

Hair in Motion

Cosmetology Academy



Hair In Motion
Cosmetology Academy
774-526-0238

www.hairinmotioncosmetologyacademy.com

Hair In Motion Cosmetology Academy

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/ Director

Jenny Amaral

Cosmetology Instructor/ co-Director

Nancy Frois

Cosmetology Instructor/Certified Teacher

Sue Lafferty

Manicuring Instructor

Meagan Hudon

Cosmetology Instructor/Lic. Aesthetician

Debora Medeiros

Cosmetology Instructor

Diane Pimenel

Cosmetology Instructor

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Cosmetology & Barber Crossover

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 related occupations

History

Hair In Motion Cosmetology Academy was established in 2017, by Lilly Fagundes as a private post-secondary institution offering Cosmetology, Manicuring and Barbering. 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, manicuring and barbering.

Mission

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

Hair In Motion Cosmetology Academy will maintain an organized school dedicated to motivate all students to become the very best they can be in this field of Art, Beauty and Sciences.

State Licensed

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

Nationally Accredited

By the National Accrediting Commission of Career Arts and Sciences (NACCAS) 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302

NACCAS is recognized by the U.S. Department of Education as the national accrediting agency for career schools. Telephone# (703)600-7600

Physical Facilities

Hair In Motion Cosmetology Academy is conveniently located in the beautiful historical downtown area of New Bedford, MA. The [De Mello] International Center on 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

Day classes start at 9:00am until 3:30pm. Evening classes start at 5:30pm to 9:30pm. No student may enter the school after 9:30am or 6pm. To receive a 15 minute break students **must be in the clinic or their classrooms for theory by 9:00am and 5:30pm. 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 & Barber Crossover classes start dates may vary. Please contact the school for the next class start date.

Day Classes: held from 9:00am to 3:30pm, Monday through Friday with ½ hour for lunch, making a 6 hour school day and 30 hours per week

Part time classes can be arranged on an individual basis.

Evening Classes: Monday through Friday from 5:00pm to 9:00pm, for 20 hours per week

Saturday Hours available 9am – 2pm

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

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

Admission Requirements

The applicant 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 does not discriminate on the basis of age, race, color, sex, religion or ethnic origin.

Credit for Previous Training

Credit hours received and approved by the Massachusetts Division of Regulations of Cosmetology will be credited to the trainee. The trainee will be charged the same hourly rate as the other students; however Hair In Motion Cosmetology Academy does not accept transfer students for less than 500 hours.

Excused and Unexcused Absences

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

Students Records

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

Right to Privacy Policy

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

Marking System

Scholarship is evaluated in terms of percentage

A-Excellent	92%-100%
B-Good	84%-91%
C-Passing	75%-83%
D-Failing	0%-74%

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

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

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

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

Evaluations Cosmetology students receive written reports and career counseling (evaluations) with Satisfactory Academic Progress Reports at 450 & 900 hours. Manicuring and Barber Crossover students receive two evaluations with Satisfactory Academic Progress report 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 for three years.

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

	Services/Hours
Manicure	20/50
Hair Straighteners	10/10
Permanent waving	20/230
Shampooing	100/25
Finger waves	25/50
Thermal styling	30/40
Facials	20/80
Scalp treatments and wigs	20/50
Hair coloring	40/150
Hair shaping	50/125
Foils	20/15
Practical test solution, hygiene and anatomy	125 hours
Lecture on sanitation	25 hours
Courtesy, ethics, salesmanship and conduct	25 hours
Total Hours	1000

Manicuring Curriculum (100)

The primary mission of the Manicuring Curriculum is to train students in both theory and practical experience which will prepare them for immediate employment opportunities.

Massachusetts mandates the number of hours we are to teach in each subject area for the period of 100 hours.

	Services/Hours
Safety & Sanitation	10 hours
Artificial Nail Techniques	10/25
First Aid	2.5 Hours
Basic Manicure/Hand Arm Massage	20/40
Professional Ethics/Salon Management/	2.5 Hours
State Laws	
Oral, Written, Practical, Examinations,	10 Hours
& Hygiene and Anatomy	
Total Hours	100

Crossover Curriculum (350)

The primary mission of the Crossover Curriculum is to train students in both theory and practical experience which will prepare them for immediate employment opportunities.

Massachusetts mandates the number hours we are to teach in each subject area for the period of 350 hours.

	Services/Hours
Chemicals (Color, Perms, & Relaxing)	30/225
Make up Application	5/25
Hairstyling	25/50
Manicuring	20/50
Total Hours	350

Graduation Requirements

Each student will receive a Hair In Motion Cosmetology Academy 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 75% average. (To better qualify students for state exams, 80% is required in all Theory and Practical final exams.) ALL FINANCIAL OBLIGATIONS TO HAIR IN MOTION COSMETOLOGY ACADEMY MUST BE PAID IN FULL

Graduate Placement Service

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The School will provide me with placement assistance which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

Requirements for Licensing

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

- Two forms of signature-bearing identification (One must be Photo-bearing.)
- Completed School Completion Form.
- Candidates must register for specific examination date, time and place by calling 1-800-274-2021. Candidates must keep a copy of the confirmation number.
- Graduates will need to pay two separate payments to Pearson Vue: one for \$120.00 for our exam fee, which needs to be paid by debit or credit card when you set up your test date; the second payment of \$68.00 is for your licensing fee, which will need to be paid at the time of your testing/passing and can only be made by money order, certified checks or cashier's check. No personal checks or cash is accepted at the test center.
- Candidates will be required to take both the written and practical exams on the same day. At the exam, graduates must:
- Arrive at the scheduled time and location with a bank check, if applicable
- Be in uniform with the required equipment.
- Candidates must attend on the date, time and place as indicated by their confirmation number. Failure to attend on the correct date, time or place will result in the loss of the \$120.00 testing fee.

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

Refund Policy

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

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

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

If a student cancels his or her enrollment after the five business days after signing but prior to entering classes, he or she shall be entitled to a refund of all money paid to the school less a registration fee of \$50.00.

For students who enroll and begin classes, the following schedule of tuition adjustments is authorized:

Percentage Time of Total Time of Course / Amount of Total Tuition Owed School

0.01% to 4.9%	20%
5.0% to 25%	25%
25.01% to 50%	50%
50.01% to 75%	75%
75.01% and over	100%

Enrollment time is defined as the time elapsed between the actual starting date and the date of student's last day of physical attendance in school; which is scheduled hours, not actual hours. Any money due the applicant or student shall be refunded within 30 days of formal cancellation by the student, as defined in item B, or formal termination by the school. **Termination will occur after 21 calendar days of nonattendance.**

In the case of non-return from a leave of absence, or nonattendance for 21 days, the withdrawal date will be the last day of physical attendance.

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

In the case of non-return from a leave of absence, or nonattendance for 21 days, the withdrawal date will be the last day of physical attendance.

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

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

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

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

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

Tuition/Methods of Payment

Prior to the first day of class:

- Upon enrollment ½ of the tuition is due and payment schedule (monthly) needs to 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
- Full program cost is \$16,950.
- which includes Tuition
- Registration fee
- Books and Supplies
- Sales Tax
- Massachusetts Board of Barbering and Cosmetology State licensing exam at Pearson Venue Testing Center (\$120.00 and \$68.00 Fees included)

Cosmetology Kit Contains: ***Uniform, Mannequins, Workbook, 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 fail, Emery board, Wood pushers, Clippers

Additional Costs

If the student attends longer than the prescribed time allotted on the written contract (about 10%) he or she must pay an additional fee for each hour beyond the contracted time in order to complete the course. The hourly charges are as follows: Cosmetology, \$12.00, manicuring \$11.50 and Barber Crossover students \$10.50 per hour.

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 & Hours

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

Rules and Regulations

Hair In Motion Cosmetology Academy expects that trainees will conduct themselves in a professional manner. Violation of established policy may result in a disciplinary action up to suspension from school.

- All students must attend classes regularly and show care, consideration and conscientiousness in their own work and duties.
- The text books and kits shall be with you at every class. No one is allowed to borrow anything from other students
- Each student is responsible to keep their 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.
- We are not responsible for lost or stolen items
- We do not tolerate stealing or bullying. Anyone that 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 that looks unprofessional, example torn clothes or stained 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 are required to keep up with all assignments



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