and practical work. In each area 70% 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) with Satisfactory Academic Progress Reports at 450 and 800 hours. Manicuring and Barber Crossover students receive two evaluations with Satisfactory Academic Progress Reports midway through and at the end of each program.

Academic and Career Counseling is done during Evaluations or upon individual need. Records are maintained by Hair In Motion Cosmetology Academy, LLC as may be required by Massachusetts law.

Cosmetology Curriculum (1000)

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

Schedule of Hours for Cosmetology Curriculum

	<u>Hours</u>
Manicuring (including 12.5 hrs. of Artificial Nail Techniques)	50
Hair Straightening and Permanent Waving	250
Shampooing	25
Finger Waving	50
Marcelling and All Iron Curls	45
Skin Care/Facial Grooming	80
Wig Instruction and Scalp Treatments	50
Dyes and Bleaching (packs, tints, rinses, reconditioning)	150
Hair Cutting	125
Oral, Written and Practical Tests, Sterilization, Hygiene and Anatomy	125
Instruction and Lecture on Sanitation	25
Ethics, Salesmanship, Courtesy and Conduct	25
Unassigned Hours	None
Total:	1,000

Manicuring Curriculum (100)

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

Schedule of Hours for Manicuring Licensure

	<u>Hours</u>
Safety/Sanitation	10
Artificial Nail Techniques	25
First Aid	2.5
Basic Manicuring with Hand and Arm Massage	40
Professional Ethics/Salon Management State Laws	12.5
Oral-Written Practical Examinations Hygiene and Anatomy	10
Total:	100

Crossover Curriculum (350)

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

Schedule of Hours for Crossover Licensure

	<u>Hours</u>
Chemicals (Hair coloring, Bleaching Permanent Waving, Hair Relaxing)	225
Make-Up Application	25
Hair Styling, Pincurls, Rollers, Finger Waves	50
Manicuring	50
Total:	350

Graduation Requirements

Each Student will receive a Hair In Motion Cosmetology Academy, LLC Diploma after he or she has completed the stated hours of training and passes all final exams, plus completes all requirements listed on the curriculum with a minimum of 70% average.

Graduate Placement Service

The Student understands that the School has not made and will not make any guarantees of employment or salary upon the Student's graduation. The School will provide the Student with placement assistance which will consist of identifying employment opportunities and advise the Student of appropriate means of attempting to realize these opportunities.

Refund Policy

1. You may terminate this Agreement at any time.
2. If you terminate this Agreement within five days, you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this Agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this Agreement during the first quarter of the program, you will receive a refund of at least 75 percent of the Tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this Agreement during the second quarter of the program, you will receive a refund of at least 50 percent of the Tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this Agreement during the third quarter of the program, you will receive a refund of at least 25 percent of the Tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this Agreement after the initial five-day period, you will be responsible for actual reasonable administrative costs incurred by the School to enroll you and to process your application, which administrative costs shall not exceed \$50.00 or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this Agreement.
8. If you wish to terminate this Agreement, you must inform the School in writing of your termination, which will become effective on the day such writing is mailed.
9. The School is not obligated to provide any refund if you terminate this Agreement during the fourth quarter of the program.

Tuition/Methods of Payment

Prior to the first day of class:

- Upon enrollment, one half of the Tuition is due, and a monthly payment schedule may be set up.
- Payments must be made regardless of attendance.
- Payments may be made by cash, check, credit card or money order.
- All fees and tuition must be paid in full 30 days prior to graduation.
- A registration fee of \$50.00 is paid upon enrollment.

Full Cosmetology Program Cost is \$16,950.00, and includes the following:

Tuition - \$15,761.13

Registration fee - \$50.00

Books and Supplies - \$1,071.88

Taxes - \$66.99

Cosmetology Kit Contains: ***Uniform, mannequins, work-book, textbook, State Board Exam books, blow dryer, curling iron, straightening iron, scissors, hair razor, clips, comb brushes, box of clips, butterfly clips, rat tail comb, gloves, foils, thinning sheers, nail file, emery board, wood pushers, clippers.

Full Manicuring Program Cost is \$3,400.00, and includes the following:

Tuition - \$2,593.00

Registration Fee - \$50.00

Books and Supplies - \$712.50

Taxes - \$44.50

Full Crossover Barbering Program Cost is \$6,000.00, and includes the following:

Tuition - \$4,811.13

Registration Fee - \$50.00

Books and Supplies - \$1,071.88

Taxes - \$66.99

Additional Costs

If the Student attends longer than an additional 10 percent over the prescribed time allotted on the written contract, the Student must pay a fee for each additional hour needed to complete the course.

The hourly charges are as follows: Cosmetology, \$17.00; Manicuring \$17.00, and Barber Crossover students \$17.00.

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

***Products and quantities may vary but will be of equal or better value.

Policy for Make-up Work and Hours

A Student 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 two Satisfactory Academic Progress (SAP) report card periods. Instructors are available for extra help. (Check times.) The appropriate time to make-up work or to 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 the approval of the night instructor. After 250 hours, night students may make up work during the day with the approval of the day instructor.

Rules and Regulations

Hair In Motion Cosmetology Academy, LLC expects that students will conduct themselves in a professional manner. Violation of established policy may result in discipline up to and including termination from School.

- All students must attend classes regularly and show care, consideration and conscientiousness in their own work and duties.
- The textbooks and kits shall be with the Student at every class. No Student is allowed to borrow anything from other students.
- Each Student is responsible for keeping his/her own kit clean and sanitized.
- Each station must be cleaned from top of the mirror to the floor daily.
- Kits and lockers will be checked every week.
- Any personal objects are to be locked up in the lockers.
- School is not responsible for lost or stolen items.
- School does not tolerate stealing or bullying. Anyone who is caught stealing or bullying will be dismissed immediately.
- Any Student under the influence of alcohol or any substance will not be allowed in the academy.
- Any Student who looks unprofessional, examples include torn or stained clothes, will not be permitted in the academy.
- Aprons must be worn to class at all times
- Absence from class without permission is not allowed. Please call ahead if you're not feeling well.
- All students who have been absent with approval of School are required to keep up with all assignments.

Grounds For Termination:

- Insubordination.
- Unexcused absences.
- Stealing or bullying.
- Violation of School's drug/alcohol policy.
- Failure to comply with reasonable requirements of School.
- Immorality.
- Use of alcohol and drugs at School.
- Conviction of a felony or crime involving moral turpitude.
- False application information.
- Failure to make timely payments of Tuition and fees for books and supplies.
- Failure to maintain the minimum cumulative grade point average required by School.

The Student understands and agrees to be bound by the terms of this Brochure and has received an executed copy of the Brochure.

Signature of Applicant: _____ Date: _____

HAIR IN MOTION COSMETOLOGY ACADEMY, LLC

By: _____
Lilia Fagundes, Duly Authorized



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