



Catalog

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WELCOME

Thank you for choosing Razzle Dazzle College of Hair Design as the first step in your new career. This catalog is designed to introduce you to our school and help you understand our organization and educational opportunities provided.

HISTORY

Razzle Dazzle College of Hair Design was founded in 1985 by Kathy Zimbelman who set out to help others achieve their dream of becoming successful in the beauty industry. She saw a need for a school that provided good foundational training in the art of Cosmetology. Over the years Razzle Dazzle has not just provided training for a career, but has also helped its students achieve their goals and realize their dreams through their program completion.

Razzle Dazzle College of Hair Design offers programs in Cosmetology, Nail Technology, Esthetics, Haircutting, and Instructor.

MISSION

Our mission is to provide students with the educational tools and knowledge necessary for them to excel in their chosen field. It is the hope and purpose of Razzle Dazzle to provide students with a positive learning environment that exceeds expectations, and leads to a rewarding career.

FACILITIES

Razzle Dazzle College of Hair Design is located at 120 Holly in the Holly Plaza in Nampa, Idaho. There are many shops, stores and restaurants located nearby for the convenience of the students and patrons. We occupy a total of 12,392 square feet of facilities including spacious clinical work areas, separate theory classrooms, and offices.

Our clinic floor is designed to build complete professional habits and workmanship.

The offices are available for private advising and class preparation as well as administrative activities.

REGULATORY & ACCREDITATION AGENCIES

Idaho State Bureau of Occupational Licenses (IBOL)
700 West State Street
PO Box 83720
Boise, ID 83720-0063
(208) 334-3233

National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS)
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302-1432
(703) 600-7600

The United States Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202
(800) 872-5327

FACULTY & STAFF

Owner.....	Kathy Zimbelman	
President/Director of Operations.....	Laurie Rowen	lrowen@razzledazzlecollege.com
Business Administrator.....	Drew Brown	dbrown@razzledazzlecollege.com
Director of Education.....	Shirleen Parks	sparks@razzledazzlecollege.com
Director of Admissions.....	Chelsea Lasher	clasher@razzledazzlecollege.com
Director of Financial Aid.....	Nichole Doering	ndoering@razzledazzlecollege.com
Educators.....	Lucy Brede	
	Ella Brown	
	Maria Cuevas	
	Krista Hansen	
	Marcia Johnson	
	Kay Marler	
	Liz Feltis	
	Debbie Smalley	

NON-DISCRIMINATION CLAUSE

Razzle Dazzle College of Hair Design in its admission, instruction, and graduation policies, practices non-discrimination on the basis of age, race, color, sex, ethnic origin, religion, financial status or disability.

ADMISSION REQUIREMENTS

- Be at least 16 ½ years of age
- Have a high school diploma, or GED
- Complete an interview & tour with the Director of Admissions
- Complete the application form & application essay
- Pay the registration fee of \$150

ADMISSION PROCEDURE

To apply for admission, applicants should contact the Director of Admissions to schedule an appointment for a personal interview and a tour of the school facilities. At this time the applicants will receive the Application for Enrollment along with more detailed information about the school & programs offered. A student accepted for enrollment will be expected to provide: a non-refundable registration fee of \$150, application form & application essay, a copy of their high school diploma/transcript or GED, a copy of proof of date of birth (drivers license, birth certificate), and copies of any and all documents showing a change in last name (may include marriage licenses, court order, or divorce paperwork).

Razzle Dazzle College of Hair Design does not recruit from other institutions offering programs of instruction similar to the ones we offer.

TRANSFER STUDENTS

Razzle Dazzle does not accept students transferring in hours from another school. There are occasional unique and special circumstances in which Razzle Dazzle would consider a students' appeal for enrollment with transfer hours. Examples, not exclusive, might be relocation, change in family dynamics, legal or medical necessity, or other special circumstances. Any appeal to be made by potential student will be reviewed by the Admissions Committee. Determination of any appeals will be made within 30 days of request for enrollment with transfer hours.

Should Razzle Dazzle consider the appeal of a student wishing to transfer in hours, the complete and official Record of Instruction from previous school must be received by Razzle Dazzle prior to their appeal. An arrangement for payment must be made prior to appeal. This arrangement may include completing the FAFSA form to determine student financial aid eligibility.

RE-ADMISSION

Re-admittance for any student may occur no sooner than 6 months (180 days) from the date the student officially or unofficially withdrew (or was withdrawn) from the program, or the Last Day of Attendance (LDA), whichever is most recent. Any request for re-enrollment will be reviewed by the Admissions Committee. Determination of any request for re-enrollment will be made within 30 days of request for enrollment. At the time of request for re-enrollment the students' account balance must be in a current status, and the student must submit a game-plan prior to re-admittance request to address the specific behaviors that will allow them to successfully complete the program if re-admitted.

If a student is re-enrolled at Razzle Dazzle, they will be contracted for the current tuition fees and costs. The student will be considered to be on a probationary status for the first 30 days following re-enrollment. The following conditions will be required during this probationary status:

- Student must maintain at least 90% progress in both grades and attendance.
- Student must comply with any and all school policies, rules, and regulations.

FINANCIAL POLICY FOR TRANSFER/RE-ENROLL STUDENTS

For students completing less than the course-required hours of instruction at Razzle Dazzle, the following payment schedule will apply:

- All students will be charged a non-refundable registration fee of \$150
- All students will be required to supply all kit items, or to purchase a kit through Razzle Dazzle.
- For students completing 70% or more of the hours required for the program at Razzle Dazzle, full tuition fees and costs will apply. (1400+ hours for Cosmetology, 420+ hours for Esthetics, and 280+ hours for Nail Technology.
- For any hours required less than that, the hourly rate charged will be: \$8/hour for Cosmetology & Esthetics, and \$6/hour for Nail Technology.

FINANCIAL AID

Razzle Dazzle College of Hair Design has been approved to administer Title IV funding, in the forms of Federal Pell Grants, Direct Loans, & Parent PLUS Loans. Some programs are State approved for veterans benefits. The financial aid available through these programs is available to students who qualify and can be used for education related expenses. For more information please visit the Financial Aid

office at Razzle Dazzle. We are happy to assist you in financing this educational investment in your future.

In order to apply for financial aid, you will need to complete the Free Application for Federal Student Aid (FAFSA) form at www.fafsa.gov You will want to enter Razzle Dazzle's federal school code so that your financial aid eligibility can be sent to the school. Our school code is 017178 It will take 3-5 business days for the results of your FAFSA submission to reach the Financial Aid office at Razzle Dazzle, and then we will be able to discuss eligibility with you.

If you are interested in obtaining a student Direct Loan you will also need to complete the Entrance Counseling and Master Promissory Note at www.studentloans.gov . At the completion of the program, you will be asked to complete Exit Counseling at www.nsls.ed.gov .

DRUG & ALC OHOL POLICY

In compliance with the Federal Drug Free Schools & Communities Act, Razzle Dazzle College of Hair Design participates in a drug free campus. Students in possession of alcohol, illicit drugs, paraphernalia, using or distributing the same will be subject to disciplinary action and sanctions.

HARASSMENT POLICY

It is the policy of Razzle Dazzle to maintain a workplace free from any type of harassment including sexual, ethnic or racial harassment or creating a hostile work environment, racial slurs, or demanding sexual favors for work-related benefits. In this regard, we will discipline up to and including discharge anyone who engages in such activity.

Under this policy, sexual harassment is defined as: unwelcome sexual advances, employment, grades, advances or lack thereof based on sexual favors or lack of such favors; non-consensual touching or sexual jokes; requests for sexual favors; verbal or physical conduct of a sexually harassing nature or an act of physical nature or an act of physical suggestive objects, pictures, or obscene gestures; or failure to cease any such act upon request of any other person.

GRADUATION REQUIREMENTS

Following successful completion of the following, students will receive a Certificate of Graduation.

Cosmetology Course:

- Complete 2000 hours of training and required operations
- Successful completion of Razzle Dazzle's Mini-Board examination
- Complete payment of all tuition & fees
- Complete an Exit Interview with the Director of Financial Aid
- Complete the program within 1.5 times the normal length of the program

Nail Technician Course:

- Complete 400 hours of training and required operations
- Successful completion of Razzle Dazzle's Mini-Board examination
- Complete payment of all tuition & fees
- Complete an Exit Interview with the Director of Financial Aid
- Complete the program within 1.5 times the normal length of the program

Esthetics Course:

- Complete 600 hours of training and required operations
- Successful completion of Razzle Dazzle’s Mini-Board examination
- Complete payment of all tuition & fees
- Complete an Exit Interview with the Director of Financial Aid
- Complete the program within 1.5 times the normal length of the program

Haircutting Course:

- Complete 900 hours of training and required operations
- Successful completion of Razzle Dazzle’s Mini-Board examination
- Complete payment of all tuition & fees.
- Complete an Exit Interview with the Director of Financial Aid
- Complete the program within 1.5 times the normal length of the program

Instructor Course:

- Complete 500 or 1000 hours of training
- Successful completion of Razzle Dazzle’s mini-board examination
- Hold a current Idaho License in their field of training
- Complete payment of all tuition & fees
- Complete an exit interview with the Director of Financial Aid
- Complete the program within 1.5 times the normal length of the program

CLINIC REQUIREMENTS FOR TRANSFER STUDENTS

For students transferring in at Razzle Dazzle, if your previous school reports clinic services by actual numbers completed, we will accept them towards the graduation requirements at Razzle Dazzle. If you are bringing records from a state that reports services completed by hours completed instead, we will follow the guidelines below:

If completing hours at Razzle Dazzle:

Percentage of (compared to graduation requirements for full program) clinic service requirements we require:

1500-2000 hours	All regularly required clinical service requirements
1001-1500 hours	75% of regularly required clinical service requirements
501-1000 hours	50% of regularly required clinical service requirements
1-500 hours	25% of regularly required clinical service requirements

Note: *The above hours are for our Cosmetology course. A similar pro-ration will be utilized for our 600 hour Esthetics program, and our 400 hour Nail Technology program as needed.*

LICENSING

In order to obtain licensure following program completion, student will need to pass their written and practical examinations, as well as completing/providing any necessary paperwork and forms with both DL Roope, Administrations and the Idaho State Bureau of Occupational License. Paperwork for application to take exams, and paperwork for licensure, is all available in the Administration Office at Razzle Dazzle.

It is the students responsibility to meet with the Director of Education and/or the Director of Financial Aid to pick up all necessary paperwork to apply for the state license examination and licensure. It is the students responsibility to complete and submit these forms along with any applicable fees.

RIGHT TO CHANGE

Razzle Dazzle College of Hair Design reserves the right to modify its curriculum, rules, or any other policies at its discretion.

Razzle Dazzle College of Hair Design reserves the right to reschedule, postpone, or to cancel class starts. If the course is rescheduled, postponed, or cancelled prior to the class start date, the student can opt to move any funds paid to a later start date.

FILE ACCESS & INFORMATION RELEASE / FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Razzle Dazzle follows all FERPA regulations. Razzle Dazzle provides each student with a "Consent of Access to Education Records" form that they may complete should the student complete if they wish any third party source to have access to any of their educational records. Any and all information requests about any form of student information should be directed to the Administration Office.

All students and parents of a dependent minor are guaranteed access to their cumulative records. A staff member will be available, upon appointment, to review the file contents and provide interpretation as necessary. Students are required to review the documentation of attendance and academics at the end of each month for accuracy. Any errors or adjustments must be approved by the Administration who will then make the corrections. Each student will receive a copy of the documentation for his/her personal files. Student records are maintained for a minimum of five (5) years.

The requirements of the privacy act provide that information contained in the file of a student cannot be released to anyone without the written consent of the student, or in the case of a minor student, that student's parent(s). Razzle Dazzle provides and permits access to student and other school records as required for any accreditation process initiated by the school or the Department of Education, the State of Idaho, NACCAS, or in response to any directive of such Commission.

TUITION & FEES

Cosmetology program (2000 hours):

Registration:	\$150.00
Kit/Supplies:	\$1,400.00
Tuition:	<u>\$15,000.00</u>
<i>Total:</i>	<i>\$16,550.00</i>

Nail Technology program (400 hours):

Registration:	\$150.00
Kit/Supplies:	\$1,200.00
Tuition:	<u>\$2,260.00</u>
<i>Total:</i>	<i>\$3,610.00</i>

Esthetics program (600 hours):

Registration:	\$150.00
Kit/Supplies:	\$800.00
Tuition:	<u>\$4,320.00</u>
<i>Total:</i>	<i>\$5,270.00</i>

Instructor program (500 hours):

Registration:	\$150.00
Kit/Supplies:	\$517.00
Tuition:	<u>\$4,000.00</u>
<i>Total:</i>	<i>\$4,667.00</i>

Instructor program (1000 hours):

Registration:	\$150.00
Kit/Supplies:	\$517.00
Tuition:	<u>\$8,000.00</u>
Total:	\$8,667.00

Haircutting program (900 hours): ***Not currently being offered***

Registration:	\$150.00
Kit/Supplies:	\$1,100.00
Tuition:	<u>\$3,838.50</u>
Total:	\$5,088.50

INSTITUTIONAL SCHOLARSHIPS

Alumni Scholarships:

Cosmetology	\$500
Instructor	\$500
Nail Technology	\$250
Esthetics	\$350
Haircutting	\$350

Chris Brown Memorial Scholarship:

Each year one Cosmetology student will be awarded the Chris Brown Memorial Scholarship. This scholarship covers the entire cost of attending the 2000 hour Cosmetology program. Applicants are evaluated for their potential to successfully complete school, their financial need, and their commitment to a long-term career in cosmetology. Submission of a complete application, and active enrollment or acceptance to Razzle Dazzle College of Hair Design by August of the award year is required. Scholarship will be awarded for the classes beginning in June or July. Please contact the Director of Admissions for more information.

EXTRA INSTRUCTIONAL CHARGES

If the student has not completed the requirements for graduation by the date on the Contract Enrollment, the student will be charged an additional \$6/hour for every additional hour needed to complete the course. Over-contract funds, as well as current contracted charges, must be paid in full prior to Razzle Dazzle releasing your Record of Instruction to IBOL for licensure. If there is a balance owed on your account following either graduation or termination, interest in the amount of 15% will be charged monthly to any outstanding balance.

STUDENT KIT & SUPPLIES

Razzle Dazzle assumes no responsibility for the students' kit, textbooks, instructional supplies, training materials, and personal effects. Upon completion of the course, withdrawal, or termination, all items belonging to the student must be removed from the school by the student within 30 days or they become property of Razzle Dazzle.

Kits & supplies do not have to be purchased through the school. For the sake of convenience, Razzle Dazzle does offer a complete kit package which can be purchased through Razzle Dazzle which contains all the required tools, equipment, and textbooks. Should the student wish to individually purchase the

items required for the student kit, a complete list of these items may be requested from the Director of Admissions. The textbooks that we use are the Milady Standard Cosmetology bundle from Delmar Cengage Learning. ISBN numbers are available to all the textbooks in the package – ask Admissions for this information if you are interested.

REFUND POLICY

The registration fee of \$150 is non-refundable.

Any money due the applicant or student shall be refunded within 45 days after cancellation or termination. Official cancellation or withdrawal occurs when:

- An applicant (or parent of an applicant if student is a minor) cancels his/her contract, and in writing, requests his/her money back within 3 business days of signing the contract. All monies paid by the applicant/student to the school will be refunded minus the non-refundable registration fee.
- A student notifies the institution, in writing, of his/her withdrawal.
- A student is expelled by the institution.
- A student on an approved Leave of Absence notifies the school that he/she will not be returning. This date the school determines that the student withdrew will be either the date of the notification, or the date on which the student did not return from their LOA, whichever is earlier.

Unofficial withdrawals are monitored at a minimum monthly, and any student who has been absent from the school for 30 or more calendar days, or is unable to be reached by the school following an absence of more than 14 days, will be unofficially withdrawn. Any monies owed the student will be refunded within 45 days from the date the unofficial withdrawal was determined.

No part of the students' kit or supplies is refundable if given to the student.

For students receiving Title IV Financial Aid, the Return of Title IV (R2T4) calculations will be completed by the Financial Aid Office and any funds to these programs returned, if necessary. Up through the 60% point in each payment period or period of enrollment, a prorate schedule is used to determine the amount of Title IV aid the student has earned up to the point of withdrawal. After the 60% point in the period, a student has earned 100% of the Title IV funds he/she was scheduled to receive during the period.

Title IV funds are returned, if required, in the following distribution order:

1. Federal Unsubsidized Stafford Direct Loan
2. Federal Subsidized Stafford Direct Loan
3. Federal PLUS Loan
4. Federal PELL grant

The following is the Institutional Refund Calculation used by Razzle Dazzle upon a drop/withdrawal/termination to determine if student is owed a refund:

<u>Percentage of Actual Time Enrolled in Period</u>	<u>Amount of Total Tuition Owed to/Retained by the School</u>
0.01% – 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and over	100%

SCHOOL CALENDAR

Class Start Dates: (Please see Director of Admissions for program specifics)

<u>Class Start Date:</u>	<u>Deadline for turning in registration fee & paperwork:</u>
November 7, 2011	October 10, 2011
January 9, 2012	December 12, 2011
February 20, 2012	January 23, 2012
April 2, 2012	March 5, 2012
May 14, 2012	April 16, 2012
June 25, 2012	May 28, 2012
August 6, 2012	July 9, 2012
September 17, 2012	August 20, 2012
October 29, 2012	September 24, 2012
December 10, 2012	November 12, 2012

School Hours:

Razzle Dazzle school hours are Monday through Friday, 8:30 am until 4:30 pm and attendance is mandatory (See section on Attendance). Program hours and days may be adjusted by the administration to allow for holidays or other events that warrant a schedule adjustment.

Holidays:

The following holidays are observed: New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas.

Severe Weather:

Closure will occur when the Nampa School District is closed for severe weather. It is up to all students to use their best judgment concerning driving conditions.

ADVISING

Instructors or other staff members are always available for advising should the student have any personal or academic difficulties. Students needing professional assistance shall be provided a list of agencies that may be of service for their particular needs.

EMPLOYMENT PLACEMENT

Razzle Dazzle does not guarantee employment. However, we are committed to providing our students' the knowledge and information necessary to be successful in the industry. Our curriculum contains employment units, which includes topics such as appearance guidelines, job referrals, and resume preparation to help our students gain the knowledge needed to successfully interview and prepare for a job at the end of their training. As employment opportunities and openings are made known to Razzle Dazzle, this information is then provided to our students.

JOB OUTLOOK

2010 Razzle Dazzle Licensure Rate: 100%
2010 Razzle Dazzle Placement Rate: 75%
2010 Razzle Dazzle Completion Rate: 82%

According to the 2010-2011 edition of the Bureau of Labor Statistics, employment in "Barbers, Cosmetologists, and Other Personal Appearance Workers" is expected to grow much faster than average for all occupations. Opportunities to enter the industry at entry-level positions should be favorable, while those seeking employment in high-end establishments will face more competition for positions.

According to this report, about 44% of workers in this industry are self-employed. Some of these self-employed professionals may own their own shop, but a growing majority of employees in this industry lease a station or chair in an established salon.

Some of the main factors that determine a cosmetology income include:

- Size and location of the salon
- Hours worked
- Tipping habits of clients
- Competition from surrounding salons and shops
- The cosmetologist's ability to bring in and maintain regular clients

The employment change/demand for people working in these fields is anticipated, according to this publication, to grow 20% from 2008 to 2018. Employment of cosmetologists is expected to grow much faster than average (20%), while employment of barbers is expected to grow about average (12%). Those in the esthetics industry can expect employment growth at a much faster than average rate (38%), and for nail technicians, an employment growth considered faster than average (19%).

You can find this report and more at: <http://www.bls.gov/oco/ocos332.htm>

PHYSICAL DEMANDS

Cosmetology/Haircutting/Instructor Programs:

- Prolonged standing with arms above shoulder level
- Assisting clients in and out of chairs
- Repetitive grasping of implements

Nail Technology/Esthetics:

- Prolonged sitting
- Repetitive grasping of implements

****All career fields require working with chemicals that are considered hazardous**** A hazardous chemical is a chemical, substance, or ingredient in a product that is considered harmful, flammable, corrosive, etc. (Examples may include acetone polish remover or perm solutions)

ATTENDANCE

A student must maintain regular attendance according to their contracted schedule at all times during their period of enrollment. The contracted time allows for unavoidable absences, but hours missed over the contract ending date will result in additional charges being assessed as stated in the agreement at a rate of \$6/hour.

Regular attendance is expected. This course runs Monday – Friday, 8:30 am to 4:30 pm. Communication is key when you must be absent, and it is expected that you will call Razzle Dazzle by 8:30am if you will be absent. If more than 30 calendar days have been missed, you will be withdrawn from the program. If more than 14 calendar days have been missed, Razzle Dazzle will attempt to reach you to either assist you in taking a Leave of Absence, or to determine when you will be returning. If Razzle Dazzle is unable to reach you to determine this, following 14 calendar days or absences, the student will be involuntarily withdrawn from the program. Basics is the initial classroom learning environment where you build a strong foundation which will support the rest of your learning time in the classroom and on the clinic floor. Because this instruction is so important in your education, attendance is of the utmost importance. Missing more than 3 days in Basics will result in either program withdrawal, or arrangements will need to be made to re-start at a future date.

Theory classes are scheduled throughout the week. Students will not be allowed to enter any theory class after the specified time. This causes disruption for the Educator and the other students.

SCHOOL INFORMATION

Theoretical Classroom Instruction:

Theory is from 8:30-9:30, Monday – Friday

Clinical Instruction:

According to student schedule

Cosmetology/Nail Technology/Esthetics/Haircutting Clinic Floor:

Clinic floor is from 9:30-4:30, Monday – Friday

Breaks & Lunches:

A 30 minute lunch is required when in attendance for more than 6 hours. A 15 minute break will be allowed for each 4 hours of attendance.

Parking:

There is parking available in the front of the Holly Shopping Center. Students must abide by city parking rules. Razzle Dazzle will not be responsible for parking violations or towing fees.

Housing:

Razzle Dazzle does not provide student housing.

LEAVE OF ABSENCES (LOA's)

A Leave of Absence (LOA) is available to students who must be absent for more than 14 consecutive days. In order to take a LOA, the student must fill out LOA paperwork in the Financial Aid Office and the LOA request must be approved by Razzle Dazzle management. One LOA is allowed by Razzle Dazzle, and it must be for at least 30 days, and not to exceed 180 days. In the case of a medical or legal necessity, Razzle Dazzle management may approve a 2nd LOA, but the combined days of both may not exceed 180 days.

SUSPENSION

Students may be suspended for failure to comply with the schools rules and code of conduct.

TERMINATION

The school may terminate a student's enrollment for immoral or improper conduct, noncompliance with educational requirements, general school policies, or the contract. The student will be charged an administrative fee in the amount of \$100. The administrative fee of \$100 will also be charged for any student who voluntarily chooses to leave Razzle Dazzle prior to their program completion.

SCHOOL CLOSURE POLICY

If the school closes permanently and ceases to offer instruction after students have enrolled, or if a course is canceled after students have enrolled and instruction has begun, the school has made the following arrangements for students:

The student has a reasonable opportunity to promptly resume and complete the canceled course(s) of study or substantially similar course of study at an institution, which offers similar educational programs. The arrangements are to be performed, by an institution in the same geographic area as Razzle Dazzle College. The school at which students continue their education and training shall not charge the students an amount greater than that to which Razzle Dazzle could have been entitled under its contract with the

student and for which the student has not yet paid. Razzle Dazzle shall notify affected students individually of the availability of the arrangement and diligently advertise such availability. These notices may be sent by the school(s) that is accepting students from Razzle Dazzle. Razzle Dazzle will submit to NACCAS a list of all student who were enrolled at the time of closure, and indicate on it the arrangements made for each student to complete his or her education. Students shall receive a pro-rata refund of tuition. Razzle Dazzle will dispose of school records in accordance with state laws.

COPYRIGHT PROTECTION POLICY

Razzle Dazzle College respects the intellectual property rights of others and expects staff and students to do so as well. All materials in this program, unless otherwise stated, are the property of Razzle Dazzle. Reproduction or retransmission of the materials, in whole or part, without the prior authorization of Razzle Dazzle is a violation of copyright law. What is a copyright? The Merriam-Webster Dictionary of Law defines “copyright” as: a person’s exclusive right to reproduce, publish, or sell his or her original work of authorship.

It is the responsibility of all members of the Razzle Dazzle team – students and staff – to make a good faith determination that their use of copyrighted material complies with United States Copyright laws (www.copyright.gov)

If Razzle Dazzle receives an allegation of copyright infringement based on use of the school’s computers, the Director of Razzle Dazzle will conduct an investigation. If you are found to be in copyright violation following the investigation, you will be subject to disciplinary action which may include suspension or termination. Under federal law, there may be consequences outside of Razzle Dazzle for copyright violation. A person found guilty of copyright violation may be liable for actual damages and loss of profits, and statutory damages. If a copyright owner incurs attorney fees to prosecute the violator of copyright law, the infringer may also incur these costs. And finally, criminal penalties, including possible jail time, may be incurred.

The internet is an amazing tool for both academic pursuits, as well as for life in general. Proper use of copyrighted material extends to resources on the internet as well, with specific examples including but not limited to: music, games, and movies. Most content on the internet is subject to copyright protection, and the best protection against any claim of copyright infringement is to not download or share content until you have specific permission to download and/or share the information. There are many sites on the internet that allow you to legally download for free, or purchase at a low cost, music, movies and games.

SATISFACTORY ACADEMIC PROGRESS

Students are required to maintain satisfactory academic progress throughout their training to be in compliance with institutional policy and to remain eligible for Title IV federal student financial assistance. Satisfactory Academic Progress (SAP) is measured both in quantitative terms (attendance), as well as qualitative terms (academics/grades). Students must meet the school's attendance standard and the academic standard on a cumulative basis (start date to date of SAP evaluation) to maintain eligibility for federal financial student assistance funds unless the student is on "Financial Aid Warning" or "Probation" as defined in this policy.

Attendance Standard (Quantitative Measure):

Students must attend at least 70% of the hours they are scheduled to attend based on the student's enrollment agreement. A student's attendance pace is determined by the following formula:

$$\frac{\text{Cumulative clock hours of *actual* attendance as of the evaluation date}}{\text{Cumulative clock hours of *scheduled* attendance as of the evaluation date}}$$

Academic Standard (Qualitative Measure):

Students must maintain an academic cumulative average of at least 70% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and be considered as making satisfactory academic progress. This cumulative average is an average of the Practical Grade & Theory Grade.

Practical Grading:

During a students' training we have a developmental score system of practical work: (After fundamental training). All educators evaluate student performance.

- 5 = Excellent, no errors** (all steps followed exactly)
- 4 = 1-2 procedures incorrect** (student making good progress)
- 3 = 3 procedures incorrect** (satisfactory progress)
- 2 = 4 procedures incorrect** (return to model/manikin for skill refinement)
- 1 = all procedures incorrect** (remove from clinic, return to basics)

All students are required to complete a practical requirement sheet each month. An educator, on a scale of 1-5, grades services performed. The grades are averaged at the end of each month and recorded. This averaged grade is then turned into a grade using the following scale:

A=91-100 B= 81-90 C=70-80 Below 70=Failing

Theory Grading:

Theory grades are based on test grades, workbooks, summaries, homework, etc. for students in all courses. Theory grades are based on the following scale:

A=91-100 B= 81-90 C=70-80 Below 70=Failing

Review & Evaluation Periods:

Students must maintain Satisfactory Academic Progress (SAP) in order to be eligible for federal financial aid. Attendance is unofficially monitored on a monthly basis, and at risk student will be counseled and will be advised regarding efforts to improve success. Formal SAP evaluation, for financial aid purposes, is monitored at the end of each financial aid payment period. Students who meet the attendance and academic standards described herein will be considered to be making satisfactory academic progress (SAP) until the next scheduled evaluation.

"Financial Aid Warning" and "Probation":

Students who fail to meet either of the two progress standards as of an evaluation date will be placed on *Financial Aid Warning* status, and the student will remain eligible for federal student aid funds for the subsequent payment period. A student may not be placed on Financial Aid Warning for consecutive payment periods. At the end of the Financial Aid Warning period, the student must be making the

published attendance and academic standards on a cumulative basis to be considered as making satisfactory academic progress and to remain eligible for further federal student financial aid.

Any student who fails to meet the published standards at the end of the Financial Aid Warning period is considered as not making satisfactory academic progress and is ineligible for further federal aid unless the student submits a written appeal in accordance with this policy and is granted a *Probation* status by the school. In the event the student submits a successful appeal and is granted probation, federal student aid eligibility will be reinstated for the subsequent payment period only. In order to have any federal financial aid eligibility at future SAP review, the student must be making the published academic standards for satisfactory academic progress.

Re-Enrolls and SAP:

Generally, most students who enroll in the school are considered to be making satisfactory academic progress during their initial evaluation period. Students who are returning to school after a temporary interruption are reinstated under the same SAP status they had prior to their departure.

Re-admittance for any student may occur no sooner than 6 months (180 days) from the date the student officially or unofficially withdrew (or was withdrawn) from the program, or the Last Day of Attendance (LDA), whichever is most recent. Razzle Dazzle does not offer any grades of "incomplete" and accordingly, these have no impact on SAP. A student who returns to a program after more than 180 days have elapsed since withdrawal may be eligible for federal aid for the remaining hours they need to complete their program of study. Students should meet with the financial aid office to determine any eligibility.

Appeals:

Students who have been designated as not making satisfactory academic progress may appeal this determination with the institution based on mitigating circumstances. The student's appeal must be made in writing to the Director of Financial Aid and must be received within 10 days of the determination of unsatisfactory progress. This determination will be made in writing, with signed acknowledgement by the student as to being informed of their failure to meet SAP. The student's appeal must document the unusual or mitigating circumstances that caused the student to fail to meet the institution's standards, as well as provide information regarding what conditions have changed that would demonstrate that the student could regain SAP standards during the probationary period. The appeal will be reviewed by the Management Team at Razzle Dazzle. The institution will review the student's appeal and related documentation, and its resulting decision will be final.

Reinstatement of Federal Financial Aid:

Federal student financial aid is suspended when a student is considered as not making satisfactory academic progress (SAP). Aid will be reinstated when the student improves his/her attendance or academics to a level such that minimum standards have been met. SAP will only be reviewed at the end of each payment period.

Maximum Time Frame:

The normal time frames and maximum time frames required for program completion are below. Students who maintain SAP in attendance will complete the program during the allowable maximum time frame. Please note: while you may be maintaining minimum SAP requirements by completing within the maximum time frame, you will accrue over-time charges if not completing within the normal (and

contracted) time frame. Additionally, federal student aid funds cannot be paid to a student who exceeds the maximum time frame required to complete.

	<u>Normal Time Frame</u>	<u>Maximum Time Frame</u>
Cosmetology	60 weeks - 2000 hours	90 weeks - 3000 hours
Esthetics	20 weeks - 600 hours	30 weeks - 900 hours
Nail Technology	12 weeks - 400 hours	18 weeks - 600 hours
Instructor, 1000 hour	30 weeks - 1000 hours	45 weeks - 1500 hours
Instructor, 500 hour	15 weeks - 500 hours	22.5 weeks - 750 hours

Students are required to complete their course of instruction in no more than 1 ½ times their contracted date. If at that time they have not completed the program, they will be withdrawn from the program by Razzle Dazzle.

OBJECTIVE OF COURSES

To inspire students to achieve the highest degree of proficiency possible.

To provide current materials available for their learning environment.

By research and lesson development, provide new and challenging learning situations for the students.

To prepare students to enter the employment market with all necessary skills to achieve success.

To provide references and advising necessary for students to prepare not only to enter this field, but to be aware of all various areas they may choose to enhance their career path.

By providing continuing education to all staff members so they may, in turn, have available to them current information for the students.

Teach the importance of being, at all times, professional and ethical.

STUDENT CODE OF CONDUCT

Students who enroll at Razzle Dazzle College of Hair Design are expected to maintain and contribute to high standards of honor, integrity, morality and consideration for others in personal behavior. Razzle Dazzle is dedicated not only to learning and the advancement of knowledge, but also to the development of ethically sensitive and responsible persons.

It seeks to achieve these goals through a sound educational program and effective policies that govern student conduct and encourage individual responsibility and maturity. Students should be aware of the following rules of conduct.

BE HONEST. Do not cheat, plagiarize, steal or knowingly furnish false information to the College.

BE DEDICATED. Complete all services, projects and duties, attend all classes as outlined and follow the directions of the officials and teachers acting in performance of their duties.

No visitors are allowed in classrooms or lounge. Visitors are not permitted past the front desk and must remain in the reception area.

Students must not visit with another student who is busy on a patron.

No student may use, possess, or distribute narcotics or other dangerous drugs, including, but not limited to: amphetamines, barbiturates, hallucinogenic drugs, marijuana, and LSD except as they may be prescribed by a licensed, practicing physician.

No student may use disorderly, lewd, indecent, obscene, or otherwise illegal or immoral conduct on or off the College premises.

No student may physically abuse any person on College owned property or at College sponsored functions, or use conduct which threatens or endangers the health or safety of such persons.

RULES AND REGULATIONS

1. Students must check in prior to scheduled time of arrival. The school must be notified by 8:30AM if the student will be absent or tardy. Failure to do so will result in a written warning.
2. Tardiness is defined as 8:31AM. If a student is tardy for a scheduled theory class, they will not be allowed into the class until 9:30AM. If a student is not at school and signed in by the end of the scheduled theory class, the student will not be allowed attendance for the entire day. Unless they have legal documentation or a Dr's. Note that is approved by the staff.
3. Regular attendance is required for all scheduled school hours. The contracted time allows for unavoidable absences, but hours missed over the contracted date, will result in additional charges being assessed as stated in the agreement.
4. Dress Code: All clothes must be kept clean, stain free, not torn or shredded, pressed and professional looking at all times.
 - Hair and makeup are to be done daily in a professional look prior to the start of class at 8:30. Hair must be dried and styled. When a student has the privilege of receiving a student service, please have the hair dry and combed out promptly.
 - Shoes: Clean, no open toed shoes.
 - Pants: Solid Black pants only. No denim jeans in any color permitted.
 - Skirts/Dresses/Shorts: Solid Black only. Not shorter than 2" above the knee
 - Shirts: Solid black or white shirts only. No cleavage is to show. Underarms must be covered. Sleeveless, tank tops are not allowed. Backs and midriffs must be covered at all times.
 - Name Tags: must be worn at all times.
 - If your attire does not comply with the above mentioned rules and deemed inappropriate or offensive, you will be required to change.
5. Students are not permitted to use the school telephone without permission of an Educator. Only emergency calls will be permitted or accepted. Messages will be taken at the front desk and the student will be contacted immediately. Please inform your family and friends of these rules.
6. Cell phones: Are not to be used during class or on the Clinical floor at any time. Ringers must be turned off upon entering the school.
7. Profane language is not permitted at anytime.
8. Eating is not allowed on the clinic floor at any time.
9. A small beverage bottle may be kept at your station. It must have a lid to avoid spills and placed in your station cubby.

10. School sanitation must be done every day in the various departments
11. All work areas must be neat while in use and thoroughly cleaned after each use. Hair and any garbage must be promptly swept from the floor and placed in the garbage.
12. All manikin heads must be put away unless you are working on them.
13. Integrity and courteous conduct is expected of the students toward fellow students, instructors, school staff and clinic patrons at all times. If a difficult situation should arise with one of your patrons, please notify an Educator.
14. Students assigned to the dispensary, are responsible for doing the laundry and keeping the area clean.
15. No student is permitted in the inventory zone without permission.
16. When a student leaves the building, he or she must notify an Educator and sign out. Failure to do so will result in disciplinary action.
17. If a student cannot (ie: due to health problems) or will not practice his or her assignments effectively, he or she will be signed out.
18. MRI (Monthly Record of Instruction) must be filled out daily.
19. The standards of business ethics and the operations of the school are in accord with those required in the better business and professional establishments.
20. A student may be suspended or dismissed for any actions or conduct that, in the opinion of the Administration, reflects negatively in any way upon the institution.
21. Students may not argue about appointments nor discuss matters in front of a patron. Students may not move appointments or refuse clients without the approval of an Educator.
22. Students shall have the right to discuss with the school educators or staff personal problems pertaining to attendance in school or which in any manner affect the students' success while in attendance.
23. Family members and friends are not allowed passed the reception area (unless they have an appointment for a service). They are not allowed in the lunchroom area.
24. All theory and assignments missed due to an excused or unexcused absence must be made up upon the students return, or the student will receive a zero.
25. All Idaho Cosmetology Laws and Regulations will be enforced.
26. Student services will be awarded to those students on the Dean's List or meet the month's criteria.
27. There will be a Zero Tolerance towards Sexual Harassment as per our Harassment Policy.
28. The school Administration and Educators have the right to expel students for any one of the following:
 - Use of intoxicating liquors or drugs during school hours
 - Cheating, dishonesty, or falsification of records
 - Immoral or unprofessional conduct.
29. Failure to comply with these Rules & Regulations and all points of the Razzle Dazzle Catalog will result in disciplinary action.

STUDENT COMPLAINT/GRIEVANCE POLICY

In the event that a student has a complaint, the complaint should be reported in a written statement and given to the Director of Razzle Dazzle. Upon receipt of the complaint, the Administration staff will discuss and provide a response within 5 business days.

Complaints which cannot be resolved by direct communication between the student and the school may be filed with the Idaho State Board of Cosmetology, Bureau of Occupational Licenses (IBOL), and with the National Accrediting Commission of Cosmetology Arts & Sciences (NACCAS). All contact information is included in our Contact Information/Resources section.

PROGRAM FORMAT (for all courses)

Courses will be a combination of lecture, demonstration, practice sessions and student clinic practice. Instruction will be supplemented with guest speakers, visual aids, and other instructional techniques.

PROGRAM SPECIFICS

COSMETOLOGY – 2000 hours

Curriculum

Based on 2000 hours of Cosmetology training required by Idaho law. Course taught in English only

Practical application - Detailed basic training in all areas of the Cosmetology field is taught prior to the student providing services to clinic floor patrons. Extensive hands-on experience utilizing basic training knowledge. Advanced techniques are taught and demonstrated to enhance knowledge of services to serve the needs of the public. (Approximately 1600 hours)

Theory requirements - (minimum 200 hours) Classroom training of the theory of Cosmetology training.

Texts

Milady's Standard Textbook of Cosmetology & Milady's Practical & Theory Workbook.

Course Description

A study of the basic principles of Cosmetology with an understanding of the chemistry of the hair, skin and nails and the products used in performing Cosmetology services.

Unit Outline

1. **Practical Application Curriculum and Clinic Operations:**
 - a) Shampooing, Rinsing and Conditioning, Massage (200 Operations) (400 hrs)
 - b) Haircutting (scissor, razor, clipper) (150 Operations)(300 hrs)
 - c) Hairstyling (Wet sets, thermal, blow-dry)(200 Operations)(400 hrs)
 - d) Finger waves, Pin curls (25 Operations)(50 hrs)
 - e) Braiding, Extensions and Free Styling (20 Operations)(40 hrs)
 - f) Wigs and Hair Enhancements (23 hrs)
 - g) Chemical Texture Services (Permanent Waves, Chemical Hair Relaxing) (100 Operations)(236 hrs)
 - h) Bleaching (20 Operations)(40 hrs)
 - i) Tinting (20 Operations)(40 hrs)
 - j) Hilites, Frosting, Weaving (20 Operations)(40 hrs)
 - k) Facials, Makeup Application (1 Operations)(2 hrs)
 - l) Hair Removal, Arches (1 Operations)(2 hrs)
 - m) Manicures, hot oil/water (20 Operations)(40 hrs)
 - n) Pedicures, Herbal foot soaks (20 Operations)(40 hrs)
 - o) Artificial Nail Enhancements (5 Operations)(40 hrs)
 - p) Reception Desk (10/2 hour increments)(20 hrs)
 - q) Dispensary/Laundry (10/2 hour increments)(20 hrs)

2. **Theory Curriculum:**
 - a) History and Opportunities (5 hrs)
 - b) Life Skills (15 hrs)
 - c) Your Professional Image and Ethics (10 hrs)
 - d) Communicating for Success (10 hrs)
 - e) Client Consultations and Human Relations (10 hrs)
 - f) Infection Control: Principals and Practice (15 hrs)
 - g) Anatomy and Physiology (15 hrs)
 - h) Basics of Chemistry and Electricity (15 hrs)
 - i) Properties of Hair and Scalp (15 hrs)
 - j) Histology of the Skin (15 hrs)
 - k) Nail Structure and Growth (15 hrs)
 - l) Salon Business and Management Basics (20 hrs)
 - m) Seeking Employment (20 hrs)
 - n) On the Job, Compensation, Payroll Deductions (20 hrs)
 - o) Idaho Cosmetology Law and Rule (67 hrs)

INSTRUCTOR TRAINING – 500 hours

Curriculum

Based on 500 of training required by Idaho law. Course taught in English only

Admission Requirements for Instructor Training

In addition to all previously stated Admissions requirements, student must hold a current Idaho license or certificate of completion of course. Student must have six months of work experience in their field to be admitted to the Instructor training program.

Texts

Text books required for students in course training to Educate, Milady Master Education Text and Workbook.

Unit Outline

1. **Theory Curriculum**
 - a) History of Teaching (1 hour)
 - b) Profile of a Master Educator, Professional Ethics (1 Hour)
 - c) Effective Communication, Human Relations (1 Hour)
 - d) Developing a Dynamic Program of Study (30 hours)
 - e) Developing and Using Educational Aids (30 hours)
 - f) Teaching Skills and Presentation Techniques (15 Hours)
 - g) Results-Oriented Classroom Management (15 Hours)
 - h) Industry Needs (1 Hour)
 - i) Teaching & Building a Dynamic Clinic (2 Hours)
 - j) Practical Skill Training (200 Hours)
 - k) Student Evaluation and Testing Methods (15 Hours)
 - l) Teaching to Diverse Learning Styles (2 Hours)
 - m) Powerful Teaching and Learning Methods (5 Hours)
 - n) Special Learning Needs (5 Hours)
 - o) Barriers to Learning (2 Hours)

- p) Effective Communication Skills (2 Hours)
 - q) Professional Performance Evaluation (2 Hours)
 - r) Preparing for Employment (2 Hours)
 - s) Employment-compensation packages, payroll deductions (4 hours)
 - t) Idaho Cosmetology Laws and Rules-Certification
 - u) Requirements (50 Hours)
 - v) Review of course content (70 Hours)
2. **Practical Curriculum**
- a) Practical Demonstration (30 hours)
 - b) Testing and Evaluation of Practical (15 hours)

INSTRUCTOR TRAINING – 1000 hours

Curriculum

Based on 1000 of training required by Idaho law. Course taught in English only

Admission Requirements for Instructor Training

In addition to all previously stated Admissions requirements, student must hold a current Idaho license or certificate of completion of course. Student must have six months of work experience in their field to be admitted to the Instructor training program.

Texts

Text books required for students in course training to Educate, Milady Master Education Text and Workbook.

Unit Outline

1. **Theory Curriculum**
- a) History of Teaching (1 hour)
 - b) Profile of a Master Educator, Professional Ethics (1 Hour)
 - c) Effective Communication, Human Relations (1 Hour)
 - d) Developing a Dynamic Program of Study (30 hours)
 - e) Developing and Using Educational Aids (30 hours)
 - f) Teaching Skills and Presentation Techniques (15 Hours)
 - g) Results-Oriented Classroom Management (15 Hours)
 - h) Industry Needs (1 Hour)
 - i) Teaching Building a Dynamic Clinic (2 Hours)
 - j) Practical Skill Training (700 Hours)
 - k) Student Evaluation and Testing Methods (15 Hours)
 - l) Teaching to Diverse Learning Styles (2 Hours)
 - m) Powerful Teaching and Learning Methods (5 Hours)
 - n) Special Learning Needs (5 Hours)
 - o) Barriers to Learning (2 Hours)
 - p) Effective Communication Skills (2 Hours)
 - q) Professional Performance Evaluation (2 Hours)
 - r) Preparing for Employment (2 Hours)
 - s) Employment-compensation packages, payroll deductions (4 hours)

- t) Idaho Cosmetology Laws and Rules-Certification Requirements (50 Hours)
- u) Review of course content (70 Hours)
- 2. **Practical Curriculum**
 - a) Practical Demonstration (30 hours)
 - b) Testing and Evaluation of Practical (15 hours)

NAIL TECHNOLOGY – 400 hours

Curriculum

Based on 400 hours of Nail Technology training required by Idaho Law. Course taught in English only.

Texts

Milady's Art and Science of Nail Technology Text and Workbook

Course Description

A study of the basic principles of Nail Technology with an understanding of chemistry of the nails, skin and the products used in performing nail procedures.

Unit Outline

1. **Practical Curriculum and Required Operations**
 - a) Manicuring (45 Operations)(65 hrs)
 - b) Pedicuring (10 Operations)(15 hrs)
 - c) Electric Filing (10 hrs)
 - d) Aromatherapy (10 hrs)
 - e) Finished Nail Tips (10 Sets)(50 hrs)
 - f) UV Gel Nails & No-Light Gels (10 Sets)(50 hrs)
 - g) Wraps & Fiberglass (8 Sets)(40 hrs)
 - h) Acrylic Nail Enhancements (10 Sets)(50 hrs)
 - i) Creative Touch nail art (5 nail applications)(15 hrs)
 - j) Repairs & Fills (5 applications)(30 hrs)
 - k) Desk and Dispensary (5 - 2 hour segments)(10 hrs)
2. **Theory Curriculum**
 - a) History and Opportunities in Professional Beauty (2 hrs)
 - b) Professional Image, Life Skills, Communicating for Success (3 hrs)
 - c) Infection Control; Principles & Practices (3 hrs)
 - d) Anatomy and Physiology (5 hrs)
 - e) Skin Structure and Growth (5 hrs)
 - f) Nail Structure and Growth (2 hrs)
 - g) Nail Diseases & Disorders (5 hrs)
 - h) Basics of Chemistry (3 hrs)
 - i) Nail Product Chemistry Simplified (2 hrs)
 - j) Basics of Electricity (3 hrs)
 - k) Selling Nail Products and Services (2 hrs)
 - l) Effective Communication and Human Relations (2 hrs)
 - m) Fundamentals of Business Managements (3 hrs)
 - n) Seeking Employment (2 hrs)

- o) On the Job – Compensation and Payroll Deductions (3 hrs)
- p) Idaho Cosmetology Laws and Rules (10 hrs)

ESTHETICS – 600 hours

Curriculum

Based on 600 hours of Esthetics training required by Idaho Law. Course taught in English only.

Texts

Milady's Esthetics Text and Workbook

Course Description

A study of the basic principles of Esthetics with an understanding of chemistry of the skin and products used in performing skin care services.

Unit Outline

1. **Practical Curriculum and Required Operations**
 - a) Products, Tools & equipment use & Safety (20 hrs)
 - a) Facial Massages (60 Operations)(60 hrs)
 - b) Basic Facials (60 Operations)(120 hrs)
 - c) Specialized Facials (acne, sensitive, mature) (10 Op)(30 hrs)
 - d) Aromatherapy (25 hrs)
 - e) Extractions (20 Operations)(19 hrs)
 - f) Waxing/Tweezing (40 Operations)(70 hrs)
 - g) Make-up applications (30 Operations)(45 hrs)
 - i) Peels (5 operations)(15 hrs)
 - j) Machine facials (10 operations)(100 hrs)
 - j) Desk and Dispensary (8 - 2 hour segments)(16 hrs)
2. **Theory Curriculum**
 - a) Orientation (1 hr)
 - b) Skin Care History and Opportunities (1 hr)
 - c) Your Professional Image (1 hr)
 - d) Sanitation & Disinfection (2 hrs)
 - e) Anatomy & Physiology (5 hrs)
 - f) Chemistry for Estheticians (5 hrs)
 - g) Cosmetic Chemistry (5 hrs)
 - h) Basics of Electricity (5 hrs)
 - i) Physiology & Histology of the Skin (5 hrs)
 - j) Skin Disorders and Diseases (5 hrs)
 - k) Skin Analysis (5 hrs)
 - l) Product Selection & Ingredients (3 hrs)
 - m) The Treatment Room (2 hrs)
 - n) Massage (5 hrs)
 - o) Hair Removal (10 hrs)
 - p) Advanced Esthetics Topics: An Industry Overview (1 hr)

- q) World of Makeup (1 hr)
- r) The Salon/Spa Business; Selling Products & Services (3 hrs)
- s) Career Planning – payroll deductions & compensation (5 hrs)
- t) Idaho Cosmetology Law (10 hrs)

HAIRCUTTING – 900 hours ***Not currently being offered***

Curriculum

Based on 900 hours of Haircutting training required by Idaho Law. Course taught in English only.

Texts

Milady's Cosmetology, Barbering and various related material.

Course Description

A study of the basic principles of haircutting and styling with an understanding of chemistry of the hair and the products used in performing hair cutting and styling procedures.

Unit Outline

1. **Practical Curriculum and Required Operations**
 - a) On-Length Haircuts (5 Operations)(20 hrs)
 - b) Graduated Haircuts (13 Operations)(55 hrs)
 - c) Layered Haircuts (13 Operations)(55 hrs)
 - d) Razor Haircuts (5 Operations)(20 hrs)
 - e) Dry Haircuts (5 Operations)(20 hrs)
 - f) High & Tight Clipper Cuts (5 Operations)(20 hrs)
 - g) Flat Top Clipper Cuts (5 Operations)(20 hrs)
 - h) Taper/Gentleman Haircuts (13 Operations)(55 hrs)
 - i) Fade Haircuts (13 Operations)(55 hrs)
 - j) Arrange wet styles (30 Operations)(60 hrs)
 - k) Arrange Thermal Styles (50 Operations)(100 hrs)
 - l) Arrange Brush Styles (70 Operations)(140 hrs)
 - m) Braiding (10 Operations)(40 hrs)
 - n) Shampoo/Conditioning Treatment & Massage (50 Operations)(102 hrs)
 - k) Desk and Dispensary (9 - 2 hour segments)(18 hrs)
2. **Theory Curriculum**
 - a) Salon Exploration – Ethics, Communications & Human Relations (5 hrs)
 - b) Infection Control (5 hrs)
 - c) Products, Tools & equipment use & safety (5 hrs)
 - d) Properties of Scalp & Hair (5 hrs)
 - e) Shampooing & Conditioning (5 hrs)
 - f) Histology of the Skin (5 hrs)
 - g) Anatomy (10 hrs)
 - h) Massage (5 hrs)
 - i) Basics of Chemistry and Electricity (10 hrs)
 - j) Haircutting (15 hrs)
 - k) Product knowledge, retailing (5 hrs)
 - l) Arranging of Hair (15 hrs)

- m) The Business of Haircutting (5 hrs)
- n) On the Job – Compensation and Payroll Deductions (5 hrs)
- o) Idaho Cosmetology Laws and Rules (20 hrs)

CONTACT INFORMATION / RESOURCES

Razzle Dazzle College of Hair Design
120 Holly Street
Nampa ID 83686
(208) 465-7660

Idaho State Bureau of Occupational Licenses (IBOL)
700 West State Street
PO Box 83720
Boise, ID 83720-0063
(208) 334-3233

National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS)
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302-1432
(703) 600-7600

The United States Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202
(800) 872-5327

Direct Loan Servicing Center
Borrower Services Department
PO Box 530260
Atlanta, GA 30353-0260
(800) 848-0979

Direct Loan Entrance Counseling:	www.studentloans.gov
Direct Loan Exit Counseling:	www.nsls.ed.gov
Direct Loan Master Promissory Note:	www.studentloans.gov
DL Roope Administrations Inc.:	www.dlroope.com
Federal Student Aid PIN:	www.pin.ed.gov
Free Application for Federal Student Aid (FAFSA):	www.fafsa.gov
Idaho Bureau of Occupational Licenses:	www.ibol.idaho.gov
Nampa, Idaho	www.ci.nampa.id.us
National Student Loan Data System (NSLDS) Student Access:	www.nsls.ed.gov
Razzle Dazzle College of Hair Design:	www.razzledazzlecollege.com