

**SHORE**  
Beauty School

**REDKEN  
PREMIER  
SCHOOL**



**“A Career for Life!”**

**CATALOG**

**AND**

**CONSUMER INFORMATION**

**2010-2011**

103 W. Washington Avenue \* Pleasantville \* NJ \* 08232 \* (609) 645-3635



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## **OUR SCHOOL**

Welcome to our beauty school. For 29 years, SHORE BEAUTY SCHOOL™ has educated countless beauty professionals, training them for New Jersey State licensing and preparing them for exciting careers in cosmetology and hairstyling. We are licensed by the New Jersey State Board of Cosmetology and Hairstyling, accredited by the National Accrediting Commission of Cosmetology Arts and Sciences, and approved by the U.S. Department of Education to offer our students government financial aid when qualified. We offer full-time day and part-time night programs to meet your needs. SHORE is your path to an exciting and rewarding career in cosmetology.

SHORE is extremely proud of our partnership with Redken Fifth Avenue NYC and our special designation as a “Redken Premier School.” You will learn about Redken products first hand as you use them on patrons in our clinic. We want SHORE graduates to begin their careers ahead of their peers, having knowledge of and experience with our industry’s leading hair products.

Only 7 miles from Atlantic City, SHORE BEAUTY SCHOOL is located at 103 West Washington Avenue in Pleasantville, NJ, situated with convenient access to the Garden State Parkway, the Atlantic City Expressway, and the Black and White Horse Pikes. There is public parking right on our block and street parking surrounding our premises and, for those relying on public transportation, the Pleasantville bus station is two blocks away.

Newly renovated and designed exclusively for cosmetology education, the SHORE BEAUTY SCHOOL provides a modern, comfortable environment for students, staff and patrons alike. Administrative offices, a student lounge, lockers, separate junior and senior classrooms, a library and storage rooms occupy 7,200 square feet of space. There are absolutely no barriers to the handicapped.

## **OUR MISSION, EDUCATIONAL GOALS AND OBJECTIVES**

Our mission is to provide our students with a high quality education, based upon leading instructional and beauty techniques, and practical business skills. Our goal is to prepare our students for professional licensing, and fulfilling careers in cosmetology and hairstyling or related disciplines in the beauty industry.

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## THE STAFF

**Director, President and CEO:** Mr. Kameron Rabenou has been an active participant in the education industry as a manager, owner, advisor and educator for many years. His involvement in education has spanned from medical and veterinary schools to information technology schools; corporate training schools; early childhood development; software and product developers for elementary, secondary and post-secondary education; test preparation and online education. Prior to his involvement in education, Mr. Rabenou worked as a corporate executive in various capacities, including working for Fortune 500 companies.

## PROGRAMS OF STUDY

The SHORE BEAUTY SCHOOL offers programs of study in Cosmetology and Hairstyling, Manicuring, Cosmetology Instructor and Brush-up training. All programs are designed to provide the knowledge and skills to pass the New Jersey State Board of Cosmetology and Hairstyling licensing examination for the particular discipline and for entry-level employment in a modern beauty salon, cosmetology school or related discipline in the beauty industry. Class sizes may range from three to twenty-five students, insuring plenty of individual attention. Students should complete the enrollment process one week prior to the class start date.

The hours of operation of the SHORE BEAUTY SCHOOL's full-time programs are from 9:00 a.m. to 4:30 p.m., Monday through Friday, with a half-hour lunch period. A full-time student, attending 35 hours per week, can complete the Cosmetology and Hairstyling program in 34.3 weeks and the Cosmetology Instructor program in 14.3 weeks. In order to accommodate the special needs of certain students with grade school-aged children or busy work schedules, SHORE offers a less condensed full-time program scheduled for 25 hours per week, Monday through Friday from 9:00 a.m. to 2:30 p.m. Manicuring students, attending classes 15 hours per week, Monday through Friday, from 2:30 -5:30 p.m., can complete their program in 20 weeks.

Those with firm obligations during the work day may choose our 20-hour per week, part-time night program, scheduled: Monday and Wednesday from 5:30 to 9:45 p.m., Thursday from 5:30 to 9:30 p.m. and Saturday from 9:00 to 5:00 p.m. The Manicuring program is not offered on this schedule.

We start new students on the first Monday of each month throughout the year, so students can begin their program of choice almost immediately. In the case of a Monday holiday, new students will start on the first Tuesday of the month.

## SCHOOL CALENDAR

The following monthly class start dates are for all courses:

9/7/10	10/4/10	11/1/10	12/6/10	1/3/11	2/7/11
3/7/11	4/4/11	5/2/11	6/6/11	7/5/11	8/1/11

Holidays on which the SHORE BEAUTY SCHOOL will be closed are:

Labor Day	New Year's Day	Thanksgiving
Memorial Day	Christmas Day	Independence Day

Information on school closings, due to exceptional circumstances such as inclement weather, will be announced on the school's telephone message (at 609-645-3635) and posted on the school website ([www.shorebeautyschool.com](http://www.shorebeautyschool.com)) under the "Contact Us – Announcement Calendar" tab.

The Course Outlines, which follow, provide specific, detailed information for each program:

# COSMETOLOGY & HAIRSTYLING

## **Description:**

The Cosmetology and Hairstyling course consists of twelve hundred (1,200) clock hours of instruction in the art, science and business of professional beauty care. A comprehensive, full-service approach, applicable in today's modern salon environment is stressed. The student will receive instruction in "theory" (textbook/classroom), "practical" and "clinical" experiences on actual patrons.

During the first six hundred (600) hours of the course, the student is designated "Junior" status. Learning activities take place in the lecture room and classroom, separate from the "Beauty Clinic," to assure a quiet and orderly learning environment. Junior students receive instruction in the basic methods of all areas covered in the course. No previous knowledge of any aspect of cosmetology is required or assumed. Students learn through a combination of lectures, demonstrations and hands-on practical experience on mannequins. Opportunity is also provided for students to practice on each other, in order to offer a more realistic experience and exemplify the importance of good grooming for the cosmetologist. Juniors wear white uniforms to signify their student status.

During the second six hundred (600) hours of the course, the student is afforded "Senior" status. Senior learning activities take place in the lecture room, classroom and the "Beauty Clinic." Along with continued theory and mannequin assignments, Senior students perform beauty services of all kinds upon paying patrons. The Beauty Clinic, while still a controlled educational environment, strives to reflect as realistically as possible, a modern salon environment. During this phase, while continuing to perfect previously acquired skills, the student further develops her/his speed, confidence, salesmanship, customer relations skills and professionalism, all requirements for success in a modern salon environment. Senior students often receive tips from their satisfied patrons (this is the only compensation students may receive). Senior students wear black uniforms to display their student status.

## **Course Objectives:**

1. Students are to acquire the knowledge and skills, theoretical and practical, sufficient to pass the New Jersey State Board of Cosmetology and Hairstyling examination for licensing as a professional cosmetologist and hairstylist.
2. Graduates will have the practical and business skills for employment in a professional, licensed, salon environment, as a hairstylist, assistant or shampoo person; as well as related careers in the beauty industry.
3. Employed graduates will have developed the skills, speed, salesmanship, ethics and professionalism required to succeed as a professional cosmetologist and hairstylist.

4. Successful graduates will have the pride and professionalism, to not only maintain, but to elevate the perceived value by modern consumers, in today's full service beauty salon.

### **Course Format:**

The course will be a combination of lecture, demonstration, and student participation and practice. Student practice will include experiences both on mannequins and live patrons. Audio visual aids and guest artists will supplement regular instructors when available. Students will be provided the opportunity to participate in field trips and other extra curricular activities that are sanctioned by the school. Participation in non-sanctioned events that cause an absence from regularly scheduled class will be counted as a regular absence.

This course, as all courses, is taught in English.

### **Outline:**

#### **I. STATE LAWS (10 Hours)**

- A. Rules and Regulations
  1. licensing requirements
  2. student registration, temporary and work permits
  3. examination requirements
- B. Salon Management
  1. planning the physical layout
  2. regulations, business laws and insurance
  3. advertising
  4. business operation and personnel management
  5. safety in the salon
    - a. patron
    - b. staff
- C. Employment
  1. preparing a resume
  2. preparing an employment application
  3. interviewing techniques
  4. payroll deductions

#### **II. SANITATION AND STERILIZATION (10 Hours)**

- A. Methods of Sterilization and Sanitation
  1. physical agents
  2. chemical agents
- B. Safety Precautions
  1. properly labeling and storing chemicals
  2. procedures on measuring and diluting
- C. Public Sanitation

1. sanitary regulations governing salons implements, supplies and equipment
- D. Bacteriology
  1. types and classifications of bacteria

### III. FACIALS

**(100 Hours)**

- A. Facial Treatments
  1. procedure and manipulative skills
  2. acne treatment, packs and mask facials
  3. muscle toning
  4. skin analysis
- B. Facial Make-up
  1. procedure of make-up application
  2. cosmetics used in facial make-up
  3. facial types, color and tones
  4. corrective make-up techniques
  5. false eyelashes
- C. Eyebrow Arching
  1. procedure for giving an eyebrow arch
  2. use of eyebrow pencil
- D. Superfluous Hair Removal
  1. permanent and temporary hair removal methods
  2. depilatories - physical and chemical
- F. Shaving
  1. straight razor stropping and honing techniques
  2. 14 shaving areas of the face
  3. 5 basic strokes for shaving
  3. type of shaves

### IV. SHAMPOOING

**(70 Hours)**

- A. Physical and Chemical Actions
  1. types of shampoos
  2. scalp manipulation
- B. Hair Rinses
  1. types of rinses
  2. benefits of various types

### V. HAIR AND SCALP TREATMENTS

**(55 Hours)**

- A. Scalp Treatments
  1. procedures for normal, dry and oily hair, and scalp treatments
  2. techniques in scalp manipulation
  3. scalp disorders and treatments
  4. hair and scalp conditioners

## VI. HAIR SHAPING

**(170 Hours)**

- A. Hair Shaping Implements
  1. types and uses of implements
  2. the parts of the implements
  3. how to hold and use the implements
- B. Sectioning and Guideline
  1. four section parting, five section parting and five section parting with sub-partings
  2. establish a guide or line to follow
- C. Methods of Cutting
  1. difference between blunt and effilating
  2. thinning techniques
  3. tapering or feathering techniques
  4. using scissors or razor with different cuffing techniques
  5. blunt cut, circular cut, layer cut, angle cut, one length cut, undercut, horizontal cut and wedge cut

## VII. HAIRSTYLING

**(180 Hours)**

- A. Hair Parting Techniques
- B. Finger Waving
  1. application of finger waving lotion
  2. horizontal and vertical waves
- C. Pin Curls
  1. parts of a curl, mobility, direction, placement, comb-out, anchoring, waves, and effect to pin curls
- D. Roller Curls
  1. sectioning the hair
  2. roller setting techniques
  3. different types of rollers and effects
  4. back-combing and back brushing techniques
  5. comb-out techniques
- F. Hairstyling to the Individual
  1. various facial types, special considerations, shapes of heads and profiles

## VIII. HAIR COLORING

**(145 Hours)**

- A. Classification of Hair Coloring
  1. temporary
  2. semi-permanent
  3. permanent

- B. Preparation and Procedures for Coloring
  - 1. patch test
  - 2. color selection & strand test
  - 3. hair tint record
  - 4. sectioning, outlining & subdividing
  - 5. mixing formulas
- C. Hair Lightening
  - 1. frosting
  - 2. tipping
  - 3. streaking

IX. PERMANENT WAVING **(130 Hours)**

- A. Chemistry of Permanent Waving
  - 1. physical action
  - 2. chemical action
- B. Scalp and Hair Analysis
  - 1. scalp condition
  - 2. hair porosity
  - 3. hair texture & elasticity
- B. Types of Permanent Waving
  - 1. cold waving
  - 2. heat waving
  - 3. soft curl permanent
- C. Permanent Waving Techniques
  - 1. sectioning and blocking
  - 2. proper rod size & wrapping
  - 3. processing time
  - 4. test curls and safety rules
  - 5. maintain permanent wave record

X. CHEMICAL RELAXING AND PRESSING **(90 Hours)**

- A. Chemical Hair Relaxers
  - 1. general types of relaxers
  - 2. determining what strength of relaxer
- B. Basic Steps for Chemical Relaxers
  - 1. processing
  - 2. neutralizing
  - 3. conditioning
  - 4. safety precautions
- C. Hair Pressing
  - 1. knowledge of implements such as:  
pressing comb, oils or creams, and thermal irons

2. hair sectioning and sub-dividing
3. soft press technique
4. hard press technique
5. safety precautions

**XI. THERMAL CURLING & WAVING (60 Hours)**

- A. Methods of Thermal Curling
  1. various types of thermal curling
  2. how to hold and manipulate irons
  3. technique of spiral curling
- B. Blow-dry Styling
  1. technique for blow-dry curling with a brush
  2. technique for blow-dry waving with a comb

**XII. MANICURING & PEDICURING (150 Hours)**

- A. Manicuring
  1. equipment, implements & cosmetics
  2. preparation of the manicuring table
  3. procedure for various manicures
  4. shape of nails and styling
  5. arm and hand massage
  6. nail repair
  7. nail disorders
  8. artificial nails
- B. Pedicuring
  1. equipment, implements & materials
  2. procedure for pedicuring
  3. foot massage
  4. abnormal foot conditions

**XIII. CHEMISTRY RELATING TO COSMETOLOGY (30 Hours)**

- A. Science of Chemistry
  1. matter - elements & compounds
  2. forms - gasses, liquids and solids
  3. difference between organic and inorganic
- B. Chemistry Related to Products
  1. shampoos and rinses
  2. permanent waves solutions
  3. hair coloring & lighteners
  4. cosmetics

**Evaluation:**

All students will be administered written "theory" examinations. Junior students take a series of practical examinations, which are completed on mannequins or other students. Senior students will be required to complete a minimum number of practical assignments, which will be graded on a pass/fail basis. Only services deemed "passing" will be included in the tabulation of the number of practical assignments completed. Our computerized record keeping system provides each student with detailed information on her/his progress in each area of endeavor.

Written assignments and practical examinations will be weighted equally. A written and practical final examination will be administered at approximately eleven hundred (1,100) hours. Although the final will not be considered in the students' final average, it must be passed as a prerequisite for graduation. A minimum score of seventy-five (75) will be required as a passing score on all examinations. In addition to the above requirements, all students must complete twelve hundred (1,200) hours with at least an 80% rate of attendance and have met all financial obligations to the school, including but not limited to, tuition, fees, books, equipment, overtime, and uniforms before they are eligible for graduation.

**Attendance:**

All students are expected to attend class in accordance with their schedule and to pursue the instruction diligently. Students, who must be absent, must call the school office, prior to their scheduled start time, as would be expected by an employer. Fourteen consecutive days of non-attendance without a written request for a leave of absence may lead to termination of training. Students are required to present at the start of class and will not be admitted to Theory lectures after the class has begun. See requirements for "satisfactory progress" under separate heading for further attendance policies.

**Instructors:**

Supervising Instructor:  
Instructors:

**Texts:**

Milady Standard Cosmetology Text 2008 (ISBN #: 978-1-4180-4935-5); Milady Standard Cosmetology: Theory Workbook 2008 (ISBN #: 978-1-4180-4941-6); Milady Standard Cosmetology: Practical Workbook 2008 (ISBN #: 978-1-4180-4942-3); Milady Standard Cosmetology: Exam Review Book 2008 (ISBN #: 978-1-4180-4943-0); Milady Standard Cosmetology Online Preparation (may be purchased online). Retail cost of text book package is \$517.90.

## **References:**

Milady Cosmetology Dictionary  
Multiple Periodicals

# **MANICURING**

## **Description:**

The Manicuring course consists of three hundred (300) clock hours of instruction in the art, science and business of professional nail technology and care. A comprehensive, full-service approach applicable in today's modern salon environment is stressed. Basic manicuring, pedicuring, nail tipping and wrapping, as well as nail sculpting, are covered. The student will receive instruction in "theory" (textbook/lecture oriented material), "classroom/practical" and "clinical" experience, on actual patrons.

During the first one hundred fifty (150) hours of the course, the student is designated "Junior" status. Learning activities take place in the lecture room and classrooms, separate from the "Beauty Clinic," to assure a quiet and orderly learning environment. Junior students receive instruction in the basic methods of all areas covered in the course. No previous knowledge of any aspect of manicuring is required or assumed. Junior students learn through a combination of lectures, demonstrations and hands-on practical experience on artificial fingers. Opportunity is also provided for Juniors to practice on each other so as to offer a more realistic experience and to demonstrate the importance of exemplary nails for the professional manicurist. Juniors wear white uniforms to signify their student status.

During the second one hundred fifty (150) hours of the course, the student is afforded "Senior" status. Senior learning activities take place in the lecture room, classroom and the "Beauty Clinic." Along with continued theory and assignments on models, Senior students perform nail service of all kinds upon paying patrons. The "Clinic," while still a controlled educational environment, strives to reflect, as realistically as possible, a modern salon environment. During this phase, while continuing to perfect previously acquired skills, the student further develops her/his speed, confidence, salesmanship, customer relations skills and professionalism, all requirements for success in a modern salon environment. Senior students often receive tips from their satisfied patrons. Senior students wear black uniforms to display their student status.

## **Course Objectives:**

1. Students are to acquire knowledge and skills, both theoretical and practical, sufficient to pass the New Jersey State Board of Cosmetology and Hairstyling examination for licensing as a professional manicurist.

2. Graduates will have the practical and business skills to acquire employment in a professional, licensed salon environment as a manicurist or nail artist, as well as related careers in the beauty industry.
3. Employed graduates will have developed the skills, speed, salesmanship, ethics and professionalism required to succeed as a professional manicurist.
4. Successful graduates will have the pride and professionalism to, not only maintain but to elevate the perceived value, by modern consumers, of the nail artist in today's full service beauty salons.

**Course Format:**

The course will be a combination of lecture, demonstration, and student participation and practice. Student practice will include experience both on artificial fingers, models and live patrons. Regular instructors will be supplemented by audio visual aids. Students will be provided the opportunity to participate in field trips and other extra curricular activities that are sanctioned by the school. Absences for participation in activities that are not sanctioned by the school will be counted as regular absences.

The course is taught in English.

**Outline:**

- I. STATE LAWS, RULES AND REGULATIONS FOR COSMETOLOGY AND HAIRSTYLING ADMINISTRATIVE SHOP OPERATIONS **(10 Hours)**
  - A. Rules and regulations
  - B. Licensing requirements
  - C. Student registrations and permits
- II. STATE BOARD EXAMINATION **(15 Hours)**
  - A. Examination requirements
  - B. Kit packing
  - C. Procedures
- III. PROFESSIONALISM SAFETY AND HEALTH **(5 Hours)**
  - A. Appearance
  - B. Communications
  - C. Safe use of tools and equipment
    1. staff
    2. client
  - D. Posture

- E. Hygiene
- IV. SANITATION, STERILIZATION AND BACTERIOLOGY **(15 Hours)**
  - A. Methods
  - B. Regulations governing salons, implements, supplies and equipment
  - C. Types and classifications of bacteria
  - D. Immunity
- V. MANICURING AND PEDICURING **(50 Hours)**
  - A. Equipment, implements and cosmetics
  - B. Preparation of the manicuring table
  - C. Procedures
  - D. Shape of nails
  - E. Hand & arm massage
  - F. Nail repair
- VI. DISEASES AND DISORDERS OF THE NAIL **(10 Hours)**
  - A. Nail structure
  - B. Structures adjoining the nail
  - C. Nail growth and shapes
  - D. Malformation
  - E. Types of diseases and disorders
  - F. Identifying disease and disorders
- VII. ANATOMY OF THE HAND, ARM, FOOT AND LEG **(10 Hours)**
  - A. Skeletal system
  - B. Muscular system
  - C. Nervous system
  - D. Circulatory system
- VIII. NAIL TIP AND EXTENSIONS **(25 Hours)**
  - A. Application of nail tips
- IX. NAIL WRAPS **(25 Hours)**
  - A. Types of wraps
  - B. Application
- X. NAIL GELS **(15 Hours)**
  - A. Application

- B. Curing
  - a. accelerators
  - b. lights
  
- XI. SCULPTURED NAILS **(40 Hours)**
  - A. Full application
  - B. Fill-ins
  
- XII. NAIL ART **(10 Hours)**
  - A. Hand painted
  - B. Airbrush
  - C. Decals
  
- XIII. THE SKIN AND ITS DISEASES **(5 Hours)**
  - A. Functions of the skin
  - B. Disorders of the skin
  
- XIV. REMOVAL OF UNWANTED HAIR **(40 Hours)**
  - A. Tweezing
  - B. Waxing
  
- XV. SALON MANAGEMENT **(10 Hours)**
  - A. Regulations, business law and insurance
  - B. Payroll taxes and compensation
  - C. Advertising
  - D. Managing people and ethics
  - E. Sales techniques
  - F. Safety and first aid
  
- XVI. FIRST AID **(5 Hours)**
  - A. Supplies
  - B. Emergency procedures
  
- XVII. CHEMICALS AND CHEMISTRY RELATING TO PRODUCTS **(10 Hours)**
  - A. Types of monomers
  - B. Types of polish removers
  - C. Safety
  - D. Storage
  - E. First aid

**Evaluation:**

All students will be administered a written "theory" examination. Junior students will be graded on practical assignments. Senior students will be required to complete a minimum number of practical assignments, including services performed on patrons in the "beauty clinic." Written and practical grades will be weighted equally. A written and practical final examination will be administered at approximately two hundred seventy (270) hours. Although the final will not be considered in the student's average, it must be passed as a prerequisite for graduation. A minimum score of seventy-five (75) will be required as a passing score on all examinations. In addition to the above requirements, all students must complete three hundred (300) hours with at least an 80% rate of attendance and have met all financial obligations to the school including but not limited to tuition, fees, books, equipment, overtime, and uniforms before they are eligible for graduation.

**Attendance:**

All students are expected to attend class in accordance with their schedule and to pursue the instruction diligently. Students who must be absent must call the school office as would be expected by an employer. Fourteen consecutive days of non-attendance without a written request for a leave of absence may lead to termination of training. See the requirements for "satisfactory progress" under separate heading for further attendance policies.

**Instructors:**

Supervising Instructor:  
Instructors:

**Texts:**

Milady Standard Nail Technology, Revised, 5<sup>th</sup>; 2007 (ISBN #: 978-1-4283-4124-1); Milady Standard Nail Technology: Workbook, Revised, 2007 ((ISBN #: 978-1-4283-5949-9). Retail cost of text book package is \$309.80.

**References:**

Milady Cosmetology Dictionary  
Multiple Periodicals

# COSMETOLOGY INSTRUCTOR

## **Description:**

The Cosmetology Instructor course consists of five hundred (500) clock hours of instruction in the art, science and business of proprietary cosmetology hairstyling education.

During the first two hundred fifty (250) hours of the course, learning activities take place in the lecture room and classroom, separate from the "Beauty Clinic," to ensure a quiet and orderly learning environment. Junior students begin with an evaluation of their skills in the arts and sciences of cosmetology and hairstyling. A prescription of remedial education is established and implemented. Commensurate with remedial education, the students begin to increase their responsibilities by beginning, under the observation of the teaching staff, to assist undergraduate students. The experiences of the student instructor during this phase are reviewed in conference with the staff and personal recommendations are made.

During the second two hundred fifty (250) hours of the course, the student instructor moves to the "Beauty Clinic." During this phase of the course, the student's teacher engages in the same process previously described, however, with the educational needs of the senior undergraduate and the needs of the patrons of the Beauty Clinic as a focus.

The status of a cosmetology instructor in training will be signified by a blue uniform.

## **Prerequisites:**

Students must have at least six (6) consecutive months of full-time work experience, as a licensed cosmetologist and hairstylist, in a licensed New Jersey salon.

Students must complete thirty (30) college level, clock hours in educational methods, which course must be approved by the NJ State Board. Both of these requirements, if possible or need be, may be completed concurrently with the course.

## **Course Objectives:**

1. Students are to acquire knowledge and skills, both theoretical and practical, sufficient to pass the New Jersey Board of Cosmetology and Hairstyling examination for licensing as a Cosmetology and Hairstyling Instructor.
2. Graduates will have developed skills in the arts and sciences of cosmetology and hairstyling, instructional methods and communications necessary for employment as an instructor in a modern cosmetology and hairstyling school.
3. Graduates will have the skill necessary to utilize various types of audio visual aids to enhance the educational process.

4. Graduates will have developed the knowledge and abilities required to develop curriculum materials.

### **Course Format:**

The course will be a combination of lecture, demonstration and student participation. A "hands on" approach is taken where the student teacher is encouraged to take an active roll in the classroom and to follow-up these experiences with frequent conferences with the teaching staff. A "mentor relationship" is encouraged.

The course is taught in English.

### **Outline:**

#### **I. ORIENTATION (5 Hours)**

- A. Introduction
- B. State Laws
- C. Rules and Regulations
- D. Employment
  1. job hunting
  2. preparation of application and resume
  3. interviewing techniques
  4. Compensation and payroll deductions
  5. Communications and ethics
  6. Salon management

#### **II. COSMETOLOGY PROCEDURES (145 Hours)**

- A. Sanitation and Sterilization
  1. bacteriology
- B. Skin Care
  1. facials
  2. massage
  3. depilatory treatments
    - a. tweezing
    - b. waxing
- C. Shampooing
  1. temporary rinses
  2. semi-permanent rinses
- D. Hair and Scalp Treatments
  1. scalp massage
  2. reconditioning treatments

- E. Hair Cutting
  - 1. Basic Cuts
    - a. trim
    - b. one length
    - c. undercut
    - d. horizontal cut
    - e. angle
    - f. razor cut
    - g. scissor layer
    - h. semi-wedge
    - i. wedge
    - j. cap cut
    - k. tapering
    - 1. thinning
- F. Hairstyling
  - 1. pin curling
  - 2. finger waving
  - 3. blow waving
  - 4. twenty three styles
- G. Hair Coloring
  - 1. temporary rinses
  - 2. semi-permanent rinses
  - 3. permanent hair coloring
    - a. tinting
    - b. bleaching
    - c. frosting
    - d. tipping
    - e. streaking
- H. Permanent Waving
  - 1. soft curl perm
  - 2. heat waving
  - 3. cold waving
- I. Hair Straightening
  - 1. chemical relaxing
  - 2. hair pressing
  - 3. thermal curling and waving
- J. Manicuring and Pedicuring
  - 1. hand, foot, arm massage
  - 2. nail sculpting and tipping
- K. Chemistry relating to cosmetology

### III. TEACHING METHODS

**(150 Hours)**

- A. Teacher Development
- B. Curriculum Development
- C. Educational Materials Development

- D. Using Audio Visual Equipment & Material
- E. Classroom Management
- F. Test Development & Administration

#### IV. PRACTICUM

(200 Hours)

- A. Junior classroom
- B. Senior classroom

#### **Evaluation:**

Students will be administered a written examination upon the completion of each unit in the text. Practical teaching assignments will be observed and evaluated by the teaching staff. These evaluations will be discussed in conference with both the teaching staff and periodically the administration. A written final examination will be administered at four hundred fifty (450) hours. Although the final will not be considered in the student's final average, it must be passed as a prerequisite for graduation. A minimum score of seventy five (75) will be required as a passing score on all examinations. In addition to the above requirements, all students must complete five hundred (500) class hours with at least an 80% rate of attendance and have met all financial obligations to the school, including but not limited to tuition, fees, books, equipment, overtime and uniforms before they are eligible for graduation.

#### **Attendance:**

All students are expected to attend class in accordance with their schedule and to pursue the instruction diligently. Students who must be absent must call the school office as would be expected by an employer. Fourteen consecutive days of non-attendance without a written request for a leave of absence may lead to termination of training. See the requirements for "satisfactory progress" under separate heading for further attendance policies.

#### **Instructors:**

Supervising Instructor:  
Instructors:

#### **Texts:**

Milady Master Educator: Student Course Book, 2008 ((ISBN #: 978-1-4283-2151-9); Milady Exam Review Book for Master Educator: Student Course Book ((ISBN #: 978-1-4283-2154-0). Retail cost of text book package is \$363.90.

#### **References:**

Milady Cosmetology Dictionary and Multiple Periodicals

# BRUSH-UP

## Description:

The Brush-up course consists of two hundred fifty (250) clock hours. It consists of an evaluation component and a remedial component. Areas of emphasis are dictated by the individual needs of the student. Students will wear a black uniform, just as a senior student would be required to wear.

## Objectives:

1. To provide the skills and confidence to re-enter the workforce in a modern salon.

## Course Format:

The course will be a combination of lecture, demonstration, and student participation and practice. Student practice will include experiences both on mannequins and live patrons. Audio visual aids and guest artists will supplement regular instructors when available. Students will be provided the opportunity to participate in field trips and other extra curricular activities that are sanctioned by the school. Participation in non-sanctioned events that cause an absence from regularly scheduled class will be counted as a regular absence.

The course is taught in English.

## Outline:

- |   |             |
|---|-------------|
| I. ORIENTATION                          | (3 Hours)   |
| A. Introduction                         |             |
| B. State Laws                           |             |
| C. Rules and Regulations                |             |
| II. EVALUATION OF SKILLS AND WEAKNESSES | (22 Hours)  |
| A. Testing                              |             |
| III. FOCUSED PRACTICE IN AREAS OF NEED  | (225 Hours) |

## Evaluation:

Practical assignments will be graded on a pass/fail basis. Student teacher conferences will be held to discuss progress in both practical work and confidence level. Students must complete two hundred fifty (250) hours with at least an 80% rate of attendance and have met all financial

obligations to the school, including but not limited to tuition, fees, books, equipment, overtime, and uniforms before they are eligible for graduation.

**Attendance:**

All students are expected to attend class in accordance with their schedule and to pursue the instruction diligently. Students who must be absent must call the school office as would be expected by an employer. Fourteen consecutive days of non-attendance without a written request for a leave of absence may lead to termination of training. See the requirements for "satisfactory progress" under separate heading for further attendance policies.

**Instructors:**

Supervising Instructor:  
Instructors:

**Text:** Optional requirement based upon need.

**References:**

Milady Standard Cosmetology Text 2008; Milady Standard Cosmetology Theory Workbook 2008; Milady Standard Cosmetology Practical Workbook 2008; Milady Standard Cosmetology Online Preparation; Milady Standard Cosmetology Exam Review 2008; Multiple Periodicals

## **A REDKEN PREMIER SCHOOL**

SHORE is extremely proud of our partnership with Redken Fifth Avenue NYC and our special designation as a "Redken Premier School." Redken, a global leader in professional hair care products and services, pioneered the science of hair product design. Visiting Redken professionals train SHORE students and staff in the use of its products and state-of-the-art hairstyling techniques. You will learn about Redken products first-hand as you use them on patrons in our clinic. We want SHORE graduates to begin their careers ahead of their peers, having knowledge of and experience with our industry's leading hair products.

## **"SHEAR SUCCESS" BUSINESS FUNDAMENTALS**

New to our 2010-2011 academic year, SHORE has launched, as a supplement to our traditional Cosmetology and Hairstyling Program, "Shear Success" Business Fundamentals. Just as our clinic combines theory and practice, Shear Success melds technical skills with business success. SHORE recognizes that exceptional hair and coloring skills by themselves will not lead to a successful beauty career. One must also have the skills to build one's chair. Through Shear Success, SHORE teaches students how to build a book of business, network, market and promote

services, manage client relationships, maximize profitability per customer, and set and meet personal financial goals. Shear Success is a proprietary educational supplement that was created by SHORE to enhance our graduates' success in the marketplace. In designing this practical supplement, SHORE has gathered information from managers and owners of leading salons, beauty product manufacturers, distributors and retailers. Shear Success incorporates best business practices in the salon industry as well as retailing in general.

## THE SHORE BEAUTY SCHOOL DIFFERENCE

SHORE BEAUTY SCHOOL believes that creative industries require creative educational programs. To this end, our school sponsors the following activities to further differentiate our programs and make SHORE a more engaging and fun place to study, teach and work:

- ***Themed Styling Competitions:*** We at SHORE believe that cosmetology education should be fun, exciting and engaging. Our themed styling competitions put our students' skills and creativity to the test. Outside styling artists are brought in to judge the competitions and prizes are awarded to our winners. Themes of such competitions have included: wedding, updo, punk, contemporary and many others.
- ***Mentoring Program:*** In the Mentoring Program, SHORE's top students are chosen to shadow local stylists as they work in their salons. We use every opportunity to provide our students with real world experience, preparing them for rewarding futures in cosmetology.
- ***Clinic Honors Certificate:*** How often have you applied for a job and been told that a business only accepts applicants with prior work experience? So, how does one get a job without experience? The best salon jobs often require a stylist to come with a prior book of business. In order to prepare our students for the best jobs available to them, we ask our senior students to begin building their books of business while working in the school clinic. A student who builds a client list of at least 20 patrons, all of whom were not prior customers of the clinic and were sourced directly by the student, will be awarded a "Clinic Honors Certificate" upon graduation. The certificate will attest to the student's book of business and corresponding preparation for a job.
- ***Student Hair Show:*** Starting last year, SHORE has sponsored annual student-run, Runway Fashion Hair Shows. The show has served to raise money for local charities (e.g., Locks for Love), while show-casing student talent and creativity to local salons and potential clients.
- ***SHORE Beauty Clinic – "Where Theory Meets Practice:"*** SHORE students are given the opportunity to build their skills and confidence in our clinic, which functions as a full-service salon. There is no better preparation for the real world than our clinic.
- ***Star Award System:*** Our Star Award System has been designed to acknowledge student achievement. Bronze, Silver and Gold Stars are awarded to SHORE's top students at satisfactory academic progress checkpoints, based upon exceptional attendance and grade

point averages.

- ***Computer-based Testing:*** SHORE administers multiple choice test and quizzes, which are automatically graded by a computer. Cosmetology and Hairstyling students are provided, as part of their kits, online testing modules to help prepare them for the written portion of their State Board licensing exams. Our staff believes that such testing will best prepare students for the theory sections on State licensing examinations.

SHORE is always adapting and changing its activities to meet the needs of the constantly evolving beauty industry. As such, the above activities may be changed, replaced or eliminated to meet the every changing needs of the market place and our students.

## **ADMISSIONS AND SCHOLASTIC REQUIREMENTS**

### **Admissions Requirements:**

SHORE BEAUTY SCHOOL admits as regular students, those who possess High School diplomas or GED certificates. SHORE does not admit ability-to-benefit students.

All students must be at least 17 years of age and have a high school diploma or its equivalent. Adult High School diplomas must meet both SHORE and New Jersey State Board of Cosmetology and Hairstyling requirements.

All applicants must demonstrate an attitude and aptitude for success as a beauty professional in a personal interview. Non-transfer cosmetology students must pass a written aptitude test.

For registration, an applicant must supply a copy of her/his birth certificate or a valid New Jersey State driver's license, a copy of her/his high school diploma or GED, a completed application and \$125.00 in fees (\$25 application fee and \$100 registration fee). Further, all applicants must complete a New Jersey State Board Registration form which will be provided by the school.

### **Probationary Enrollment Period:**

The first 28 calendar days of enrollment for all programs is considered a probationary period in which student attendance will be closely monitored. Any student whose attendance rate is below 80% by the end of this period may be terminated. A student, subject to termination at the end of this period, may make a written appeal to the Director to repeal the termination. The Director and administrative staff, in their sole discretion, will form a committee to consider rescinding the termination. Such rescission will depend upon the student's ability to demonstrate unforeseen circumstances causing such excessive absences and convince the committee that there will be a substantial improvement in attendance going forward. It should be noted that rescissions of such terminations are extremely unlikely. This initial probationary enrollment period will not be counted as the single probation allowed for the purpose of maintaining satisfactory progress.

## **Non-Discrimination Policy:**

SHORE's admission, instruction and graduation policies, and practices do not discriminate on the basis of race, sex, sexual orientation, disability, religion, ethnicity, national origin, color, financial status or age (except as may be required to meet the New Jersey State Board of Cosmetology and Hairstyling requirements).

## **Student Disability Policy:**

If you would like to request academic adjustment or auxiliary aids, please contact our Chief Compliance Officer. You may request academic adjustments or auxiliary aids at any time. Our Chief Compliance Officer, in coordination with the School Director, is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3 (j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The school will work with the applicant or student to determine whether reasonable accommodations can be effective and/or available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the Chief Compliance Officer in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the Chief Compliance Officer by telephone at 609-645-3635.
2. The Chief Compliance Officer will respond within two weeks of receiving the request.
3. If you would like to request reconsideration of the decision regarding your request, please contact the Chief Compliance Officer within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

## **Physician's Certification:**

The New Jersey State Board of Cosmetology and Hairstyling mandates that a physician must certify that a given student is "...free from any evidence of infectious, contagious or communicable disease which could reasonably be expected to be transmitted during the course of teaching or rendering cosmetology and hairstyling services," prior to such student progressing to the senior level of training (after 600 hours of training for Cosmetology & Hairstyling and 150 hours of training for Manicuring programs) and prior to graduated students applying for temporary license permits and scheduling practical licensing examinations. Although the State Board leaves the definition of communicable disease to the discretion of individual physicians,

generally speaking most physicians require both Hepatitis and Tuberculosis testing to certify that a student is free of communicable diseases.

**Transfer Policy:**

SHORE accepts transfer students from both public and private institutions which are State licensed to teach the cosmetology program under consideration. Transfer students must provide a written request for transfer, an official transcript showing an "hours per subject" break-down of completed hours of study bearing the seal of their previous school and, in the case of a student transferring from a state other than New Jersey, a certification of hours completed by the State from which the student is transferring. The student must also undergo an "Evaluation Test," both written and practical, which will be used in the determination of hours to be credited by SHORE. The school will determine, at its own discretion, the actual number of clock hours to be accepted, which hours shall not exceed the hours submitted from prior education for a transfer student. Tuition will be pro-rated on a per-hour basis.

**Scholastic Requirements:**

In order to graduate from SHORE's programs, students are required to maintain a 75% grade point average, as determined by written and practical evaluations. You will be graded according the following scale:

90-100	Excellent	75-79	Fair
80-89	Good	Below 75	Failing

**STUDENT BODY DIVERSITY**

SHORE is proud of the diversity of its student body. Through the Integrated Post-secondary Education Data System, each year SHORE, as all Title IV eligible schools are required, provides the U.S. Department of Education with a host of statistics which define our school. Included in those statistics is the following information for SHORE which is representative of our student body. Based upon statistics from the Fall of 2009, SHORE's student population was 83% female and 17% male, with 57% being 24 years old and under, and 43% over 24 years old. During this same period, the school's ethnicity as defined by the U.S. Department of Education was 43% White, 29% Black/African American, 16% Hispanic/Latino, 2% Asian/Native Hawaiian/Pacific Islander and 9% race/ethnicity unknown. As a parameter of need-based financial aid, during the 2008-2009 academic year, 54% of our full-time students qualified for some level of grant-based financial aid, with 49% of our full-time students qualifying for Federal Pell grants. SHORE used its best efforts to collect the aforementioned information as accurately as possible and believes that it sufficiently represents the profile of our student body during the identified time periods. However, SHORE does not make any guarantees as to the accuracy of such data.

## WHAT IS IT LIKE TO BE A BEAUTY PROFESSIONAL?

### State Licensing Requirement:

First, in order to work in the cosmetology profession in the State of New Jersey, you must earn a license from the New Jersey State Board of Cosmetology and Hairstyling. After successfully completing 1,200 hours of training (in the case of a Cosmetology and Hairstyling license), you will take a NJ State Board licensing examination. The examination includes both written and practical components, each of which you must pass with a minimum 75% grade. The SHORE BEAUTY SCHOOL is proud of its graduates, of whom on average 77.8% passed their NJ State Board licensing exam in 2008, as reported to NACCAS according to its standards. Students who do not pass the licensing exam may return to school, at no additional charge, and train until such time as they are able to pass the exam.

### Employment Outlook:

Numerous job opportunities are available to cosmetology professionals in both good and bad economic times. Demand for skilled beauty professionals has historically exceeded supply in a growing multi-billion dollar beauty industry. Based upon a 2007 study commissioned by the National Accrediting Commission of Cosmetology Arts and Sciences, the average income for beauty professionals in the U.S. Northeast is \$48,348 per year, with diverse career opportunities. The study further reveals that 53 percent of U.S. salon owners have unfilled job openings, with nearly three-quarters of these salons unable to find qualified applicants. In 2006, U.S. salons hired 484,660 new professionals, representing an average of 1.3 job openings per salon. Nearly 40 percent of these new positions were filled by inexperienced professionals, further demonstrating historically strong demand for cosmetologists. As of January 2007, there were 1,682,641 professionals employed in the nation's 370,215 beauty salons, barbershops, skincare salons and nail salons nationwide. Over the prior three years, the number of U.S. salons had grown more than 18%. Students should always keep in mind that job demand varies according to geography and economic cycles. There can be no assurances that future demand will reflect past demand for cosmetology professionals. Moreover, SHORE cannot and will not guarantee job placement, the type of job opportunities, or the quality of job opportunities for its students.

Opportunities in the beauty industry are extremely diverse, including, but not limited to, the following career focuses:

- Hairstylist
- Hair color specialist
- Facial and skincare specialist
- Nail arts specialist
- Makeup artist

- Medical esthetician
- Electrologist
- Image consultant
- Fashion photography stylist
- Photo & movie stylist
- Platform artist
- TV/Media – hair & makeup consultant
- Research & product development professional
- Manufacturers sales representative
- Beauty care product distributor or retailer
- Salon trainer
- Salon/spa management
- Salon or day spa owner
- Beauty school educator (with an additional 500 hours of training)
- Beauty school owner
- Beauty magazine writer/editor/contributor

SHORE graduates have reported earnings ranging from minimum wage to the equivalent of over \$34,000 per year (full-time) during the first year after graduation. Historically, many of our graduates have secured part-time work as Senior students, which transitioned to full-time positions following graduation. Since a great majority of beauty professionals are compensated on a commission basis, your skills, experience and hours worked will dictate how much you earn. In addition to monetary compensation, you can enjoy the personal satisfaction stemming from a profession focused on making people look and feel good. SHORE cannot and will not guarantee our students a specific level or range of compensation upon graduation.

### **Physical Demands of Cosmetology:**

Your long-term prospects may be great as a cosmetologist, but be prepared to work hard for your living. You will be on your feet almost all day long, with your arms and hands reaching out to your patrons. Cosmetologists should have good eye-hand coordination and finger dexterity. You should also be aware that certain people may experience skin irritations and/or allergic reactions to chemicals used in hair, skin or nail products; and such people should consult physicians before pursuing a cosmetology career. You will have to develop the physical stamina needed to stand on your feet, working for long periods of time. You will always need to be safety

conscious to protect yourself and your clients. You will be working with sharp tools and strong chemicals. Learn to use them properly! Accidents may be unavoidable. You will have to learn how to protect yourself and your patrons from various diseases, like AIDS and hepatitis, which can be transmitted through blood-to-blood contact. Your teachers will help you learn what you need to know about the risks of your chosen profession.

### **SHORE Outcomes:**

Not everyone is cut out to be a beauty professional. Our admissions process is designed to help you determine if you are making the right career choice. As SHORE has reported to NACCAS, according to its accreditation standards, in 2008, over 73.5% of those who enrolled in our school graduated. According to the U.S. Department's latest published data found in its Integrated Post-Secondary Education System ("IPEDS"), SHORE's first-to-second year retention rate from Fall 2008 to Fall 2009 was 88%. Further, according to IPEDS the percentage of full-time, first-time SHORE students who began their studies in the 2006-2007 academic year and graduated or transferred out within 150% of normal time for completing the program in which they were enrolled was 79%. By comparison, in its August 2006 study, the Community College Research Center reports a graduation rate for community colleges of between 18 and 26%. Most recently available statistics from the U.S. Department of Education further report 56% graduation rates for four-year college students. It should be noted that, the aforementioned statistics are not necessarily entirely comparable, varying by date, population sample, demographics and potentially methods of calculating completion rates. Students should use caution in comparing SHORE statistics to these broader market statistics, which have been provided as an imprecise point of comparison.

Although not entirely complete in its findings, as reported to NACCAS, a survey of SHORE's 2007 graduates reveals 79.0% placement in cosmetology related jobs. Such jobs have included, but are not necessarily limited to, the roles of: hairstyling, coloring, manicuring, aesthetics, product sales, shampooing, cosmetology instructor, beauty product sales and make-up. We can prepare you for a cosmetology career and assist you in identifying career opportunities, but it is ultimately your responsibility to secure your employment. Work hard and you can achieve your career goals! Students should note with regard to the aforementioned statistics that SHORE has used its best efforts in calculating its outcomes for NACCAS and IPEDS reports, but does not guarantee the accuracy of these statistics.

## **GRADUATION REQUIREMENTS**

To graduate, students must complete all hours and assignments required for the course for which they are registered with at least an 80% attendance rate, score 75 or above on a comprehensive final examination, have maintained a 75 or above overall grade point average and have met all financial obligations to the school. All financial obligations to the school must be met no later than two weeks prior to graduation. See the individual course outline for more information on the requirements of your program of study. A diploma is awarded upon graduation. (*Special Note: SHORE increased its minimum attendance requirement from 67% to 80%, on April 5, 2010, for*

*the new class start. As such, SHORE will limit the minimum attendance requirement for all students enrolled prior to this date to the former 67% attendance standard. All students starting on or after April 5, 2010 are bound to the 80% attendance policy and graduation requirement.)*

## **COUNSELING AND ADVISEMENT**

SHORE provides a support system for each student. Our educational team and administrative staff are concerned about the welfare of all of the students. Both general and career counseling are provided through the school administrative office. SHORE's staff is well experienced in counseling matters and sensitive to all our students' needs. If needed, our team can refer a student to local area social service agencies or counseling services. Appendix B, which follows, provides a list of community services references and corresponding contact information.

Student advisement is conducted monthly by the student's instructor when progress reports are issued or on an as needed basis. The purpose of student advisement is to provide students with regular and ongoing academic and career guidance. We encourage students to strongly consider such guidance.

## **PRIVACY AND STUDENT INFORMATION**

SHORE respects each student's right to privacy and therefore requires a student's written permission before releasing personal information from that student's educational records to pertinent agencies, prospective employers or other parties. The Office of Administration will provide a Student Information Release form which must be completed and signed by the interested party.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day SHORE receives a request for access. A student should submit to the Office of Administration a written request that identifies the record(s) the student wishes to inspect. The Administrative Office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. SHORE is not required to provide copies of student records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Under such circumstances, there is a document copying charge of \$0.50 per page.
2. Students have the right to request the amendment of the student's education records that she/he believes are inaccurate, misleading, or otherwise in violation of the student's

privacy rights under FERPA. A student who wishes to ask SHORE to amend a record should write the Administrative Office, clearly identifying the part of the record the student wants changed, and specify why it should be changed. If SHORE decides not to amend the record as requested, SHORE will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth her/his view about the contested information.

3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

SHORE discloses education records without a student's prior written consent under FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by SHORE in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom SHORE has contracted as its agent to provide a service instead of using SHORE employees or officials (such as an attorney, auditor, collections agency, financial aid servicer, organizations conducting studies on behalf of the school, etc.); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing her/his tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school. FERPA also allows schools to disclose such records, without student consent, to: accrediting agencies, U.S. Department of Education, State and local authorities, other regulatory overseers, comply with a judicial order or lawfully issued subpoena, law enforcement officer with a valid subpoena, and someone who SHORE believes in good faith requires such information to deal with a health or emergency for the student.

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

SHORE currently does not publish student directories. However, should it decide to publish directory information in the future, in the case of requests for such directory information, students, and parents if the student is a minor, would be notified in person or by phone. Unless the student or parent would decline the release within three days, directory information would be released.

## CAREER PLACEMENT SERVICES

SHORE offers lifetime career placement assistance for our graduates. While SHORE does not guarantee such placement or the availability of jobs, it will assist a graduate in need. We also aid Senior students in obtaining part-time salon positions as soon as they are eligible (after only 600 hours of training for the cosmetology and hairstyling student). Graduates and current students alike are welcome to examine a cumulative listing of job openings, which we have received from area salons. This listing may be reviewed in the school office during school office hours. Available positions are also listed on the school bulletin board as they are received. Although employment cannot be, and is not guaranteed, we are extremely proud of the SHORE's fine record of placing our graduates in salons throughout Atlantic and surrounding counties.

New Jersey State Law provides for Senior students holding valid senior permits to work in licensed salons, providing the same services as licensed cosmetologists and hairstylists, provided they work during hours when they are not scheduled for school. Many of our Senior students work in salons part-time as they complete their programs.

## TUITION AND FEES

<u>Course</u>	<u>Tuition</u>	<u>Fees<sup>1</sup></u>	<u>Books &amp; Equipment<sup>2</sup></u>
Cosmetology & Hairstyling	\$13,195.00	\$ 125.00	\$ 1,295.00 <sup>3</sup>
Manicuring	\$3,295.00	\$ 125.00	\$ 995.00
Teacher's Training	\$5,500.00 <sup>4</sup>	\$ 125.00	\$ 485.00 <sup>5</sup>
Brush-Up Course	\$2,750.00	\$ 125.00	\$ 158.00 <sup>6</sup>

A list of books and equipment required for each program may be obtained through the administrative and admissions offices of the school. Students are not required to purchase books and equipment from the school.

<sup>1</sup>The fees for each course include costs for registration (\$100.00) and an application fee (\$25.00).

<sup>2</sup>Books and equipment are subject to an additional 3.5% NJ State UEZ sales tax.

<sup>3</sup> An upgraded Cosmetology & Hairstyling kit is available for \$1,595.00.

<sup>4</sup> Excludes cost of State-required, 30-hour educational methods course, with approved educator.

<sup>5</sup>Optional kits available at cost of \$810.00.

<sup>6</sup>This is a base cost, which may be higher subject to the need for additional books & equipment.

For all courses, students may arrange payment plans consisting of an initial down payment and

monthly payments sufficient to be paid in full one month prior to the scheduled graduation date. Any student account that becomes delinquent and must be referred to a collection agency or attorney for collections will be subject to additional collection fees as allowed by the law.

You may obtain tuition and fee information for other NACCAS accredited, NJ institutions by requesting the information from NAACAS and supplying a stamped, self-addressed envelope.

### **Financial Aid:**

Our financial aid programs include the Federal Pell Grant program, Federal Direct Loan program, Job Training Partnership Act program, Workforce Development program, Job Connection program (One Stop) and the Vocational Rehabilitation program. SHORE is also approved for the training of veterans of the Armed Forces. Please refer to the section, "Financial Aid and Consumer Information," for more detailed information on the various financial aid programs.

## **REFUND POLICY**

An applicant rejected by the school shall be entitled to a refund of all moneys paid.

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

If a student cancels her/his enrollment after three business days following signing, but prior to entering classes, she/he shall be entitled to a refund of all moneys paid to the school less the registration fee of \$100.00, regardless of the course registered.

For students on approved leaves of absence, the date of withdrawal is the earlier of the expiration of the leave, or the date the student notifies the school that she/he will not be returning.

For all students who enroll and begin classes, the following calculations will be used to determine tuition adjustments:

<b><u>Percent Enrollment Time to Total Time of the Course</u></b>	<b><u>Amount of Total Tuition Owed to the School</u></b>
0.1% to 4.9%	20%
5.0% to 9.9%	30%
10.0% to 14.9%	40%
15.0% to 24.9%	45%
25.0% to 49.9%	70%
50.0% and over	100%

Plus Cost of: Books & Equip. \$1,295 (Cos), \$995 (Man), \$485 (Teacher), \$158 (Brush-up).

(Books and equipment are subject to an additional 3.5% NJ State UEZ sales tax.)

Plus Cost of: Termination Fee of \$100 for All Programs

Enrollment time is defined as the hours scheduled to be completed between the actual starting date and the last day of physical attendance in the school. Any moneys due the applicant or student shall be refunded within 30 days of formal cancellation by the student (as defined above), the student notifying the school of her/his withdrawal or formal termination by the school. Formal termination by the school may occur after 14 days from the last day of physical attendance.

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

If a course is canceled subsequent to a student's enrollment but prior to beginning training, the school shall, at its option:

1. Provide a full refund of all moneys paid; or
2. Provide completion of the course at a location within commuting distance.

If a course is canceled subsequent to the start of training, the above schedule of tuition adjustment shall be in effect.

If books and equipment are purchased through the school, no refund will be given after the third day of classes.

In as much as federal regulations regarding refunds to Title IV student aid recipients may deviate

from the above, the above stated policy of refunds will be superseded by the required federal requirements for those students affected for the purpose of refunding Title IV student aid to the federal government.

The refund distribution formula for Title IV programs will be as follows:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Direct Loan Unsubsidized
4. Federal Direct Loan Subsidized
5. Federal PLUS Loan
6. Federal Direct PLUS Loan
7. Federal Pell Grant
8. Academic Competitiveness Grant
9. National SMART Grant
10. Other federal or state programs

### **SATISFACTORY PROGRESS POLICY AND REQUIRED COMPLETION RATE**

In order to be considered to be making satisfactory progress, all students must maintain a minimum combined grade point average of 75% and have no less than 80% attendance, as well as proceed through the course at a pace leading to completion in a maximum time frame of no more than 1 1/2 times the students' scheduled class hours. For the purpose of determining satisfactory progress, each course is broken down into segments, which are consistent for all students (full-time and part-time) within a program and attendance schedule.

Students receive a numeric grade in both theory and practical work. Progress will be evaluated in periods called segments. A segment is equal to 450 scheduled hours for cosmetology students, 75 scheduled hours for manicuring students and 200 scheduled hours for teacher training students. In the case of a cosmetology student, satisfactory progress will be measured at the end of 450 and 900 scheduled hours, respectively.

An overall average of 75% is required for graduation and satisfactory progress. The following represents the equivalencies of the grade assigned:

90-100	Excellent
80-89	Good
75-79	Fair
Below 75	Failure
I	Incomplete. Converts to 0 in 2 weeks

Non-credit remedial classes will be provided to students who fail a test; however, they will have no effect on the evaluation of satisfactory progress of the student. Students may take failed exams over once with the second grade substituting for the first.

Course incompletions, whether due to not completing the required hours or not taking all required written and practical examinations, would disqualify the student from graduation. Course repetitions will be allowed only in the case that the prior training occurred more than five (5) years prior, as required by the New Jersey State Board. Students may be referred to outside sources for noncredit remedial courses such as English-As-A-Second-Language; however, these courses will have no effect on a student's status or grades. Students who do not achieve the required grade point average of 75% and maintain 80% attendance (required to complete in one and one half times the course length) at the end of each segment, will be placed on probation for an increment of 150 hours for cosmetology, 25 hours for manicuring and 50 hours for teacher training students. During that probation period, you are considered to be making satisfactory progress and financial aid funds will be dispersed to eligible students. Students are allowed only one probationary period.

Students must meet all satisfactory progress requirements on at least one evaluation to be considered making satisfactory progress at the midpoint of the program.

If your cumulative grade point average does not reach 75% and your attendance 80%, before the end of the probationary period, your progress will not be considered satisfactory.

Periods during which you have formally requested and received a leave of absence or have officially withdrawn from the institution, will not be considered in the calculation of the required completion rate. Upon return from a leave of absence, students will maintain the same status held prior to taking the leave.

### **APPEAL PROCESS:**

A student may appeal the determination of satisfactory progress and the termination of training and/or financial aid to the Director, in writing, based upon extenuating circumstances. Appeals must set forth the reasons for the appeal, request a re-evaluation of progress and be submitted within 30 days of termination. The Director will form a committee of faculty and administration, which may determine the student is making satisfactory progress, despite the failure to conform within the time frame or minimum grade averages required for satisfactory progress. The decision will be final. The Title IV Financial Aid Funds will be reinstated to eligible students who have prevailed upon their appeal and are determined as making satisfactory progress.

### **READMISSION POLICY:**

Students may apply to be readmitted to the institution after being dismissed, but only after waiting a period of a minimum of at least six months and provided all financial obligations to the

school have been paid in full. Such students will be enrolled on a probationary status.

A student must complete one segment with satisfactory progress before financial aid awards will be made. This option will never be granted more than once. It does not apply to voluntary withdrawals.

Reentering students will be charged at the current tuition rates for newly entering students. Amounts paid during their first period of enrollment will be credited to their accounts if the student reentering within twelve months of the withdrawal, in which case the registration fee will be waived as well.

The Satisfactory Progress Policy of the school complies with all applicable regulations.

## **STUDENT WORK PERMIT**

The New Jersey State Board of Cosmetology and Hairstyling provides for the issuance of student work permits once a student reaches senior status, or, in the case of the Cosmetology and Hairstyling program, after completing 600 class hours of training. Copies of the issued permits must be made available both at the school and in the salon where a student works. Student permits remain valid only during the period of time that the student is enrolled in an approved cosmetology training program. The permit automatically expires upon a student's graduation or if the student should withdraw from school.

Prior to obtaining your senior student status, you will receive a New Jersey State Board Registration Form which will require a physician's signature declaring a student free of any contagious and communicable diseases. The signature of the physician must be current and expires within 30 days. Permits will not be granted by the State to students whose physicians' signatures are past 30 days old. Students without permit paperwork submitted will not be permitted to work on clients. Students who fail to submit paperwork in a timely manner will be suspended from school until the paperwork has been submitted.

Upon completion and submission to the administrative office, SHORE will promptly send your registration form to the New Jersey State Board. However, SHORE is not responsible for any delays on the part of the New Jersey State Board to process your registration form. Students are responsible for contacting the State Board about any delays in the processing of their registrations and work permits.

## **NEW JERSEY STATE BOARD LICENSING**

The New Jersey State Board of Cosmetology and Hairstyling requires beauty school graduates to pass both a written and practical examination (with scores of 75 or better on each exam) to qualify for State licensing. SHORE recommends strongly that its graduates register for the written portion of their State Licensing Exam on the date of their graduation at SHORE, or sooner (which may not be before completing 960 hours for Cosmetology and Hairstyling

students). The State Board will not schedule the practical portion of licensing exams until the written exam has been passed. The State Board administers the theory examination through computer-based testing, which is administered by Prometrics, Inc. After passing your theory examination, you must complete and submit through SHORE a State Registration “Gold” Form to register for your practical exam and apply for both your State license and out of school work permit. The State Board will contact you to schedule a practical exam date. Assuming you pass, expect to receive your license directly from the State Board.

## TEMPORARY WORK PERMIT

A temporary work permit is available to cosmetology graduates after they pass the written portion of their State licensing exam. Temporary work permits will not be granted to graduates who have not passed the written licensing exam. Cosmetology & Hairstyling and Manicuring students may take their written exams prior to graduating, provided they have completed, respectively, a minimum 960 and 240 clock hours of study. The temporary work permit allows graduates to work in a salon for six months following graduation, while they wait to sit for their licenses. Only one temporary work permit will be issued to each student.

As is the case for the student work permit, once submitted, SHORE is not responsible for any delays on the part of the New Jersey State Board in scheduling your licensing exam or issuing your temporary work permit.

## RULES AND REGULATIONS OF THE SCHOOL

The following describes SHORE’s rules and regulations. All students are required to learn and strictly abide by these rules and regulations. You are responsible for reading and being familiar with the entire contents of this Student Catalogue and Consumer Information document. If you do not understand certain rules and regulations, or for that matter anything contained in this Student Catalogue, it is your responsibility to inquiry with the SHORE staff to address any and all such questions.

1. ***Probationary Enrollment Period:*** The first 28 calendar days of enrollment for all programs is considered a probationary period in which student attendance will be closely monitored. Any student whose attendance rate is below 80% by the end of this period may be terminated. A student, subject to termination at the end of this period, may make a written appeal to the Director to repeal the termination. The Director and administrative staff, in their sole discretion, will form a committee to consider rescinding the termination. Such rescission will depend upon the student’s ability to demonstrate unforeseen circumstances resulting in such excessive absences and convince the committee that there will be a substantial improvement in attendance going forward. It should be noted that rescissions of such terminations are extremely unlikely. This initial probationary enrollment period will not be counted as the single probation allowed for the purpose of maintaining satisfactory progress.

2. ***Books and Equipment:*** Standard approved textbooks, equipment and uniforms (“kits”) must be obtained. The SHORE kit includes a standing carrying bag (28” length x 14” depth x 14” width) designed for students to transport their kits to and from school each day, and workout from while in school. Students may choose alternative kit bags, which must be of comparable size and pre-approved by the supervising instructor. Students are responsible for marking all equipment with their names/initials in permanent ink or by etching. No borrowing of such materials will be tolerated amongst students. Students are required to maintain the complete contents of their kits in good working condition and ready for each class. Any broken or malfunctioning equipment must be either fixed or replaced immediately. Towels, which have been provided in the kit, are to be cleaned at home regularly, such that students always have clean towels for personal and educational purposes. Inadequate preparation for classes may result in suspension for the day and loss of class hours for that day. Students who are terminated or withdraw from school are entitled to keep their books and equipment only if they have fully satisfied their financial obligations to the school.
3. ***School Property:*** No unauthorized possession or use of school property will be tolerated. The school is not responsible for furnishing students with additional equipment that has already been supplied to them in their kits. Students are responsible for using their own equipment while in school. School towels are to be used for patrons in the clinic only.
4. ***Borrowing of Equipment from School:*** If available and convenient to the school, students may be permitted to rent certain items, which are normally part of their kits. Kit equipment, including uniforms, may be borrowed from the school for a cost of \$5.00 each, per day. Towels may be borrowed for a cost of \$1.00 per day. However, the school strongly discourages the borrowing of any equipment which is the responsibility of students to purchase and maintain. The school is under no responsibility to loan kit-related equipment to students and, at its sole discretion, may choose not to loan any such equipment to any given student. Students will not be charged for the use of any equipment used for their education, which is not part of the student kits, unless otherwise informed. However, students will be required to immediately reimburse the school for the cost to replace any school equipment that the student damages, loses or fails to return.
5. ***Student Property:*** Students will be held responsible for their own equipment and personal property. Students may not leave personal property, equipment or books in classrooms unattended by them. During class hours, student property must either accompany a student or be secured in student lockers. All student property must be taken home after classes.
6. ***Adequate Preparation for Lectures:*** All students are responsible for preparing for theory classes by reading in advance the section(s) of their text books corresponding to a given lecture. Further, students are required to complete all homework assignments by their

due dates. Students are to purchase and maintain three-ring notebooks to keep and organize all handouts, class notes, quizzes, tests and study materials, which should be organized according to the direction of the instructor. Notebooks are to be maintained in preparation for SHORE and State Board Licensing examinations. Notebooks are part of students' equipment and should be brought to class each day. Students are required to purchase any supplies that will be needed to perform their daily responsibilities as students, such as, but not limited to, pens, pencils, paper, highlighters and index cards; all of which must be brought to class.

7. ***Use of Lockers:*** Each student is assigned a locker to be used only during her/his hours of class attendance. Lockers may be assigned to more than one student, provided such students are on separate, non-overlapping class schedules (e.g., night vs. day). At the end of each daily period of classes, students are required to remove from their lockers all their school kits and personal effects. During class hours, lockers are to remain locked at all times when unattended. Students are only to use those lockers which have been assigned to them. Students who fail to remove the contents of their lockers and lock at the end of each of their class periods will be fined \$25.00 per day of violation, payable immediately. Students must recognize that failure to remove belongings at the end of each class period will cause considerable inconvenience to SHORE's staff and other students sharing lockers on different schedules. Unauthorized switching of lockers will be fined \$50.00, payable immediately. Any equipment or personal property in unassigned lockers becomes the property of the School. Once a student has terminated training, officially or unofficially, any materials remaining in that student's locker becomes the property of the School, one week after termination.
8. ***Attendance:*** Students should attend classes regularly in order to receive the full benefit of their educations. Poor student attendance can be directly correlated with poor test scores both at SHORE and for State licensure. Students who must be absent from class are required to previously notify their educator, as would be expected by an employer. Students with excessive absenteeism, which will be determined at the sole discretion of the instructors, may be required to complete additional written assignments to make-up for missed instruction and, further, be restricted from having personal beauty services. SHORE recommends that each student maintains her/his personal attendance record.
9. ***Class Work:*** Students must pursue their instruction and practical work diligently, complete all class and homework assignments when due, take tests and quizzes when scheduled, service all clients as assigned and maintain up-to-date notebooks. All assignments and directions from instructors must be carried out completely. A student's refusal to participate in any classroom or clinic activity will require the student to sign-out for the day, therefore losing training hours.
10. ***Sickness:*** For the protection of all students and staff, any student absent for more than three consecutive days, owing to sickness, will only be readmitted to class with a note from a healthcare provider confirming that the student is healthy enough to return to class

without being a potential health risk to her/his self or other students.

11. ***Time Sheets:*** Students are required to manually sign in and out of class on a daily basis, whenever they enter or leave their classroom. Each student must sign the time sheet individually, in front of an instructor, when both signing in and out of class. No student may sign in or out for another. Time sheets must be accurate and reflect the students' whereabouts at all times. Instructors will verify all entries. Students are encouraged to maintain their own accurate record of attendance in their classroom notebooks. Students assume full responsibility for the proper recording of their hours, as recorded on the daily time sheets and to the New Jersey State Board of Cosmetology through these methods. No adjustments to a student's hours will be made to the New Jersey State Board time sheets owing to a student's failure to sign in or out. Failure to sign in or out will result in a loss of class hours. Classroom hours are to be observed without fail. Roll call will be conducted at the start of each class and at the end of each class.
12. ***Tardiness:*** All students who are late for class, whether beginning at the start of class, after breaks or following lunch, must sign a separate late attendance roster. If a student is late for class more than two times in any given week, the student will be suspended from class upon the third tardiness and marked absent for the remainder of the day. Tardy students will not be admitted while theory class is in progress. Absence from class without school permission is not permitted and will result in a day's suspension with remaining hours counting as absent.
13. ***Missed Theory Classes:*** Theory classes are an extremely important part of your training. All students failing to attend a given theory class will be required to completely outline the chapter or section of the text corresponding to the theory section missed, due at the start of class the next day or the next day of class attended. Students will be required to submit separate outlines for each theory class missed. Failure to submit such an outline will result in suspension for the day and forfeiture of class hours. Incomplete outlines will be returned to the student for resubmission on the next day of class.
14. ***Missed Tests:*** Missed tests are to be made up on the first day of the student's return to school after an absence. Failure to make up a missed test will result in no credit for the student's final grade and may affect the student's satisfactory progress.
15. ***Silence in Classroom:*** Silence is to be observed in the classroom, unless requested by a teacher to speak. Unnecessary conversation or noise will not be allowed.
16. ***Personal Hygiene, Grooming and Sterilization:*** Students must obey all professional rules of personal hygiene, sanitation and sterilization while in school. Before dismissal, all classrooms and work areas must be cleaned and, when appropriate or requested, sterilized. Students wearing soiled uniforms will not be admitted to a classroom and will be marked absent for the day or remainder of the day, as the case may be.

17. **School Phones:** Telephone calls on school phones, except for emergencies, are not permitted without the school's prior permission. At the school's discretion, a charge may be made for emergency outgoing calls.
18. **School Computers:** Under no circumstance may a student use a school computer without the prior consent of the administrative office. If approved, a student may only use a school computer under the direct supervision of school staff. Any unapproved use of school computers will result in a minimum three day suspension and possible termination.
19. **Gossip and Discord:** Students are not permitted to gossip or cause discord. The atmosphere of the classroom is expected to be conducive to learning at all times. Be courteous, professional and respectful at all times. Never interfere with an instructor or administrator's ability to perform her/his duties.
20. **Disrespectful Behavior:** Disrespectful or threatening behavior (both verbal and physical), inflammatory statements, profanity, malicious remarks or disrespect of any nature towards the school, school staff, patrons, visitors or other students will not be tolerated and will result in suspension and possible termination.
21. **Make-up Hours:** A student may earn make-up hourly credits to the extent of 4 hours per week in addition to their regularly scheduled hours. Make-up hours may be taken in only 2-hour increments. As such, to complete 4 make-up hours in a given week, a student must schedule such make-up periods on two separate days. Make-up hours must be scheduled on Monday at least 2 days in advance of the make-up date and will be subject to staff availability during the requested time. Students missing class time on the day of scheduled make-up hours will be precluded from make-up hours that day. Make-up hours may be scheduled from 5:30 p.m. to 7:30 pm on Monday, Wednesday and Thursday; or from 1:00 p.m. to 3:00 p.m. on Saturdays. Make-up hours can only be made prior to graduation. To assure that your make-up hours are productive and appropriately substituted for missed class time, you are required to request an assignment from your instructor to complete during your make-up hours. Students with absent hours on the date of their make-up class will be prohibited from making up hours on that day. In the case of Saturday make-up hours, students must have attended their full scheduled hours on the preceding Friday.
22. **Absences and Over-time Charges:** Students are allotted 10% of their course length for absence without financial penalty. If a student exceeds her/his scheduled hours by more than the 10% allowed absence factor, the student will be charged over-time, for the additional instructional hours beyond the 10% allowed, at an hourly rate equivalent to the most current hourly rate of tuition for a given program. Students who have incurred over-time charges are required to pay such charges immediately as incurred, once they

have been enrolled for 1,200 scheduled class hours. Over-time expenses must be paid in full prior to graduation. Student attendance may be held in abeyance, at the option of the school, until over-time charges are paid. Fourteen consecutive days of non-attendance without a written request for a leave of absence may lead to termination of training. Refunds or collections shall be due in accordance with the Refund/Payment Policy of the School.

23. ***Leave of Absence:*** Each student will be allowed one leave of absence while attending her/his program. The school requires that a leave of absence must be a minimum of 14 consecutive days. If a student must be absent for 14 consecutive calendar days or more, a written request for a leave of absence must be presented to the administration in advance of such absence, describing the reasons for the leave, the requested dates of the leave and the planned date returning. Further, such written requests must be dated and signed by the student. Students with chronic diseases (e.g., heart disease, cancer, etc.), requiring non-elective hospitalization in excess of 14 days, and/or with requests for jury duty may request additional leaves of absence. Approval for an additional leave of absence is subject to the student providing the school sufficient third-party documentation and evidence substantiating the need for such an additional leave. In addition to such third-party documentation, a student requesting an additional leave of absence must complete, sign and date a school leave of absence form, noting the period of the leave of absence and an explanation for the leave. All moneys due, as of the first day of the leave of absence, are due and payable prior to taking the leave of absence. Students are required to bring their personal property home during a leave of absence. The school is not responsible for the security of student property. Failure to attend class on the indicated date of return may be cause for termination. Refunds or collections shall be in accordance with the Refund/Payment Policy of the School. Hours accumulated during a leave of absence will not be included in the calculation of student attendance. New Jersey State Board regulations require that any student absent from school over a period of three months shall automatically be terminated. Under no circumstance may a student's total leave of absences exceed 180 days within a given 365 day period.
24. ***Treatment of Clinic Patrons:*** Clinic patrons are to be treated like salon customers and with the same respect due a student. Be cordial, friendly and gracious. Patrons should be welcomed, encouraged to partake in clinic services, thanked for their patronage, asked if they are happy with their services and encouraged to return again. Any difficulties you may have with rude patrons should be referred immediately to your instructor without further confrontation.
25. ***Clean and Orderly Classroom Habits:*** Students are responsible for maintaining their work areas, as well as the lunch room, in a clean and orderly manner. Students are responsible for disposing of all garbage relating to foods and beverages consumed inside the school or immediately outside its premises. If moved, equipment, chairs and other furniture should always be returned to their original positions. Violators of this policy

may be fined by the school, which charge shall not be less than \$25.

26. ***Damage to Premises:*** A student will be charged for the cost of repairing any damage to the premises resulting from the student's negligence, which charge shall not be less than \$50.
27. ***Monthly Payment Obligations:*** All students on tuition payment plans are required to make monthly payments on the first day of each month, according to the terms of their enrollment agreements. Failure to make such payments, within seven days of the due date, will obligate the student to pay an additional late fee equal to 10% of the payment past due, with such late fee to be no less than \$10.00 per month and not to exceed \$50.00 per month. Monthly payment plans may be revised upward to reflect increased balances owed to the school from associated over-time expenses or other increases in balances due. If scheduled payments are not made when due, attendance may be held in abeyance, at the option of the school, until the payment is made. Students will incur a \$30 bounced check charge in the case of inadequate bank funds to cover checks. SHORE has the right, in its sole discretion, to terminate a student for failure to meet her/his financial obligations to the school in a timely manner. Students must fulfill all outstanding financial obligations to SHORE two weeks prior to graduation.
28. ***Administrative Office Hours:*** Administrative office hours are posted on the door of the administrative office, but are typically Monday through Friday, from 8:30 a.m. to 9:00 a.m. and from 4:00 p.m. to 5:00 p.m. Financial aid appointments may be scheduled any time between 8:30 a.m. to 5:00 p.m., but must be scheduled in advance during administrative office hours. Subject to staff availability, student tuition and equipment payments may be made any time from 8:30 a.m. to 5:00 p.m. Otherwise, students are required to strictly observe administrative office hours.
29. ***Cell Phones:*** Cell phones are to be turned off during classes and used only during breaks and lunch. The charging of cell phones is also prohibited. Cell phones are to be used only in the break room, entrance foyer or outside the school building. Text messaging falls under cell phone usage. Any violation of this policy will result in immediate suspension for the day, with a loss of credit for any remaining class hours in the day.
30. ***Student Personal Services:*** Students receiving personal beauty services at the school must pay for the cost of any products used on their behalves. Students with less than 80% attendance, or missing class hours on the day of desired services, may not receive personal services.
31. ***Schedule Changes:*** Students will be permitted a maximum of two schedule changes during their programs. All schedule changes must be approved by the administration and are subject to teacher availability and classroom space. Schedule changes can only be put into effect on the first Monday of the month following the request. Students requesting a

schedule change will be required to complete a Change of Schedule Form.

32. **Bulletin Board Announcements:** It is each student's responsibility to read the bulletin boards regularly for announcements and notices.
33. **Forging of Signatures:** Students are absolutely prohibited from falsely signing another student's name or a teacher's name to a time sheet or any other document requiring the signature of someone other than her/his self. Forgery is a crime which will result in immediate expulsion from the school.
34. **Other Unlawful Acts:** Any unlawful acts, such as theft, assault or the use of illegal drugs, committed on the premises will be prosecuted to the full extent of the law and will result in immediate and permanent expulsion from the school.
35. **School Licensing, Accreditation and Other Regulators:** SHORE must abide by the rules and regulations of the New Jersey State Board of Cosmetology and Hairstyling, the National Accrediting Commission of Cosmetology Arts & Sciences, the U.S. Department of Education and various other local and national regulatory overseers. Our students must similarly abide by and may not obstruct SHORE's ability to abide by the rules, regulations and standards of our regulatory overseers.
36. **Harassment:** Any form of harassment, whether it sexual, discriminatory or otherwise, is strictly prohibited and will result in immediate and permanent expulsion from the school.
37. **Food and Beverages:** Food and beverages are only permitted in the student lounge.
38. **Private Areas:** The following areas of the school are off limits to students, unless accompanied by a member of the staff: all staff offices, teacher's lounge, staff bathroom, storage rooms, library/copy room, basement, utilities closets and all filing cabinets.
39. **Emergency Exit Door:** It is prohibited to prop open the emergency exit door at the back of the building. The emergency exit door may only be used for emergencies.
40. **Smoking:** Smoking is prohibited on the inside of school premises. Smoking is only permitted during lunch and break times, never during class times.
41. **School Correspondences:** The school may contact or correspond with students in person, by mail (post office) or by email. Students are responsible for checking their home mail and email regularly (every day) and responding to all school correspondences in a timely manner. Students, who are absent or on leaves of absence, should respond to all school inquiries within 24 hours. Students attending classes, who are requested to meet with a school staff member, must do so immediately. All students are required to have email addresses and provide their email addresses to the school without delay. For

those students who do not have email accounts, free email services are available through Yahoo, Hotmail and Google, among others. Those students who do not have home Internet access should check their email accounts at a public library or another institution offering free Internet access. The Pleasantville Library allows free Internet access, one block from the school.

42. ***Update Personal Information:*** Students must notify the school administrative office of any changes to their personal information including changes to names, addresses, phone numbers, emergency contact information, email addresses, dependency status, etc.
43. ***Suspension and Expulsion:*** Students may be suspended and subsequently expelled for violations of any of these rules or such changes and additions that may be posted. For the purpose of calculating student attendance, suspended students will lose any remaining hours on the day of suspension; however, any hours accumulated thereafter during the period of the suspension will not be included in the calculation of student attendance. Students who are suspended more than three times may be subject to disciplinary action and possible termination. Any student suspended four times or more will be required to write a request for leniency, of no less than 1,000 words, to the Director of the school explaining each of her/his violations, describing why each of the rules violated are important to maintain an environment conducive to education, expressing a commitment to abide by all school rules and regulations in the future and explaining why the school should allow the student to continue her/his education at SHORE. The Director will form a special committee consisting of himself, the supervising instructor and a member of the administrative staff to review the request for leniency, determine whether further disciplinary action is necessary and, most importantly, determine whether the student should be allowed to continue enrollment in her/his program. SHORE retains the right, in its sole discretion, to terminate any student who has been suspended four times or more, if the special committee determines that the student has not given the committee reason to believe that she/he will make a real effort to abide by school rules and regulations and/or the student's continued violation of school rules and regulations will adversely impact the education of other students. The school's right to terminate a student is not limited to student's who have been suspended four times or more.
44. ***Hierarchy of Student Issues:*** Students who require assistance or advice with regard to their education, personal matters or school rules and regulations should address such matters with staff members, in the following order of priority: first – instructor, second – supervising instructor, third – administrative office and fourth – school Director. Your instructor should be your first resource and the school Director should be your last. But, please always remember that our entire staff is here to help you when needed. This order of priority may not apply for certain matters that a student feels are confidential.
45. ***Clinic Responsibilities:*** Clinic responsibilities are posted for each Senior student in the clinic (e.g., front desk, dispenser, laundry, clean-up, clinic services, etc.). Students must

perform all clinic responsibilities completely and diligently.

46. **Individual Privacy:** Students are strictly prohibited from making video, audio or photographic recordings of other students, faculty or school staff without the expressed permission of those intended to be recorded. The secretive use of cell phones and interactive video devices to allow outside parties to monitor conversations and activities of the school and/or its occupants is also strictly forbidden. Penalties for violating this policy will include suspension and possible termination, depending upon the degree of such violation.
47. **Copyright Infringement:** Your published educational materials are copyrighted. U.S. Copyright Law states that “it is illegal to make or distribute copies of copyrighted material without the authorization of the publisher.” Educational materials that have been created by SHORE faculty should be treated as copyrighted materials. You are permitted to make copies of your educational materials for individual study purposes. We expect all students to abide by U.S. laws regarding copyrights. Violators of this rule risk suspension and, depending upon the severity of the violation, possible termination.
48. **Director’s Discretion:** At the discretion of the Director, these rules and regulations may from time to time be amended and students will be notified accordingly. Any such changes will also be subsequently posted on the bulletin board. Students will be obligated to abide by any further amendments to such rules. If a student is absent when a rule or regulation that has been amended is discussed, it is the student’s sole responsibility, just like missed class work, to learn, understand and comply with the new rule.

## **SPECIAL NIGHT/PART-TIME PROGRAM RULES & POLICIES**

The following rules and policies apply specifically, but not necessarily exclusively, to SHORE’s night/part-time students. Please be advised that these rules serve to supplement, not replace, the aforementioned rules outlined.

- All students, who will be accessing federal financial aid, are required to attend entrance counseling for financial aid at 4:30 p.m. on their start dates.
- There are no administrative office hours during the times of the night/part-time program. As such, night students must call in during weekday office hours to make day-time appointments to discuss administrative matters such as financial aid and tuition payments. Appointments may also be requested by email; however, you will be responsible for following up further by phone if you do not receive an email response. Administrative office hours are 8:30 a.m. to 5:00 p.m. Appointments must be scheduled during

administrative hours. If practical, we are also happy to address any issues that arise via telephone and email.

- All students are required to make their complete tuition payments in a timely manner, as agreed to in their enrollment agreements.
- Tuition payments may be mailed, hand delivered during administrative office hours, or submitted to your instructor in a sealed envelope with your name and phone number printed on the envelope. Payments submitted by mail or to your instructor may only be by check or money order. Cash payments may only be made during day-time administrative office hours.
- If you are requested to contact or meet with the administrative office with regard to tuition payments, supplies, financial aid, or otherwise, it is your responsibility to contact or arrange an appointment with the administrative office within 24 hours of notification. Failure to respond to inquiries and requests from the administrative office may result in suspension, until such requests are satisfied. Ongoing failure to contact the administrative office when requested may result in termination.
- You may leave written requests (enclosed in an envelope and labeled with your name and daytime phone number) with your instructor to be submitted to the administrative office on your behalf.
- If you haven't already done so, you must provide the administrative office your email address, cell phone number and other relevant phone numbers where you can be reached during the day.

Please know that our part-time/night students are as important to us as our full-time day students. We will always do our very best to accommodate your needs. You should never hesitate to seek our assistance.

## **DRESS CODE**

### **ALL STUDENTS MUST WEAR STANDARD, APPROVED UNIFORMS.**

The goal of the dress code is to instill in students the importance of a professional appearance for today's beauty professionals. In general, students' arms and legs must be completely covered while in class to protect students from chemicals and other possible hazards. Further, students must wear black, closed-toe shoes with flat rubber/soft bottoms soles and with no more than a 1 ½ inch heel.

Junior students wear white lab coats to indicate their Junior status. Senior students wear black lab coats. All uniforms must bear the authorized, official patch of the school, the program of study and name of the student. Lab coats must remain completely closed during class and may not be

altered in any way from their original form as purchased. Further, students are required to wear black, non-faded scrub pants as part of their professional uniform. The importance of personal grooming is paramount for today's beauty professional. All students must practice impeccable personal hygiene and present an image consistent with today's salon professional

Instructors may be identified by their purple uniforms. Instructors in training are required to wear blue uniforms.

The dynamic nature of fashion and the beauty industry make it impossible to anticipate all situations, however, the overriding principal shall be to present a professional appearance, as evaluated by the teaching and administrative staff of the school.

## **SHORE'S CORE VALUES**

SHORE works hard to fulfill its core values and expects its students to work towards the same end, as described below:

- Personal and professional integrity above all else
- Dedication to building beauty careers
- Providing a premier education in a supportive and nurturing environment
- Total commitment to our students
- Passion in everything we do
- Fostering style, creativity, glamour and beauty
- Helping people feel and look good
- Striving for excellence
- Building the prestige of the beauty profession and industry
- Always “Living for Beauty”

## **ARBITRATION OF DISPUTES**

Any dispute arising from enrollment at the SHORE BEAUTY SCHOOL, no matter how described, pleaded or styled, shall be resolved by binding arbitration by a single arbitrator under the Federal Arbitration Act conducted by the American Arbitration Association (“AAA”) at Trenton, New Jersey, under its Commercial Rules. All determinations as to the scope, enforceability of this Arbitration Agreement shall be determined by the Arbitrator, and not by a court. The award rendered by the arbitrator may be entered in any court having jurisdiction.

## LICENSING AND ACCREDITATION

### Licensing Body:

New Jersey State Board of Cosmetology and Hairstyling  
Department of Consumer Affairs  
Board of Cosmetology and Hairstyling  
P.O. Box 45003  
Newark, New Jersey 07101  
973-504-6400  
[www.state.nj.us/lps/ca/cosmetology](http://www.state.nj.us/lps/ca/cosmetology)

### Accrediting Body:

National Accrediting Commission of Cosmetology Arts & Sciences  
4401 Ford Ave., Suite 1300  
Alexandria, VA 22302  
703-600-7600  
[www.naccas.org](http://www.naccas.org)

## INTERNAL GRIEVANCE PROCEDURE

The internal grievance procedure is designed to resolve complaints on the local level. The National Accrediting Commission of Cosmetology Arts and Sciences (“NACCAS”) requires students to exhaust the institution's internal grievance procedure, before requesting a complaint form from NACCAS. SHORE will make every attempt to resolve any student complaint that is not frivolous, without merit, vindictive and/or retaliatory. Evidence of final resolution of all written complaints will be retained in student files. SHORE’s procedure is as follows:

1. A student, teacher or interested party has the right to file a complaint against the school. All complaints must be filed individually, in writing, dated and signed by the complainant. The complaint should outline the allegation or nature of the complaint and it should be directed to the school Director. Complaints must be filed with the Administrative Office within 60 days of the date that the act, which is subject of the grievance, has occurred.
2. The complaint will be reviewed by the school administration and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not necessarily provide for final resolution of the problem, but will notify the student of continued investigation and/or actions being taken regarding the complaint. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

3. If the complaint is of such nature that it cannot be resolved by the management, it may be referred to an appropriate agency if applicable.
4. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If management determines it necessary, in its sole discretion, management will appoint a hearing committee consisting of one member selected by the school, who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all the involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
5. If after exhausting the internal grievance procedure, the complainant wishes to pursue the matter further, a complaint form is available from the schools accrediting body for further submission of the complaint. The address may be found in the preceding section.
6. If a student submits a complaint to the school through an attorney, the school has the right to respond to such a complaint through a school appointed attorney.

## FINANCIAL AID AND CONSUMER INFORMATION

Right now, as you consider an exciting career in the field of cosmetology, you are probably wondering how you will be able to pay for the education, which holds the key to your future. Fortunately, The U.S. Department of Education, our State, and several other agencies recognize that the absence of financial resources should not prevent you from getting the education you seek.

The purpose of this section is to assist you in learning about and applying for financial aid to help pay the costs of attending school. It contains information which will be useful to you throughout the process of applying for aid, being evaluated for your eligibility, receiving your awards, maintaining your eligibility, and even about repaying your loan obligation.

Currently, SHORE BEAUTY SCHOOL participates in the U.S. Federal Government's Direct Lending Program and does not actively source Federal Student Loans for its students through private lenders. The school believes that this Direct Lending Program offers its students the best combination of interest rates, fees, payment terms and services. SHORE adheres to the highest standards and ethical principles in managing its Direct Lending Program, avoiding any conflict of interest, disclosing complete information and respecting student privacy.

If you wish to gather information on Federal Financial Aid directly from the U.S. Department of Education, you may find such information at [www.FederalStudentAid.ed.gov](http://www.FederalStudentAid.ed.gov), or just call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).

The information regarding financial aid, as provided in this catalogue, is not intended to be complete or all encompassing. Students must schedule appointments with the office of financial aid to seek further guidance and information in the funding of your education at SHORE. We hope the information in this catalogue serves as an introduction to financial aid. We stand ready to discuss your particular needs in a personal interview. Just call me at (609) 645-3635 to arrange a convenient day and time.

Sincerely,

Director of Financial Aid

## THE CONCEPT OF FINANCIAL NEED

You don't have to be from a low-income family to qualify for financial aid, but you do have to have "financial need." Your "need" is the difference between what it costs to attend a particular school and what you and your family can contribute.

Here's how it works:

### **COST OF GOING TO SCHOOL**

(Tuition, fees, books, supplies,  
room and board, and personal expenses)

### **Minus - YOUR FAMILY CONTRIBUTION**

(The amount that you and your  
parents should be able to contribute)

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### **Equals = YOUR FINANCIAL NEED**

Let's take a look at the two sides of this important question.

### **Educational Costs:**

In addition to the costs for your tuition and fees, books and supplies, which can be found in this school catalog, financial aid programs also estimate how much it costs to live under various circumstances (i.e., whether you live with your parents or in a separate dwelling). The budgets also differ if you have other dependents. This amount is called the "student expense budget." The financial aid office measures your ability to contribute against the appropriate student expense budget.

Although school costs vary, the amount you are able to pay stays the same. That's where financial aid helps. If you and your parents cannot contribute much money towards education and you want to go to a private institution, you will probably qualify for more financial aid because your "need" will be higher. Financial aid programs offer a way to bridge the gap between what the student and family can provide and what it will cost to attend this school.

## **Family Contribution:**

We have just looked at the cost of going to school. The next important element is the amount that your family can contribute. As indicated before, financial aid is awarded to bridge the gap, or to supplement, the amount you and your family are reasonable able to contribute towards your educational expenses. The Federal government refers to this procedure as need analysis, and each year approves an objective formula to consider each family's financial strength. In order to perform this evaluation, it is necessary to request confidential financial facts about your family's income and assets, the size of your family, the number of persons attending post-secondary education, and any unusual circumstances or expenses which you face. From this independent and objective analysis, a parental contribution is calculated. Students are also expected to contribute from their savings and any earnings they have while in school. The combination of what parents can contribute and what the student can contribute is called the family contribution.

Remember, since we are looking at your total costs, the family contribution does not represent the amount that you will need to pay to the school. A family contribution of \$2,700.00 might, for example, indicate that you have sufficient resources to provide for you living costs and \$200.00 of school tuition.

## **Determining Independent Student Status:**

You are considered an independent student for the 2010-2011 award year if you meet any one of the following five criteria:

1. You were born before January 1, 1987
2. You are a Veteran of the U.S. Armed Forces or you are currently serving in the armed forces for purposes other than training
3. You are a graduate or professional student
4. You are an orphan or a ward of the court
5. You are married
6. You have legal dependents other than a spouse.

Even if you cannot meet these requirements, you may still apply to have your parent's income and assets waived if special circumstances exist. Discuss these with the financial aid officer.

## **Other Eligibility Requirements:**

For all of the Federal aid programs, students must have need in order to qualify. But in addition to the requirement of "need," there are several other eligibility factors you must meet:

1. You must be a U.S. citizen, a permanent resident, or in the United States for other than temporary purposes. Acceptable visas would include the 1-451, 1-551, or 1-94, if it is stamped "refugee", "indefinite parole", "asylum granted" or "Cuban-Haitian" entrant. If you have another visa type, the financial aid administrator will be able to help you in determining whether or not you are eligible.
2. Be enrolled in an eligible program.
3. Be scheduled to attend at least twelve clock hours per week.
4. Not be in default on a Federal Loan (Guaranteed Student Loan, Stafford Loan, or Federal Direct Student Loan) received at any institution or owe a refund on a Supplemental Educational Opportunity Grant, Federal Pell or State Grant.
5. Be making satisfactory progress. A discussion of the definition of satisfactory progress can be found in the school catalog.
6. Be registered with the Selective Service if you are a male who is at least 18 years old and born after 01/01/60.
7. For the Federal Pell Grant, you may not have previously received a bachelor's degree.
8. For all Title IV programs, you may not currently be enrolled in high school.

## TYPICAL STUDENT EXPENSES:

Each school and each program within a school will have a different student expense budget. This will depend upon the tuition, as well as the length of the course, since student expense budgets include the costs of tuition and fees, books and supplies, monthly allowances for room and board, transportation to and from school, and personal expenses such as clothes and entertainment. While your tuition and fee costs are fixed, the amount you spend on living costs will depend largely on your own actions as well as your individual circumstances, such as whether or not you have other dependents. In order to estimate what these expenses might be, we have prepared the following chart based upon a 2010 survey of our student body. (The cost of tuition, fees, books and supplies will vary based upon the program in which you intend to enroll.)

### **2010-2011 SUGGESTED BUDGET FIGURES For Cosmetology & Hairstyling Student**

Student Living At Home With No Dependents  
9-Month Average

TUITION & FEES	\$13,320.00
ROOM & BOARD	\$13,545.00
MISC/PERSONAL	\$ 2,268.00
TRANSPORTATION	\$ 2,079.00
OTHER/KIT	\$ 1,295.00
LOAN FEES (est.)	\$ 67.50

Students Living Away From Home or With Dependents  
9-Month Average

TUITION & FEES	\$13,320.00
ROOM AND BOARD	\$14,112.00
MISC/PERSONAL	\$2,754.00
TRANSPORTATION	\$2,367.00
KIT/OTHER	\$1,295.00
LOAN FEES (est.)	\$67.50

NOTE: Additions to budgets for childcare and for cost related to handicaps should be made.

### **WHAT AID PROGRAMS ARE AVAILABLE?**

The preceding pages have discussed the basic factors determining who receives financial aid. But the individual programs each have regulations, which further affect your eligibility, and the amount you may receive in each of the programs. At this institution, based on information you have provided, accompanied by the Free Application for Federal Student Aid (FAFSA) and income documentation, our financial aid administrator will consider you for all programs that might be appropriate. Let's look at the various programs that may make up your financial aid award.

Financial aid includes grants (outright gifts of money that do not need to be repaid), and loans (borrowed money that you must repay with interest). These different aids are usually combined in an "aid package". Thus, you may not necessarily receive just one type of aid, but rather may be given some combination of grants and loans.

Financial aid also comes from many different sources:

1. The Federal Department of Education
2. The State and other governmental agencies

## FEDERAL PROGRAMS:

Since it is important that you truly understand the available aid programs, and your rights and responsibilities under them, the United States Department of Education has prepared a brochure entitled "Funding Education Beyond High School – The Guide to Federal Student Aid," which explains them. A good deal of useful information is contained in this brochure. **BE SURE TO READ IT!**

Please note that of the programs described, our institution participates in the following:

Federal Pell Grant Program

William D. Ford Federal Direct Loan Program

Federal Family Education Loans

## MORE ABOUT PELL GRANTS...

Unlike loans, grants are not repaid unless, for example, you are awarded funds incorrectly or you withdraw from school prior to the planned end of term. All Federal Pell Grants are awarded to students based upon their financial need. Since you are not required to pay back a Pell Grant, you should apply for the maximum allowable Pell Grant in order to limit your out of pocket educational costs and the debt you must incur to cover any costs beyond your Pell Grant and what you can pay out of pocket.

## MORE ABOUT LOANS...

Each student loan program has unique features. If you decide to borrow, the financial aid administrator will discuss these with you in detail. Pamphlets describing the loan programs are available in the Financial Aid Office. Of particular importance to you should be the repayment schedule you will need to follow in repaying the loan. To give you an idea of the total amount you will need to repay under the Direct Loan Program, we have prepared the following chart for loans with a 6.80% interest rate and based upon a standard 10-year, monthly payment schedule, which is typical of students at our school.

Amount Borrowed	Total Number of Payments	Monthly Payment	Total Interest Charges	Total Payments
\$3,500	120	\$50	\$1,241	\$4,741
\$5,000	120	\$58	\$1,905	\$6,905
\$5,500	120	\$63	\$2,095	\$7,595
\$7,500	120	\$86	\$2,857	\$10,357
\$10,500	120	\$121	\$4,000	\$14,500

If you or your parents borrow under the FEDERAL DIRECT PLUS program at 7.90% and based upon a standard 10-year, monthly payment schedule, the following is information on the amounts you (or your parents) would repay.

<u>Amount Borrowed</u>	<u>Total Number of Payments</u>	<u>Monthly Payment</u>	<u>Total Interest Charges</u>	<u>Total Payments</u>
\$2,500	120	\$50	\$542	\$3,042
\$5,000	120	\$60	\$2,248	\$7,248
\$7,500	120	\$91	\$3,372	\$10,872
\$10,000	120	\$121	\$4,496	\$14,496
\$15,000	120	\$181	\$6,744	\$21,744

Since the amount of interest you will need to repay increases with the amount you borrowed, you will want to restrict your loan only to the amount you actually need to attend school.

Be sure that you have reviewed with the financial aid administrator your opportunities for deferment for military, Peace Corps, public health service, attendance at another school, or hardship situations such as unemployment or disability. It is also very important to note that, should you receive a loan, you are responsible for notifying the lender immediately of any change in name or address. You should also be aware that you may repay the whole loan or any portion of it without a penalty. Another feature of these loans is that your loan obligations would be canceled if you die or become permanently disabled.

## **OTHER SOURCES OF FINANCIAL AID**

In addition to Federal and State programs, certain students may be eligible for other programs, which provide assistance for educational costs. These benefits, like grants, do not have to be repaid. These grants are all need-based.

### **Vocational Rehabilitation:**

The division of Vocational Rehabilitation provides services and financial assistance for education to students with certain disabilities. Further information can be obtained from the Division of Vocational Rehabilitation. A listing of this agency can be found in the blue pages of your phone directory under the name of your state, then "Rehabilitative Services" or "Vocational Rehabilitative Services.

### **Workforce Investment Board**

The Workforce Investment provides career services and financial assistance for those seeking training in new careers. Its Job Connection (One Stop) division focuses specifically on identifying new job opportunities and funding the retraining of displaced workers. Our local

division, the Atlantic Cape May Workforce Investment Board has established partnerships with local businesses, community organizations, educational institutions and government agencies to provide a seamless system of employment, training and social services to residents and employers in Atlantic and Cape May counties. SHORE also contracts with Cumberland County and Ocean County Workforce Investment Boards for the benefit our students residing in these counties.

### **Private Industry Council:**

The Department of Labor makes funds available through local agencies for training persons meeting certain criteria. For example, some agencies concentrate their efforts on displaced housewives, whereas other might concentrate on minority youths. The aid administrator will have information on the local office that determines eligibility.

### **Veterans Administration**

SHORE has been approved to administer Veterans Administration Benefits to our students. For further information on all veteran related benefits for which a veteran may qualify, please go to the Website: [www.gibill.va.gov](http://www.gibill.va.gov).

## **HOW TO APPLY FOR FINANCIAL AID**

Once you have determined that you want to apply for financial assistance, you will need to learn about the various forms and applications required to determine your eligibility. We are very committed to guiding you through the financial aid process, but likewise we must have your complete cooperation in bringing us the information that is needed in completing forms, and signing paperwork in a timely fashion.

The process of applying for aid will vary with the types of aid for which you wish to be considered. Let us look at the forms that must be filed and the procedures used for each of the various sources of aid.

### **Applying for Federal Financial Aid Online:**

The U.S. Department of Education has gone to great lengths to set up a system to apply for federal financial aid online. If you wish to apply for financial aid online, please visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Here you can learn all about the process for filing your Free Application for Federal Student Aid and the rules and regulations associated with applying for and accessing federal financial aid. Please note that in order for SHORE to receive and process your federal financial aid, you will need to include SHORE's Federal School Code: "015759" with your application for Federal financial aid. You should notify our school that you have filed online for your aid and we will contact you when we have received notification that such request for aid has been processed. The following should provide you further information on applying for

financial aid, whether you choose to file on your own or file through our school.

### **Verification Policy and Procedures:**

Students are expected to provide required documentation at the time of application. Normally, this documentation should be submitted within one to two weeks of the request. We also recognize that sometimes it is necessary to obtain this data from outside sources which could present additional delays which are beyond the student's control. Therefore, while the student must provide evidence of having made all efforts to obtain the necessary documentation, a longer period of time is permitted, as long as the student meets all Federal submission deadline dates for the programs. The student may lose eligibility if documentation is not promptly submitted.

It is our policy to provide you, during the financial aid interview a clear understanding of the forms and other documentation needed to verify your application. If you are at all unsure of what is needed, be sure you request another explanation until you understand!

If the submitted data fails to meet documentation requirements, we will contact you either through a note to your classroom or by asking you to come to the financial aid office. If corrections are required, it will be necessary for you and your parents to sign the Student Aid Report and resubmit it for corrections. After the verification procedures are complete, you will receive an award letter notification that will confirm that your file meets Federal standards of accuracy.

SHORE is required by Federal regulations to make referrals to the Department of Education and Department of Justice if it is suspected that aid was requested under a false pretense. Be forewarned, the school takes very seriously the proper stewardship of Federal funds and will cooperate with government agencies in the full prosecution of students who were found to provide incorrect data.

## **The Pell Grant Program**

### **What Forms Do I File?**

All students who are applying for any type of financial assistance are required to first complete a Free Application for Federal Student Aid (FAFSA), which collects family income and asset information. This form is available at the financial aid office and online, as previously discussed..

Be sure that you are filing the form for the correct year. The financial aid officer will provide you with proper forms for the year in which your training begins. If your education will extend beyond June 30, you will also need to complete a new Free Application for Federal Student Aid, when they become available. The aid administrator will notify you if it is not necessary for you to reapply.

In addition to the Free Application for Federal Student Aid, you will need to provide other

information to the school. This which includes, among other things, information on your previous post secondary education, so that data may be secured on any financial aid you have received in the past.

### **Where Do I Send It?**

The good news is you don't have to! Although you can mail the form to the U.S. Department of Education, SHORE BEAUTY SCHOOL has the capability to electronically transmit your application to the Central Processing System. This will greatly reduce the time it will take to determine your eligibility for Title IV student aid. Remember, you also have the option to apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)., just don't forget to include SHORE's Federal School Code: "015759" with your application.

## **FEDERAL STUDENT LOAN PROGRAMS**

### **What Forms Do I File?**

You should first apply to the financial aid office for grants before you apply for a Federal Student Loan. Only after you have been evaluated for the other aid programs may you apply for a Federal Student Loan, because the Federal Student Loan program requires that we first determine the amount of Federal Pell Grant that you will receive.

The Federal Family Educational Loan program also is based upon the need concept that we discussed earlier.

To apply for a student loan, you should first discuss your options with the financial aid office. There are both William D. Ford Direct Loans, which come from the Department of Education and loans that you can obtain from a bank. If you apply for a Direct Loan, the financial aid office will have you sign the appropriate forms. If you decide on a Federal Stafford Loan, then visit your family bank (or savings and loan), or your own bank if you have an account in your name. Ask for the Loan Officer, and tell him/her that you would like to apply for a Federal Student Loan. If your bank does not handle these loans, try several others in your area until a participating bank is found. The bank will provide you with the necessary application form, or in some cases, a copy may be secured at the school.

You should always keep in mind that the U.S. Department of Education has the right to question the information you supply in your application for aid. If you are selected for verification, it will be necessary for you to submit copies of your tax return (as well as your parents in the case of dependent status) and further support of supplemental income.

Therefore, you should bring the completed form, and a copy of your parents' and your federal tax form and any tax schedules filed, and/or documentation of your nontaxable income to the financial aid office. What Happens Next?

1. The Federal processor will analyze the income and asset information which has been

provided according to a formula that has been approved by Congress. This formula determines the amount of the Pell Grant funds you will receive.

2. A Student Aid Report (SAR) will be sent to you indicating whether you are eligible for a grant under the program. If you have applied by mail, **YOU MUST SUBMIT ALL PARTS OF THE SAR TO THE FINANCIAL AID ADMINISTRATOR BEFORE ANY PAYMENT OF THE GRANT MAY BE MADE.** The Federal Government audits a sample of all applications processed. If your application has been selected for this procedure, a remark will be found in the comment section of your SAR. If this is the case, we will assist you in the additional procedures needed.
3. The financial aid administrator will next calculate the amount aid for which you are eligible, based upon the length of your course, the costs, and the portion of your training which has been designated in this award year. Remember, if your course extends beyond June 30th, the amount calculated represents only a portion of that for which you are eligible. The remainder of your award may be received by refiling an Application for Federal Student Aid for the next award year when they become available.

(Note: In some cases, training which slightly overlaps the July 1st date, may be awarded on the basis of a single Application for Federal Student Aid. If that is the case, the financial aid administrator will notify you. Otherwise, you must reapply).

### **Where Do I Send Them?**

You should complete all of the Student and Parent (if applicable) Sections before submitting it to us. Be thorough. Fill out each item, and indicate if a particular item is not applicable by entering zeros. An incomplete application can cause weeks of delay. Also, bring or send to the school the other documentation noted above, such as copies of you and your parents' tax returns, the institutional information and the Application for Federal Student Aid.

We will complete the School Certification, calculate your borrowing eligibility, and submit it to the U.S. Department of Education. Remember, you also have the option to apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), just don't forget to include SHORE's Federal School Code: "015759" with your application.

### **FUNDS DISBURSEMENT**

As we noted earlier, financial aid funds must be used only for educational purposes. Therefore, no funds will be given to you for living costs until your obligations to the school for tuition and fees, and books have been paid in full.

Pell Grant funds for tuition payments are applied to your account twice during the academic

year. (Our definition of academic year for Federal aid purposes is 900 hours, and thus differs from your total course length). If funds are available for your transportation and other miscellaneous costs, these are generally disbursed within two weeks of receipt of funds to assist you. Note, however, that your award was calculated on the assumption that you will not miss any days of class. If you do miss class time, your award amounts may be delayed or even reduced.

Under the Federal Direct Student Loan program, the loan payments are applied to your account twice during the academic year. The first payment may be as early as within the first 30 days after you begin school. The second payment will be made at approximately the mid point of the academic year. Remember, that the disbursement received may not be for the full amount of the loan you borrowed, since an insurance premium per year, plus an origination fee will have been subtracted from the disbursement amount. Moreover, the timing of your second disbursement will depend upon your actual hours of class attended, not the scheduled hours; so class absences can delay your disbursements.

It is important to understand that although you do not actually see all of the aid dollars awarded you, they are doing their work behind the scenes enabling you to pursue the education and learn a career for the future.

### **WHAT MUST I DO TO CONTINUE RECEIVING FINANCIAL AID?**

Once your aid has been determined for the year, you have two major responsibilities:

#### **Satisfactory Progress:**

The first is to apply yourself and learn as much as you can. This will not only help you in your career later, but is also a condition for you continuing to receive financial aid.

In order to continue receiving financial aid funds, you must be making "satisfactory progress." Before funds are disbursed to you each period, the financial aid administrator must verify that you have met this requirement. The definition of satisfactory progress can be found earlier in the catalog. Also contained there, is the means by which you can reestablish satisfactory progress if you have lost your eligibility on that basis.

#### **Reapplication for Aid:**

You also have the responsibility to meet all deadlines in reapplying for financial aid funds.

If your training crosses June 30<sup>th</sup>, you may need to apply twice under the Federal Pell Grant Program. (If your course extends only slightly beyond July 1st, an exception may be able to be made. However, you must assume that a second application is necessary unless the financial aid administrator has informed you otherwise). The financial aid administrator will notify you when

the new application may be made (generally in February). If you do not submit the new application or do not submit the three-part report (the SAR) sent to you as a result of the application, you will not receive the grant amount originally estimated for you in your award letter, nor will your other aid be adjusted accordingly. In this case, you will need to make other arrangements for meeting your tuition obligations.

Generally, you will need to reapply for other types of aid each academic year, which is normally equal to an eight or nine month period. Be sure to contact the aid administrator about two months before you will need to reapply.

### **REPAYMENT OF MY FEDERAL STUDENT LOAN**

Different types of loans have different repayment requirements. If your parents have received a Federal Direct PLUS Loan to help you pay for your education, they begin repayment as soon as the loan is disbursed. Federal Direct Unsubsidized Student Loans give you some choices in the way you repay the loan. You may begin repayment as soon as the loan is disbursed or you may defer repayment until you graduate. If you choose to defer repayment, you may either make interest payments every three months or you may capitalize the interest. Capitalizing means that the interest charges continue to build up, but they are added to the amount you borrowed when you do begin repayment. Repayment of Federal Direct Student Subsidized Loans begins six months after you leave school. No interest is charged to you while you are in school on a half time or greater schedule nor during the six month grace period after you leave school.

There are certain circumstances under which you may qualify for a deferment or a forbearance of your loan repayment. A deferment is a period of time during which you are not required to make payments and no additional interest is accrued. A forbearance is a period of time during which you may be allowed to make reduced payments because you are experiencing financial difficulties. In all cases, you must make a written request to your lender, which under the Direct Loan Program is the U.S. Department of Education. Deferments are not automatic. Your lender may or may not grant your request. Some of the reasons that may qualify for a deferment are listed below.

- ◆ Studying at least 1/2 time at a qualified school
- ◆ Participating in an approved rehabilitation training program
- ◆ Consistently seeking but unable to find a job in any field
- ◆ Temporary or totally disabled or caring for a disabled spouse
- ◆ Pregnancy

You also may receive a deferment or even have all or part of your loan canceled for certain types

of employment or volunteer service. As always, a written request sent to your lender is required. Some of the reasons which may qualify are listed below.

- ◆ Employment as a full-time teacher of handicapped children at a nonprofit elementary or secondary school.
- ◆ Employment as a full-time teacher in certain elementary or secondary schools designated by the Secretary of Education.
- ◆ Serve as a full-time staff member of qualifying Head Start program.
- ◆ Serve as a member of the Armed Forces in certain qualifying areas of hostilities.
- ◆ Serve as a volunteer under the Peace Corps Act
- ◆ Serve as a volunteer under the Domestic Volunteer Service Act of 1973.

### **HOW CAN I GET ADDITIONAL INFORMATION ON FINANCIAL AID?**

As we said earlier, this catalog should clear up many of your basic questions. But you will very likely have others, and answering them is the role of our financial aid staff. Please feel free to contact them as often as is necessary throughout the aid process.

The hours of the financial aid office are Monday through Friday, 8:30 a.m. to 5:00 p.m.

If these times present scheduling problems for either you or your parents, appointments at other convenient times can usually be arranged if sufficient advance notice is given. Should you wish further information about the school, the office of administration is the best place to obtain it. If you wish to review the documents describing the accreditations listed in our catalog, please see the Director.

Please note that our facilities are accessible to the handicapped. We would be happy to talk with you about any impediments that mobility impairment might cause in a future career.

We know that a lot of information has been provided in these pages, and that many of the terms used and procedures may sound foreign to you. Remember, we have been at it for a long time, and are eager to cooperate closely with you and your family to assure that everything possible is done to enable you to get the education you desire. Please let us know how we may help.

**GOOD LUCK, AND REMEMBER, WE ARE HERE TO HELP!**

## FINANCIAL AID CODE OF CONDUCT

The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a code of conduct that prohibits conflicts of interest for financial aid personnel [HEOA § 487 (a)(25)]. Any Shore Beauty School (“Shore”) officer, employee, or agent who has responsibilities with respect to student educational loans must comply with this code of conduct. The following provisions bring Shore Beauty School into compliance with the federal law [HEOA § 487 (e)].

1. Neither Shore Beauty School as an institution nor any individual officer, employee or agent shall enter into any revenue-sharing arrangements with any lender. A revenue-sharing arrangement means an arrangement between Shore and a lender under which the lender provides or issues loans to students attending Shore or to the families of such students; and Shore recommends the lender or the loan products of the lender and in exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to Shore or its agent.
2. No officer or employee of Shore who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term “gift” means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de minimus amount.
3. An officer or employee of Shore who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.
4. Shore shall not: a) for any first-time borrower, assign, through award packaging or other methods, the borrower’s loan to a particular lender; or b) refuse to certify, or delay certification of, any loan based on the borrower’s selection of a particular lender or guaranty agency.
5. Shore shall not request or accept from any lender any offer or funds or be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with: a) a specified number of private educational loans (non-Title IV loans) or loans made, insured, or guaranteed under Title IV; b) a specified loan volume of such loans; or c) a preferred lender arrangement for such loans.

6. Shore shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing.
7. Any employee who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

## **CAMPUS SECURITY, CRIME STATISTICS & EMERGENCY RESPONSE**

In compliance with public law 102-26 and the Higher Education Opportunity Act (Public Law 110-315), the SHORE BEAUTY SCHOOL is proud to make the following information available for your review.

### **Crime Statistics:**

The following criminal offenses were reported to school officials or to local police as having occurred on campus:

	<b>2006</b>	<b>2007</b>	<b>2009</b>
Crime	0	0	0
Criminal homicide	0	0	0
Sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Liquor law violations	0	0	0
Drug violations	0	0	0
Weapons possession	0	0	0
Hate crimes	0	0	0

This information is updated on an annual basis, and is available to students, employees and applicants upon request. You may request further information on crime statistics in the vicinity of the school from the office of administration, which can furnish you with a local crime report. Any crimes classified as above, would be reported by the Administrative Office to the local police station immediately by filing a police report.

## **Campus Law Enforcement Policies:**

Students who witness or are the victims of any crime on SHORE premises are to report the crime in writing to the Office of Administration. Documentation of the crime should include the time and date of the crime, the perpetrator(s), the victim(s), description of the crime and the extent of the damage or harm incurred. The school Director will act as the school's law enforcement authority in determining the necessary action in response to any school-based crimes. The Office of Administration will evaluate reported crimes and determine whether a crime report should be filed with the police. The school will report or cause the affected student(s) to report any hate crimes, including, but not necessarily limited to, criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug violations, weapons possessions, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property and any other crime involving bodily injury. In the case of any criminal act as defined above, SHORE will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the administration, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Should you witness a crime in progress, we request that you immediately report it to your instructor and to the school office of administration. Crimes may be reported to any member of the administrative staff as listed in this catalogue. At times when the school is closed, report the crime directly to the municipal police. Any report of a crime will be announced to the entire student body for the purpose of their protection and documented in the crime report file.

To insure accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from all involved parties and witnesses at all reported emergencies and crimes. Such statements will be reviewed to determine administrative action if the perpetrator is a student of the school. Reports will also be made available to law enforcement agencies to aid in the investigation of the crime.

SHORE, upon written request, will disclose to an alleged victim of a crime of violence or a non-forcible sex offense on school premises, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Information regarding steps students may follow for their own personal security are reviewed at orientation. The local chapter of the Police Benevolent Association also periodically presents safety and crime prevention forums.

The SHORE BEAUTY SCHOOL is in compliance with the Drug Free Schools and Communities Amendment of 1989. Please refer to the policies regarding the banned use of drugs

and alcohol, located in this catalog.

The authority of the school official is limited to securing the premises, notification of the municipal police and administrative action if the perpetrator is a student of the school.

Access to the campus is permitted only during the hours of regularly scheduled classes.

### **Emergency Response and Evacuation Procedures:**

In the event of any emergency threatening the well-being or health of students and staff (i.e., fire, blackout, electrical malfunction, gas leaks, natural disaster, etc.), instructors and staff are to immediately evacuate the premises, in an orderly manner. If feasible, instructors are to take attendance sheets with them upon evacuation. Students and staff are to move single file down the hallways and through the exits. After complete evacuation, administrative staff must check to assure all members of administrative staff have been evacuated; supervising instructor must assure that all instructors have been evacuated; and instructors must check attendance sheets to assure that all students have been evacuated. Upon evacuation and only if feasible from the standpoint of safety, teaching staff must assure that no individuals are in bathrooms, closets or teaching lounges; administrative staff must assure that all offices are vacant. SHORE will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Administrative office will be responsible for assuring that the necessary authorities (i.e, fire department, police, etc.) are notified immediately to respond to the emergency situation. Those responsible to assure the proper evacuation by seniority are: the Director, Supervising Instructor and Administrative Director.

## **RED FLAG IDENTITY THEFT PROGRAM**

SHORE maintains a Red Flag Program designed to attempt to detect and thwart identity theft. SHORE neither guarantees students nor staff that it will succeed in identifying all or any such identity theft. The following describes SHORE's identify theft program and procedures.

1. *Identifying Relevant Red Flags:* SHORE requests a variety of information from its students, which can include: high school diplomas, drivers' licenses, social security cards, marriage certificates, tax returns, various student questionnaires, etc. One form of identification must include a picture to verify the identity of the student. Throughout student enrollment and registration, personal information is collected from students that the school, the State of New Jersey and the U.S. Department of Education rely upon and expect to be accurate.
2. *Detecting Red Flags:* In collecting and reviewing the aforementioned personal information, SHORE employees are required to compare the personal information

collected from each information source and identify any inconsistencies in such information as red flags. Using a photo ID, SHORE staff will attempt to assure validity of provided student information.

3. *Responding to Red Flags:* Once a red flag is detected, SHORE staff will question the student to determine whether the inconsistency in information can be explained. If SHORE staff believes the possibility of identity theft, such staff member will notify the director of administration, who in turn will notify the police and, if appropriate, the U.S. Department of Education and the NJ State Board of Cosmetology & Hairstyling.
4. *Administration of Program:* The Red Flag Identity Theft Program is reviewed and approved annually by the Director of the school. Any necessary changes to the program will be recorded as amended to the School Catalogue. The Director of Administration is responsible for administering the program. All SHORE staff members receive copies of the school catalogue and are responsible for knowing its full contents. The program will be modified subject to changes in school operating procedures and the risk profile of the school.

## **DRUG & ALCOHOL ABUSE PREVENTION PROGRAM**

To: The Staff & Students of the SHORE BEAUTY SCHOOL

From: Kameron Rabenou, Director

RE: Drug and Alcohol Free Schools & Campuses - Standards of Conduct

This is to inform you of the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and what the SHORE BEAUTY SCHOOL requires of our staff and students.

Staff and students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from employment. We may contact the New Jersey Board of Cosmetology and Hairstyling to inform it of violations and/or convictions as required. The Board will review the case and invoke its own disciplinary action, which could be anything from suspension to revoking your license.

There are numerous legal sanctions under local, state and federal laws, which can be used to punish violators. Penalties can range from suspension, revocation and denial of a driver's license to 20-50 years imprisonment at hard labor without benefit of parole. Property may be seized. Community service may be mandated. Examples of penalties found in federal law for drug trafficking are included as Appendix A.

Recent federal anti-drug laws affect a number of areas in everyone's lives. Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, welfare, health, disability and veterans benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, now has the authority to evict residents and members of their household who are involved in drug-related crimes on or near the public housing premises. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in drug-related crime may prevent a person from entering certain careers.

The laws of the State of New Jersey are adequate to protect the innocent, but stringent enough to insure that persons involved with the illegal dealing of drugs or excessive use of alcohol can be adequately punished. For example, a small amount of drugs found on a person may lead to an arrest which could require the person to make payment of all court costs as well as participate in mandatory community service. A person found with the intention to distribute could be imprisoned. A person found to be intoxicated while driving could be forced to pay court costs, lawyer's fees, participate in community service, receive an increase in the cost of automobile insurance or even lose the driver's license and end up in prison.

In addition to local and state authorities, the federal government has four agencies employing approximately 52,500 personnel engaged in fighting illicit drugs. These agencies are: The Drug Enforcement Agency, U.S. Customs Service, Federal Bureau of Investigation and the U.S. Coast Guard.

Here are a few legal facts of which we should be aware. It is a crime to hold someone else's dope. It is a crime to sell fake dope. You can be arrested if you are in a house (or a school) where people are using drugs, even though you are not you can be charged with possessing dope even if it is not on you. You are considered to possess, under legal terms of "constructive possession, dope that is in your locker, purse, car or house.

Drug abuse is the utilization of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system and behavior. The abuse of drugs can affect a person's physical and emotional health and social life. Alcohol is the most abused drug in the United States.

Drugs can be highly addictive and injurious to the body as well as oneself. People tend to lose their sense of responsibility and coordination. Restlessness, irritability, anxiety, paranoia, depression, acting slow moving, inattentiveness, loss of appetite, sexual indifference, comas, convulsions, or even death can result from overuse or abuse of drugs. Not only does the person using the drug subject himself to all sorts of health risks, drug use can and, in many instances do, cause grief and discomfort to innocent people. A drug-dulled brain, for example, affects thinking. Further, reflexes are slowed, making it hard for drivers to respond to sudden, unexpected events. Alcohol-related highway deaths are the top killer of 15-24 year olds.

There are drugs or alcohol counseling, treatment and rehabilitation facilities available in our area where you can seek advice and treatment. The yellow pages of the local telephone book is an excellent source. Look under the heading "Drug Abuse & Addiction - Information and Treatment". We would recommend starting here for a convenient location:

Substance Abuse Services  
Division of Public Health  
Stillwater Building  
201 South Shore Road  
Northfield, NJ 08201  
609-645-5935

There are national organizations one can contact for help. The Alcoholism and Drug Abuse Hotline is open 24 hours and can be reached toll free at 1-800-662-HELP. The National Institute on Drug Abuse Hotline is 1-888-644-6432. The Drug Free Workplace Helpline may be reached toll free at 1-800-967-5752. The National Clearinghouse for Alcohol and Drug Information may be contacted at 301-468-2600.

Dependency upon drugs can only lead to a life of misery and misfortune. The illegal use or abuse of drugs has a very high impact on our society and the type of crimes committed. To support a drug habit, people must resort to many things, which can only lead to a life of horror, and in some instances, death. The dollar costs can range from \$200 to \$3,000 per week to support a habit. More importantly, the drug habit impacts a person's family and lifestyle and career prospects as well as one's physical well-being and self-respect.

Treatment is available and may be expensive. For example, a typical live-in program lasting four (4) weeks can cost from \$5,000.00 to \$15,000.00. Outpatient programs cost from \$1,000.00 to \$5,000.00. Who pays for these treatments? There may be programs which cover the costs. One way or another, the person and the taxpayers pay! It has been proven that an individual "hooked" cannot just stop, but requires professional care to kick the habit.

There are classic danger signals that could indicate the first sign of drug use. The primary ones that could call attention to one's use of drugs are:

- Abrupt changes in mood or attitude
- Continuing slump at work or school
- Continuing resistance to discipline at home or school
- Cannot get along with family or friends
- Unusual temper flare-ups
- Increased borrowing of money
- Heightened secrecy
- A complete new set of friends

We recommend that any person observing any of the above changes in either staff or students immediately notify the administrative office or the Director. Caution must be observed not to wrongly accuse a person suspected of taking drugs as an improper accusation could lead to embarrassment both to the individual and the school.

Once it has been determined by management that assistance to overcome a drug problem is necessary, the individual and his/ her family should be counseled on the need for assistance. Records must be maintained of any counseling provided the individual.

There are clinics in the school's vicinity, which can render assistance. Treatment must be an expense borne by the patient. The school can only offer advice in a limited manner. If the individual is in immediate danger of harming either him/herself or others, local law authorities should be immediately contacted.

Staff and students who violate these standards of conduct subject themselves to disciplinary action. Students are reminded that as a precondition to accepting a Pell Grant that they sign a certificate stating they would not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by a Pell Grant. A Pell Grant recipient convicted of a criminal drug offense resulting from a violation occurring during the period of enrollment covered by the Grant must report the conviction, in writing, within ten calendar days of the conviction, to the Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, SW, Room 3073, FOB-6, Washington, DC 20224.

Staff, upon being hired by the SHORE BEAUTY SCHOOL, receives a briefing and acknowledges in writing that they understand the provisions of the Drug-Free Workplace Act of 1988. Employees must notify the Director of the SHORE BEAUTY SCHOOL, in writing of a conviction of a criminal drug statute occurring in the workplace, within five days after receiving the conviction. Disciplinary action will take place within 30 days of notification, and can range from a letter of admonishment, suspension from school or work, and/or enrollment in a rehabilitation program to termination from either school or employment.

SHORE will impose sanctions on students and employees for violations of the aforementioned code of conduct with respect to the use of drugs and alcohol on school premises. Such sanctions will be consistent with local, state and federal law and may include up to and including expulsion, termination of employment and referral for prosecution to the appropriate legal authority.

## APPENDIX A

### NEW JERSEY DRUG LAWS AND PENALTIES (EXAMPLES)

New Jersey drug possession penalties include, but are certainly not limited to:

#### **Possession of Marijuana**

For Simple Possession of marijuana (pot), you face the risk of, even on a *first offense*:

- up to 18 months in jail
- Fines from \$500-15,000
- Loss of driver's license
- Drug Rehabilitation Programs (at your expense)

#### **Possession of Narcotics / Controlled Substances**

For possession of other drugs, including Possession of Cocaine/Crack, Heroin, Meth, Methamphetamines Speed, or LSD/Acid, Ecstasy, GBH, MDMA, or any other illegal narcotic, stimulant, hallucinogen, opiate, or depressant, First Offense:

- From 3-5 years in jail
- Fines from \$1,000-\$25,000
- Loss of driver's license
- mandatory drug rehabilitation and education programs

These maximum penalties are possible under New Jersey law for a first offense drug possession charge. For a second or subsequent offense, the risk of stiffer sentencing becomes even greater.

#### **Other Drug Possession Penalties**

There are also New Jersey drug laws that state that the police may confiscate your car if they find any "controlled dangerous substance."

#### **Penalties in New Jersey for Possession of Drug Paraphernalia (pipes, bongs, spoons, etc.)**

Drug Paraphernalia possession offenses in NJ are very strict. Possession of drug paraphernalia is commonly charged in simple possession cases.

Many legal, common household items may be characterized and charged as possession of drug paraphernalia, adding to the charges and penalties you may face for a drug possession charge.

Possession of Drug Paraphernalia Penalties in NJ: Up to six months in jail; fines from \$500-\$1000. License suspension for up to 2 years.

Some Penalties in New Jersey for Possession with Intent to Distribute:

- Possession with Intent to Distribute marijuana/pot - up to 10 years in jail. Fines from \$750-\$100,000. Also includes cultivation.
- Possession with Intent to Distribute Cocaine - From 3-20 years in jail; Fines from \$1,000-\$300,000. If the amount exceeds 5 ounces (oz), there is a mandatory 3-5 year sentence.
- Possession with Intent to Distribute Meth/Methamphetamines/Speed - From 3-10 years in jail; Fines from \$1000-\$100,000.
- Possession with Intent to Distribute LSD/Acid - From 3-5 years in jail; Fines from \$2000-\$300,000.

Intent to distribute, dealing or selling drugs to minors can result in even harsher penalties under New Jersey Drug laws.

## Appendix B

### COMMUNITY SERVICES REFERENCES

#### Emergency Hotlines:

General Emergencies	911
Addictions Hotline of NJ	800-238-2333
Catastrophic Illness in Children Relief Fund	800-335-3863
Child Care Help Line	800-332-9227
Disaster Mental Health	877-294-4357
Division of Addiction Services	609-292-5760
Division of Family Development	800-792-9773
Division of Medical Assistance and Health Services	800-356-1561
Division of Mental Health Services	800-382-6717
Domestic Violence	800-572-7233
Food Stamps	800-687-9512
Gambling Addiction	800-426-2537
NJ Family Care/Medicaid Call Center	800-356-1561
NJ Disaster Mental Health Helpline	877-294-4357
NJ Family Care	800-701-0710
NJ Housing Resource Center (for affordable housing)	877-428-8844
Family Help Line (for stressed parents)	800-843-5437
Teen Pregnancy Hotline	800-843-5437

## **County Offices of Social Services:**

Atlantic County  
Department of Family and Community Development  
Atlantic City Office  
1333 Atlantic Avenue  
Atlantic City, NJ 08401  
(609) 348-3001

Atlantic Cape May Workforce Investment Act  
2 South Main Street  
Pleasantville, NJ 08232  
Phone: 609-645-6713

Atlantic County Women's Center  
1201 New Road, Suite 240  
Linwood, NJ 08221  
(609) 601-9925  
[www.acwc.org](http://www.acwc.org)

Cape May County Board of Social Services  
4005 Route 9  
South Rio Grande, NJ 08242  
(609) 886-6200

Children and Family Initiative  
101 S. Shore Road  
Northfield, NJ 08225  
(609) 645-7700 x4332

Cumberland County Board of Social Services  
275 North Delsea Drive  
Vineland, NJ 08360-3607  
(856) 691-4600

One Stop Career Centers  
2 South Main Street  
Pleasantville, NJ 08232  
(609) 813-3900

New Jersey Division of Vocational Rehabilitation  
2 South Main Street, Suite 2  
Pleasantville, NJ 08401  
(609) 813-3933

## HEALTHCARE SERVICES REFERENCE

Atlantic Health Services 2009 Bacharach Blvd Atlantic City, NJ 08401	(609) 344-5714 <a href="http://www.atlantichealthservices.com">www.atlantichealthservices.com</a>
AtlantiCare Health Services 1401 Atlantic Avenue, Suite 2600 Atlantic City, NJ 08401	(609) 412-8969 <a href="http://www.sjfmc.org">www.sjfmc.org</a>
Southern Jersey Family Medical Center Women's & Children's Pavillion 1125 Atlantic Avenue Atlantic City, NJ 08041	(609) 348-0066 <a href="http://www.sjfmc.org">www.sjfmc.org</a>
Southern Jersey Family Medical Centers 860 S. White Horse Pike, Bldg. A Hammonton, NJ 08037	(609) 567-0200 <a href="http://www.sjfmc.org">www.sjfmc.org</a>
Southern Jersey Family Medical Centers 1301 Atlantic Avenue Atlantic City, NJ 08401	(609) 572-0000
Southern Jersey Family Medical Centers Hammonton Dental Center 310 Bellevue Avenue Hammonton, NJ 08037	(609) 561-9150 <a href="http://www.sjfmc.org">www.sjfmc.org</a>
Southern Jersey Family Medical Centers Pleasantville Center 932 South Main Street Pleasantville, NJ 08232	(609) 383-0880 <a href="http://www.sjfmc.org">www.sjfmc.org</a>
Southern Jersey Family Medical Centers The Mobile Medic 860 S. White Horse Pike, Bldg. A Hammonton, NJ 08037	(609) 385-3137 <a href="http://www.sjfmc.org">www.sjfmc.org</a>



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