

Revised publication April 2020



**School of Cosmetology
Manicuring and
Esthetics**

**40 27th Street West
Billings, MT 59102**

CALL GRACIA @ (406)281-8270



Montana Beauty Institute's mission is to offer students all aspects of Cosmetology, Nail Technology and Esthetics, providing them with the technical skills and basic principals they need to become a successful Cosmetologist, Nail Technician, or Esthetician. The courses are designed to prepare students for the state licensing exams and for employment in the professional beauty industry.

Students will benefit from small classes, experienced educators and a school that offers Cosmetology, Nail Technology, and Esthetics as their courses of instruction. Classes start every month. There are 4 seats available per class each month. Maximum students in entire school at one time is 30.

Montana Beauty Institute moved to its current location in January of 2020. It is a beautiful modern facility with rustic charm. We take pride in the fact that our school looks very much like a salon or spa would look. Our facility has very modern equipment and carries high quality products.

Hours of Operation:

Monday - Friday 8:30am - 5:00pm

Theory Hours 8:30am - 9:15am Clinic

Floor Hours 9:30am - 5:00pm

CLOSED last 2 Mondays of the month

Tuition/Fees

Cosmetology Course

Registration *Non Refundable	\$175
Kit, Books, and Supplies	\$5025
Full-Time Tuition	\$9800
Part-Time-Tuition	\$12,925
Total Full-Time Cost (Reg., Kit, Tuition)	\$15,000
Total Part-Time Cost (Reg., Kit, Tuition)	\$18,125

The registration fee of \$175 and the kit fee of \$5025 are non-refundable. These Fees insure availability and supplies for the date the student wants to be enrolled.

A weekly payment plan is available to full-time students only. The Payment plan is as follows:

Kit and registration fee: \$175 + \$5025 (due one month prior to start date)

Finance Fee: \$155 (Due first day of class attending)

Weeks 1-37: \$260 due first day of each week.

Week 38: \$180

****In addition to the \$180 on week 38 will be any overages that the student may have incurred over the student's time at the Montana Beauty Institute. Overages will be calculated at the rate of \$15 per hour for any unexcused absences.****

If a student fails to pay a payment on their agreement, regardless of if the student is actively enrolled at the time, Montana Beauty Institute will be entitled to the student's current balance in full, due and payable immediately. If legal action is required to collect said balance owed to Montana Beauty Institute, the student will be responsible for all collection costs including collection agency charges, fees or attorney's fees, regardless if the situation is litigated. All balances due to Montana Beauty Institute must be paid in full prior to being able to graduate. No request for records or diploma will be released until paid in full.

Extra-Instructional Charges Policy:

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately ten days (8 hour days) has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$15 per hour needed to complete the program, or any part thereof, payable in advance, until graduation. Students will not be allowed to clock in until applicable weekly payments are made.

Montana Beauty Institute's Tuition & Fees do not include NIC Practical Exam Fees, Montana State Board Written Exam Fee or license fees.

This course/program will be taught in English.

Tuition / Fees

Nail Course - Montana 400 hours

Registration *non-refundable	\$175
Kit, Books and Supplies	\$1600
Full-Time Tuition	\$2605
Part-Time Tuition	\$3010
Total Full-Time Cost (Registration, Kit, Tuition)	\$4380
Total Part-Time Cost (Registration, Kit, Tuition)	\$4785

The registration fee of \$175 and the kit fee of \$1600 are non-refundable and must be paid two weeks prior to enrollment. These fees insure availability and supplies for the date the student wants to be enrolled.

A weekly payment plan is available to full-time students only. The payment plan is as follows:

Kit Fee and Registration: \$1600 + \$175 (due month prior to class start date)

Finance Fee: \$155 (due the first day of class attending) Week 1-9

Payments: \$261 (Due the first day of each week) Week 10 Payment: \$256

In addition to the \$256 on week 10 will be any overages that the student may have incurred over the student's time at the Montana Beauty Institute. Overages will be calculated at the rate of \$15 per hour for any unexcused absences.

If a student fails to pay a payment on their agreement, regardless of if the student is actively enrolled at the time, Montana Beauty Institute will be entitled to the student's current balance in full, due and payable immediately. If legal action is required to collect said balance owed to Montana Beauty Institute, the student will be responsible for all collection costs including collection agency charges, fees or attorney's fees, regardless if the situation is litigated. All balances due to Montana Beauty Institute must be paid in full prior to being able to graduate. No request for records or diploma will be released until paid in full.

Extra-Instructional Charges Policy:

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately ten days (8 hour days) has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$15 per hour needed to complete the program, or any part thereof, payable in advance, until graduation. Students will not be allowed to clock in until applicable weekly payments are made.

Montana Beauty Institute's Tuition & Fees do not include NIC Practical Exam Fees, Montana State Board Written Exam Fee or license fees.

Tuition/Fees

Esthetics Course-Montana 650 hours

Registration Fee *Non-refundable	\$175
Kits, Books, and Supplies	\$2800
Full-Time Tuition	\$5665
Part-Time Tuition	\$7060
Full-Time total (Registration, Kit, Tuition)	\$8640
Part-Time total (Registration, Kit, Tuition)	\$10035

The registration fee of \$175 and the kit fee of \$2800 are non refundable and must be paid the month prior to the class enrolling in.

A weekly payment plan is available to full-time students only. The payment plan is as follows:

Kit Fee and Registration Fee: \$2975 (due month prior to enrollment date)

Finance Fee: \$155 (Due first day of class)

Week 1-14: \$404 (Due first day of each week)

Week 15: \$413

**In addition to the \$413 on week 15 will be any overages the student may have incurred over the student's time at the Montana Beauty Institute. Overages will be calculated at the rate of \$15 per hour for any unexcused absences.

If a student fails to pay a payment on their agreement, regardless of if the student is actively enrolled at the time, Montana Beauty Institute will be entitled to the student's current balance in full, due and payable immediately. If legal action is required to collect said balance owed to Montana Beauty Institute, the student will be responsible for all collection costs including collection agency charges, fees or attorney's fees, regardless if the situation is litigated. All balances due to Montana Beauty Institute must be paid in full prior to being able to graduate. No request for records or diploma will be released until paid in full.

Extra-Instructional Charges Policy:

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately ten days (8 hour days) has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$15 per hour needed to complete the program, or any part thereof, payable in advance, until graduation. Students will not be allowed to clock in until applicable weekly payments are made.

Montana Beauty Institute's Tuition & Fees do not include NIC Practical Exam Fees, Montana State Board Written Exam Fee or License fees.

This course/program will be taught in English.

Montana Board of Barbers and Cosmetologists establishes our curriculum as follows: **COSMETOLOGY STUDENTS MONTANA:**

Hours

Manicures, Pedicures (inc. hand/arm, foot ankle and lower leg massage & polish) application of monomer liquid and polymer powder nail enhancements, nail tips, nail wraps, uv gels nail art and use of manicuring implements including electric nail file95

Skin care(includes: facials, cosmetics, makeup, massage, essential oils, application and maintenance of artificial eyelashes, tinting of lashes and eyebrows, and chemical curling of lashes) Skin exfoliation, waxing and tweezing, and electricity and light therapy...110

Shampoo(including scalp treatment), hair styling (pin curls, fingerwaving, thermal curling, blow dry styling, braiding, back combing, and wet styling.....195

Chemical Services (waving, relaxing: ammonium thioglycolate, sodium hydroxide methods, hair coloring, and hair lightening).....395

Hair Cutting (including the proper use of implements, e.g., shears, razors, clippers, and thinning shears).....155

Salon Management, general facility sanitation and cleanliness, business methods, customer service, appointment book, professional ethics and current state board laws and rules.....115

Chemistry, bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, and diseases and disorders of hair, scalp, skin and nails.....60

School Discretion.....375

Total Hours.....1500

Not less than 200 hours of the above curriculum must be taught in theory. The course is 1500 hours; the first 400 hours are intensive basic training. At the completion of the course, you will be trained and prepared to take the Montana State Board Examination and apply for your license to practice as a professional .

There are many opportunities available in the cosmetology industry. A licensed cosmetologist can be an hourly employee at a salon or you can be your own boss by renting a station from a salon owner. After 1 year in the industry you could train to be a Cosmetology instructor (650 hour course). Product lines hire cosmetologists to travel to different places to be a product educator. You could also own your own salon. The possibilities are endless.

Montana State Board of Barbers and Cosmetologists establishes our curriculum as follows:

NAIL TECHNICIAN STUDENTS MONTANA :

	<u>Hours</u>
Salon Management, Business Methods, Customer Service, Appointment Book, & Professional Ethics	20
Bacteriology, Sanitation, Sterilization, Safety, Anatomy and Physiology, Diseases & Disorders	55
Manicures, Pedicures (Inc. hand/arm massage, foot, ankle, lower leg massage), Polish application, & the proper use of manicuring implements	35
Application of monomer liquid, polymer powder, nail enhancements, Nail tips, nail wraps, UV gels, art	140
Use of the electric nail file	10
Current State Board Laws & Rules	40
School Discretion	100
Total Hours	400

Not less than 40 hours of the above curriculum must be taught in theory. The course is 400 hours; the first 110 hours are intensive basic training. At the completion of the course, you will be trained and prepared to take the Montana State Board Examination and apply for your license to practice as a professional nail technician. Other occupational opportunities may include salon owner or manager, manufacturer representative, or product educator.

There are many opportunities available in the nail industry. A licensed nail tech can be an hourly employee at a salon or you can be your own boss by renting a station from a salon owner. After 1 year in the industry you could train to be a nail instructor (650 hour course). Product lines hire nail technicians to travel to different places to be a product educator. You could also own your own salon. The possibilities are endless.

Montana State Board of Barbers and Cosmetologists establishes our curriculum as follows:

ESTHETIC STUDENTS: MONTANA

Hours

Bacteriology, Sanitation, Sterilization, Safety, Anatomy, Physiology, Blood Exposure Procedure, Diseases and Disorders of the Skin, Electricity, Chemistry and light therapy..... 70

Massage, Skin Care, Makeup (including the use of vaporizer, high frequency, massage brush, vacuum, galvanic unit, and lamps), Cosmetics, and Facials, Essential oils, Eyelashes and Eyebrows, the Chemical Curling of the Eyelashes, and Skin Exfoliation (including manual, chemical and mechanical exfoliation).....300

Waxing (face, neck, hands, and superfluous hair anywhere on the body, including tweezing)50

Salon Management, General Facility Sanitation and Cleanliness, business methods, Appointment Book, Customer Service, Professional Ethics, and Current State Board Laws and Rules70

SCHOOL DISCRETION160

Not less than 65 hours of the above curriculum must be taught in theory. The course is 650 hours; the first 160 hours are intensive basic training. At the completion of the course, you will be trained and prepared to take the Montana State Board Examination and apply for your license to practice as a professional Esthetician. Other occupational opportunities may include salon owner or manager, manufacturer representative, product educator or medical spa technician.

There are many employment opportunities available for a licensed Esthetician. You could be a fulltime employee for a salon, or rent a booth from the salon owner and be your own boss. You could also work for a dermatologist as a medical spa attendant (not as a medical esthetician, that is a different license that MT currently does not have available). You could work as a product educator for one of the skin care companies. You could be a makeup artist or a lash artist. The possibilities are endless.

Attendance

Full-Time attendance is equal to 36 Hours per week (average after last two Mondays of the month we are closed). Part-Time attendance is equal to 30 hours per week. Part-time students must commit to a fixed amount of hours and schedule each week after basic training hours are completed at full-time attendance. All part-time student's schedules must be approved by administration. Theory attendance from 8:30 am to 9:15 am everyday is mandatory for full-time and part-time students. Each student will receive 10 days of excused absences(prearranged time off or sick days with doctors note). The Montana Board of Barbers and Cosmetologists require 650 hours of training for Estheticians, 400 hours for Nail Technicians, and 1500 hours for Cosmetology. Each state has different hour requirements. Please see administration for more information on the hours your state requires if not a Montana resident.

Absenteeism & Tardiness:

Students will be responsible for making up all assignments, projects, tests, theory, and demonstration classes missed during absences. 3 days of unexcused absences: no call, no show, not previously arranged will be cause for 2 week probation: consists of 100% attendance for 2 weeks. If a student is not making satisfactory progress after 2 weeks probation you will be dismissed immediately. If a student must be absent for any reason, he/she is to call the office before 8:15 A.M. and speak with a staff member, or if necessary leave a message. Otherwise, it will be an unexcused absence for each incident. If the student is tardy and theory class has already begun, the student will not be allowed to clock in until the after theory (9:15 am) If a student has 3 tardies they will be given one day of out of school suspension. All absences must be pre-arranged and/or be part of the student's contract. The student will be charged \$15.00 per hour missed. This will be the sole responsibility of the student. If you have received funding from veteran education benefits, YWCA, or Job Service programs this will not be paid by these organizations. Time clock hours are the responsibility of the student. Hours cannot be manually adjusted.

Excused Absence:

An excused absence is anyday or time that has been pre-arranged (1 week prior) to be out of school. Or any medical issue that caused you to miss school (must provide doctors note) and call the school before 8:30 am and speak to staff member or leave a message.

Unexcused Absence:

An unexcused absence is anyday or time that you miss that is not pre-arranged(1 week prior) or because of a medical issue.

Leave of Absence Policy:

Leave of absence may be granted for reasons of bonafide illness or for other reasons mutually agreed upon by administrator/owner of Montana Beauty Institute. Leaves of Absence must be requested in writing and shall state the reason for the leave and dates desired. Upon expiration of the leave, you must notify the school of your intent to return. If you do not report upon the expiration of the leave or any extension authorized by the administrator, you may be considered as having voluntarily withdrawn with re-entry upon availability of space.

Makeup Assignments:

Montana Beauty Institute will not allow students to clock in late. If the student is tardy and theory has already begun, the student will not be allowed to clock in until after theory (9:15 am). If a student misses Friday without prearranged absence, the student cannot return to school until Tuesday. All absences must be prearranged and/or be part of the student's contract. Once a student returns to school they will have the same amount days to make up assignments as the days they missed (example: you missed one day you have one full day complete assignment missed.) If absence is unexcused you will not be able to make up the assignment and you will receive a zero for assignments or tests missed.

Policies and Procedures

Non-Discrimination Policy:

MT Beauty Institute welcomes and admits students of any race, color, religion, handicap, national and ethnic origin and extends all rights, privileges, programs and activities generally accorded and made available to the Cosmetology, Nail Technician and Esthetician programs.

Disciplinary Procedures:

MT Beauty Institute students will be expected to obey all rules stated in the handbook. The following conduct is prohibited and may result in a write up (written report of behavior/violation) after each incident and expulsion (after 3 write ups) if student has been found to have violated in any part of:

1. Possession or use of drugs, alcohol, or weapons on the premises.
2. Failure to maintain acceptable academic, attendance, or requirement grade.
3. Disrespect to staff, other students or clients.
4. Unprofessional conduct.
5. Theft or Ethics/Conduct violations: Each student must conduct themselves in a professional manner.

Grounds for Termination:

Students must agree to comply with all rules and regulations of MT Beauty Institute. The school has the right to terminate any student for violation of the rules.

Re-entry for dismissed students:

Students who have been terminated for failing to meet Satisfactory Academic Progress may be readmitted on a probationary basis (2-months of perfect attendance), on a case by case basis, and only at the approval of the school administration. Failure to maintain Satisfactory Academic Progress will result in permanent termination.

Dress Code:

Business casual means dressing professionally, looking relaxed, yet neat and pulled together. Business Casual dress does not include revealing clothes, exposing the back, chest, stomach or bottom. Ensure that your clothing is clean and pressed, the seams are finished and that your clothing does not display offensive language or pictures. Logos such as sports teams or clothing brands are not considered casual professional. Leggings can be worn but cannot have a stripe or cutouts. If you wear leggings your bottom must be covered with a shirt, etc.

Smock/Apron & Name Tag must be kept clean and worn at all times. All skirts must be knee length for Esthetician students and down to the ankle for Nail Students and Cosmetology students. Tank tops must be broad and cover the entire shoulder. If you are wearing a thin strapped tank top you must wear a sweater or jacket that covers your shoulders. A student wearing any attire that the Owner or Educator consider inappropriate will be sent home for the day.

Monday's and Friday's are jeans days. Jeans must be hole free. Your shirt must be business casual.

Requirements to Graduate:

A student enrolled in Montana Beauty Institute will receive a diploma after completing the following items:

1. Attend MT Beauty Institute for the required amount of hours for the course. 400 hours for Nail Technology, 650 hours for Esthetics and 1500 Cosmetology.
2. Complete all requirements. See below for list of requirements.
3. Complete all book work and practical work with a minimum 75% grade average.
4. All tuition and charges due to MT Beauty Institute are paid in full.

Practical Requirements:

Nails: 25 manicures, 20 pedicures, 3 fills, 15 polish, 12 repairs, 10 drill, 12 blended tips, 2 fiberglass, 12 tip with overlay, 18 sculpts.

Esthetics: Facials 30, Facial wax 15, body waxing 30, eyelash extensions 10, facial equipment 15, makeup 15, hand and arm massage 15, eyelash extension fill 5, Desk and dispense 15, duty work 60.

Cosmetology: 80 haircuts, 20 clipper cuts, 96 color services, 10 manicures, 10 pedicures, 10 Fingerwaves with pincurls, 20 braids, 20 roller sets, 1 nail fill, 5 tip with overlay, 5 sculpts, 10 facials, 10 body waxing, 10 facial waxing, 5 lash extension sets, 2 lash fills, 8 makeup, 50 desk and dispense and 160 duty work.

When all of the following requirements are met for graduation the student will receive the following: Certificate of graduation, State Board Application for licensure, Copies of all documents required to send in to the state and any certificates related to training on a specific product(nails-Nouveau Nails, Este & cosmetology-Alexandria Sugaring(must have license from state first).

After completing a course at Montana Beauty Institute, a student must take & pass a practical NIC Exam administered by DL Roope. They must also take and pass the Montana State Board Written Exam administered by PSI Exams to receive a license to work in the State of Montana. These tests can be taken when a student completes 90% of their required hours of training.

Employment Assistance

Montana Beauty Institute cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting job openings on our bulletin board in the lunchroom for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

Kits, Books, and Supplies:

Kits, Books and personal supplies are the sole ownership of the student. MT Beauty Institute is not responsible for lost or stolen items.

Admission/Enrollment Requirements

MT Beauty Institute requires that each student enrolling in any of our programs must:

*Complete an application for enrollment.

*Provide proof of secondary education such as a high school diploma, GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.

Instructor Program Applicants Admission/Enrollment Requirements

Instructor Applicants must meet all of the above student requirements and:

*Hold a current license as a practitioner in the field they wish to teach for at least one year.

*Complete an application for enrollment.

*Complete an instructor in training application to be forwarded to the Montana State board of Barbers and Cosmetologist.

Any student enrolling under a training agreement with another entity must also meet the admission requirements set forth in the training agreement with the other entity.

Transfer students:

Transfer students will need a copy of transcripts from previous school and a letter of good standing to transfer any training hours. If you do not have a letter of good standing you will not be permitted to transfer hours and will have to complete the full hours of training. Montana Beauty Institute will evaluate all previous education and training, grant credit where appropriate, and adjust course length and cost accordingly.

Brush up Course:

This course requires a diploma from your original school of attendance. The cost for this course is to be determined plus expenses for the cost of any supplies needed throughout the course.

Classroom and Clinic Floor rules:

Students who have an issue with another student or staff member must bring this to the attention of the owner only. Issues will not be discussed on the floor with other students or staff members at any time. These issues will be addressed in the office in private only.

Students will not make negative remarks about other students or staff at any time.

Students are not allowed to give out their cell number to instructors. The owner is the only person permitted to have that information for school updates, field trips, etc. Students and instructors will not friend each other on social media until after graduation. Students and instructors will not fraternize with each other after hours for any reason. Field trips are the only after hours permitted time together.

Students who feel disrespected by staff must report it to the owner immediately.

Students must not tell each other what to do. It is the instructor's job to let students know what their duties and responsibilities are.

Our goal is to create the most positive learning environment for every student. Negativity breeds negativity (gossip, bad attitudes, exclusion). Students are the most important part of this school. If students or staff are creating negativity and are not abiding by the rules, they will receive an advisory report from the owner. You will be given an opportunity to tell your side of the story. When you receive your 3rd advisory report you will be suspended for one day at the cost of \$15 per hour missed and one day suspension for each report received after. When you receive 6 advisory reports you will be dismissed from the program. These fees will be the responsibility of the student only, if you received funding from the veteran education benefits, YWCA, or Job Service these programs will not cover these fees. This is a last resort. We want each student to be here. We want you to Love school. We are always open to ideas and suggestions. Please let us know if there is anything we can do to improve your education.

STANDARD OF ETHICS/CONDUCT

Language:

All students are required to refrain from using slang, profanity, and/or offensive remarks concerning age, sex, race, religion, marital status, disability, national origin and sexual orientation.

Attire:

Each student reflects the image of Montana Beauty Institute and is required to wear suitable attire. (see dress code)

Hygiene:

All students must maintain personal grooming habits that reflect a presentable image for yourself and Montana Beauty Institute.

Behavior:

All students are required to refrain from fighting or physical assault and threats of violence (whether serious or playful) on or with a client.

Smoking/Vaping:

Montana Beauty Institute allows smoking in designated areas only.

Drug/Alcohol:

Montana Beauty Institute requires all students & employees to be Drug & Alcohol free. This school prohibits the use of any drugs and/or alcohol on the premises at all times.

Cancellation and Refunds:

Any student not accepted to Montana Beauty Institute shall be entitled all monies paid. If the student or legal guardian cancels the contract within three business days of signing the contract all money will be refunded (minus non refundable registration fee of \$175). Written requests for cancellation shall be determined by postmark or the date the request is given to owner in person. Policy applies regardless if student has started the Nail, Cosmetology or Esthetics program.

If student cancels after three business days of signing contract, but prior to starting class, or is not accepted to the program by the school, the student is entitled to a refund less the Registration Fee of \$175.00.

The following schedule of tuition adjustment is authorized for students who begin class, this policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or closure:

<u>% of Total Time</u>	<u>% Total Tuition owed to school</u>
.1 to 4.9 %	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

The above calculations are based on scheduled hours. Any monies due to the applicant or student shall be refunded within 45 days of written cancellation by the student or expulsion by Montana Beauty Institute. These policies also apply to students that are expelled from school. The cost of the kit, books, and supplies is not included in the tuition and adjustment. These are property of the students and are non-refundable.

If a student on an approved leave of absence notifies the school the he or she will not be returning, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. Students who withdraw or terminate prior to course completion are charged a cancellation fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution(extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in this catalog and the enrollment agreement.

Withdrawals will be determined on an individual basis by the administration.

If MT Beauty Institute cancels a course or ceases to offer instruction after students have enrolled and instruction has begun: the school shall provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiveing school, or provide completion of the course or program(if applicable), or provide a full refund of all monies paid (applies to new students or students who have not started class).

Satisfactory Academic Progress Policy

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school.

ATTENDANCE PROGRESS:

Full-Time: Maximum Time: The maximum time a student has to complete is 150% of the program length.

Attendance: Students must not drop below a 75% grade average on attendance. Any student who drops to below 75% grade on attendance will be informed they are not meeting satisfactory progress and will be on probation: consists of 100% attendance for 2 weeks. If they are not making satisfactory progress after 2 weeks probation you will be dismissed immediately. See page 5 for full attendance policy. See page 6 for re-entry of dismissed students policy.

Academic Progress:

The following factors will be measured to determine academic progress:

Theory work (tests Ch.1-10, 250 test, blood exposure, infection control) (see grading scale below) Tests will be added together and averaged for final grade Practical Work (requirements see page 7, advance to clinic floor, final practical)

Practical and Theory Work will be graded according to the following scale:

100%-92%	A	Excellent
91%-84%	B	Good
83%- 75%	C	Satisfactory
74%-70%	D	Unsatisfactory
69%-0%	F	Failing

Students must maintain a C grade average (minimum of 75% in theory and practical/clinic work) in order to be considered making satisfactory progress.

Determination of Progress:

Attendance and academic requirements are evaluated on a cumulative basis. At each evaluation point, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy. The Director of Education will conduct evaluation of progress at specific hour intervals (this amount depends on the program you are enrolled in) Satisfactory is detailed as students with a minimum of 75% GPA and 75% attendance. Students meeting minimum requirements at evaluation will be considered to be making satisfactory progress until the next scheduled evaluation. Students will receive a hard copy of this evaluation at each interval. Students deemed not maintaining Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

Appeal Procedure:

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and financial aid will be reinstated if applicable.

Veteran Education Benefits:

If a student withdraws before starting the course all fees will be refunded. If you withdraw or are dismissed after starting the course the refund will be as follows:

10% completed-90% refunded, 20% completed-80% refunded, 30% completed-70% refunded, 40% completed-60% refunded, 50% completed-50% refunded, 60% completed-40% refunded, 70% completed-30% refunded, 80% completed-20% refunded 90% completed -10% refunded.

The Montana Beauty Institute will also follow the registration fee guidelines set forth in 38 CFR 21.4255 and will issue a refund within 40 days. Tuition deposits are not required for chapter 31 or 33 students as required by PL 115-407 section 103.

We ensure that our institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to delayed disbursement funding from VA under chapter 31 or 33. In addition you are required to do the following:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the MT Beauty Institute.

Credit for previous Education and Training:

Transfer students will need a copy of transcripts from previous school and a letter of good standing to transfer any training hours. If you do not have a letter of good standing you will not be permitted to transfer hours and will have to complete the full hours of training. Montana Beauty Institute will evaluate all previous education and training, grant credit where appropriate, and adjust course length and cost accordingly.

Student Information Contract

Montana Beauty Institute 40 27th St. West Suite 2 Billings, MT 59102

First Name: _____ Social Security # _____

Last Name: _____ Driver's License # _____

Address: _____
Street City State Zip

Date of Birth: _____ Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Have you ever been convicted of a Felony: YES _____ NO _____
(If yes, please check with the MT State Board of Banners and Cosmetology for more information)

Circle Education: High School Diploma / GED Date of Receipt: _____

Which month do you plan on attending school: _____

Emergency Contact Information:

In Case of Emergency, please notify,

Name: _____ Relationship: _____

Day Phone: _____ Evening Phone: _____

Address: _____
Street City State Zip

Where do you hear About Us? _____

Authorization:

I certify that the facts in this student information are true and complete to the best of my knowledge & understand that falsified statements on this form shall be grounds for expulsion.

Student Signature: _____ Date: _____

Contract continued...

I, _____, have reviewed & received a copy of Montana Beauty Institute Catalog & Contract. Dated this day _____.

Photo Release

I, the undersigned, agree to allow Montana Beauty Institute to use my photo in advertising & promotional materials. Any photos taken within Montana Beauty Institute may be used for promotional purposes.

Initials _____

Health Progress Policy

By my initials below, I certify that I have no known learning, physical, emotional, anxiety based, lifestyle, or personal responsibility limitations that will prevent me from participating in making progress in accordance with school policy; or completing my course of study within the time frame of this contract. Initials _____

This agreement is a legal contract and imposes certain legal rights and responsibilities upon the persons who have signed it. The initials of the student on this agreement is acknowledging that the student has read this agreement in its entirety, understands the agreement, and agrees to be bound by its terms. Initials _____

Except under circumstances constituting negligence on the part of Montana Beauty Institute or its employees, Montana Beauty Institute shall assume no responsibility of any negligence, carelessness, or lack of skill, by one or more students while practicing any part of Montana Beauty Institute course upon another except under circumstances constituting negligence on the part of Montana Beauty Institute or its employees. Montana Beauty Institute shall assume no responsibility for loss or damage to any student's property.

Initials _____

I understand Montana Beauty Institute reserves the right to modify any rule, regulation, or policy but will advise the student of any and all modification. Initials _____

Students with a high school diploma that is from a foreign country and not written in English must have the diploma verified and translated by an outside agency that is qualified to translate the documents into english and confirm the academic equivalence to a high school diploma. Initial _____ or N/A _____

I the undersigned agree to abide to the following:

To adhere to the rules and regulations mandated by the Montana Board of Barbers and Cosmetologists, and NACCAS. To adhere to the MT Beauty Institute rules and regulations. To adhere to all safety rules and regulations. To adhere to instructors' and program rules and regulations.

Student Signature: _____ Date _____

Authorized Administrator _____ Date _____

Contract Continued.....

I understand I am agreeing to attend the Montana Beauty Institute as a: (please check circle that applies)

Nail Technician \$4380 FT (Kit:\$1600, Registration:\$175, Tuition: \$2605 (F-T) Tuition: \$3010 (P-T) (Part-Time \$4785 total)

Esthetician \$8640 FT (Kit:\$2800, Registration:\$175, Tuition:\$5665 (FT) Part-time Tuition: \$7060 (Part-Time \$10,035 total)

Cosmetology \$15000 (Kit: \$5025, Registration: \$175 Tuition (FT): \$9800 Part-time Tuition: \$12,925 (PT total \$18,125)

Instructor Training (Scholarship)

Full-Time

Part-time

Start Date: _____

End Date: _____

Contract Hours _____

*Please check appropriate circle and fill in blanks if necessary.

Full Time Schedule: Monday-Friday 8:30am-5 pm (40 hours)

Part-Time Scheduled Hours:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday
(30-32 hours minimum)

Student or sponsor(if applicable) agree to pay the school the tuition and fees for the program selected above according to the payment plan on page 1 (nails), 2 (esthetics) of the catalog. The school may, at its option and without notice, prevent a student from attending class until any applicable unpaid balance or payments are satisfied. MT Beauty Institute will charge additional tuition for hours remaining after the contract ending date at a rate of \$15 per hour , or any part thereof, payable in advance until graduation. The school may charge a \$10.00 transcript fee for student requests. The school will charge a registration fee for students enrolling or transferring to the school of \$175.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more that 30 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at time of signing the Enrollment Agreement (\$200.00 pay-in-full discount applied 100% paid), registration fee paid at the time of signing the agreement with balance paid prior to start date or through an approved payment plan as stated on pages 1,2 of catalog. Payments may be made through cash, check, money order, credit card or though non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

This 3 page agreement constitutes a binding contract between the student and the school when signed by all applicable parties and upon acceptance by the school. By signing below, you certify that you have read the contract and the catalog. You will receive an exact copy of the signed contract and catalog. Keep it to protect your rights. The school reserves the right to change start dates based on class enrollment, staff availability and other considerations.

ACKNOWLEDGEMENT: My signature below certifies that I have read, understand and agree to comply with its contents, and that the institution's cancellation and refund policies have been clearly explained to me. I have received a copy of this fully executed agreement.

Student Signature _____ Date _____

Guardian/Sponsor (if applicable) _____ Date _____

Accepted by School Official _____ Date _____

Staff

Gracia Barr-Owner/Educator

Gracia has been a licensed cosmetologist for over 18 years and a licensed instructor for over 15 years. Gracia and her husband have owned the school since 2016.

Philip Barr-Owner/Administrator

Philip has owned the school with Gracia since 2016. He was in the Army National Guard for 12 years and has worked in the construction industry for most of his adult life. He also worked in supply full-time with the National Guard which has given him the experience to take on the administrative duties at the school.

Alicia Barr-Educator

Alicia Barr has been a licensed cosmetologist for 5 years and an educator for almost 2 years. Alicia's passion is Esthetics and she is an accomplished makeup and lash artist.

Leah Angel-Educator

Leah Angel has been a licensed Nail Tech and Esthetician for 10 years and an Educator for over a year. Leah's passion is to learn permanent cosmetics.

In 2019 Montana Beauty Institute received several recognitions. Vocationalhq.com ranked us as one of the top 500 vocational schools in the nation and #4 vocational school in Montana's top 10. Bozeman Professional Women awarded our school with a \$1000 grant. We were also a finalist for a \$10,000 grant competition put on by the Beauty Business Summit.

School Operating Standards

Schools shall maintain files for not less than five years, and protect from loss, damage and tampering, a registration file on each student who attended the school. Requiring maintenance of records for no less than five years. Students are only allowed to access their file by the administrator.

Each file must include:

Name, Address, and phone number, Copy of a birth certificate or verifiable evidence of applicant's birth date. Copy of high school diploma or its recognized equivalent or a signed statement that the person was admitted or enrolled on the basis that the student was beyond the compulsory age of education. Course of study, Enrollment date, Daily Attendance records, Academic records including copies of written progress evaluations signed by the student and the school designee. Grades, Final practical examination with scores, Evaluations, breakdown of curriculum requirements and completion, disciplinary action, student counseling, original contracts, tuition costs, accepted transfer of hours from other schools, withdrawals and leave of absence.

Release of Information

In Accordance with Family Educational Rights and Privacy Act(FERPA), student services may only release student records directly to the student, unless prior written authorization is given by the student. If you would like to give permission to others to view or have access to your student records please see the administration department to fill out the Authorization for release of student records form. The authorization will stay in effect for the current academic year only or until such time as the student revokes it.

Instructors

Instructors shall wear name badges or insignia indicating they are instructors.

POSSIBLE AVAILABLE HOUSING IN THE BILLINGS, MT AREA

RAINBOW PROPERTY
406-248-9028
www.billingsrpm.com

HOMETOWN PROPERTY MANAGEMENT
406-294-2150

FOX MEADOWS
APARTMENTS CHRISTY
406-651-4353

EXTENDED STAY HOTEL
406-245-3981

TWIN CUBS HOTEL
1818 Main St.
Billings, MT 59105

Heidi Knutson
406-208-5822

Lisa Baton 406-669-3240

RIMVIEW INN 406-248-2622

Tentative Class Start Dates 2021

Montana Beauty Institute starts classes for Esthetics and Nails the first Monday of every month unless it falls on a holiday. In that case it will start on Tuesday of that week. Cosmetology Classes start on the first Monday of the month every three months (January, April, July, and October) If a program is full we will not start classes until the date we determine that we have additional openings.

Tentative class end dates: These dates are calculated by the month you started and by the number of program hours are to be completed. We will calculate this and record it on to your contract during enrollment.

Holiday and School Closures:

Montana Beauty Institute will be closed the following days: Christmas Eve through New Year's Day, Thanksgiving Day week, Good Friday, Memorial Day, Labor Day, and the 4th of July. Montana Beauty Institute will also be closed for Instructor Training, those dates to be determined by the training available. MBI will also be closed the last two Mondays of every month.

Licensing and Accreditation Agencies:

Montana Board of Barbers and Cosmetologists
301 S. Park Avenue 4th Floor
Helena, MT 59620
Professional Licensing Customer Service:
(406) 444-6880

NACCAS
National Accrediting Commission of Career Arts and Sciences
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
(703) 600-7600 Phone
(703) 379-2200 Fax

A whole new world is at your fingertips!