



School of Manicuring & Esthetics

40 - 27th St. West, Suite 2
Billings, MT 59102

SCHOOL HOURS

MONDAY - FRIDAY 8:30am - 5:00pm

APPOINTMENT HOURS

9:30am - 5:00pm

CALL GRACIA @ 406-539-2155

A WHOLE NEW WORLD IS AT YOUR FINGERTIPS



Montana Beauty Institute's mission is to offer students all aspects of Nail Technology and Esthetics, providing them with the technical skills and basic principals they need to become a successful Nail Technician or Esthetician.

The course is designed to prepare students for the state licensing exam and for entry into the professional beauty industry. Students will benefit from small classes, experienced educators and a school that offers Nail Technology and Esthetics as their only courses of instruction.

POSSIBLE AVAILABLE HOUSING IN THE BILLINGS, MT AREA

Lisa Baton

406-669-3240

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

Message # 406-208-5822

Tuition / Fees

Nail Course - Montana 400 hours

Registration *non-refundable	\$175.00
Kit, Books and Supplies	\$1,600.00
Full-Time Tuition - \$2605 Full-Time Total	\$4,380.00
Part-Time Tuition - \$3010 Part-Time Total	\$4,785.00

The registration fee of \$175 and the kit fees of \$1,600 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 5% charge will be added to payments made with C/C.

Montana Beauty Institute Weekly Payment Plan: (Full Time Students Only)

DESCRIPTION	WEEK	AMOUNT DUE
Finance/Admin Fee Due Monday of Week One:		\$155.00
Kit Fee (Due 2 weeks prior to start date)		\$1,400.00
Monday of Week	1	\$261.00
Monday of Week	2	\$261.00
Monday of Week	3	\$261.00
Monday of Week	4	\$261.00
Monday of Week	5	\$261.00
Monday of Week	6	\$261.00
Monday of Week	7	\$261.00
Monday of Week	8	\$261.00
Monday of Week	9	\$261.00
Monday of Week	10	\$256.00+*

*In addition to the \$256.00 on Week 10 will be any overcharges that may have been incurred over the student's time at Montana Beauty Institute.

Overcharges will be calculated at the rate of \$15.00 per hour for the time it takes to complete the course.

Tuition / Fees

Esthetics Course - Montana 650 hours

Registration *non-refundable	\$175.00
Kit, Books and Supplies	\$2,800.00
Full-Time Tuition	\$5,665.00
Part-Time Tuition	\$7,060.00
Full-Time total including registration, kit, and tuition	\$8,640.00
Part-Time total including registration, kit, and tuition	\$10,035.00

The registration Fee of \$175 and the kit fee of \$2800 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 5% charge will be added to payments made with a credit card. A finance fee of \$155 will be added to all payment plans.

Weekly Payment Plan:

2 weeks prior to start date

kit fee and registration fee due: \$2975 due

Week 1 Finance Fee Plus first Payment \$559 due

Weeks 2-14 payment per week of \$404 due per week

Week 15 payment \$413 due +*

*In addition to the final payment of \$413 in week 15 will be any overcharges that may have been incurred over the student's time at Montana Beauty Institute.

Overages will be calculated at the rate of \$15.00 per hour for the time it takes to complete the course.

Tuition / Fees

Veteran Program Refund Policy

Veteran Pro-Rata Policy — GI Bill Students withdrawing from the school will have the remainder of the course fees refunded in accordance with the refund table below (see below). In accordance with DVA regulations, should a student withdraw prior to the start of classes, \$10.00 of the registration fee will be retained by the school, and the remainder will be subjected to the pro-rata policy. All refunds will be returned within 40 days.

REFUND TABLE FOR VETERAN ELIGIBLE STUDENTS

STUDENT ENTITLED UPON WITHDRAWAL/TERMINATION	REFUND
10% of program completed	90% Refunded
20% of program completed	80% Refunded
30% of program completed	70% Refunded
40% of program completed	60% Refunded
50% of program completed	50% Refunded
60% of program completed	40% Refunded
70% of program completed	30% Refunded
80% of program completed	20% Refunded
90% of program completed	10% Refunded

Receipt of Catalog & Contract

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.

STUDENT INITIALS

Health Progress Policy

By my signature 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.

STUDENT SIGNATURE

NAME PRINTED

DATE

This agreement is a legal contract and imposes certain legal rights and responsibilities upon the persons who have signed it. The signature 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.

_____ Initial

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.

_____ Initial

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.

Student _____ Date _____

Authorized Representative:

_____ Date _____

Full-Time attendance is equal to 40 hrs per week.

Part-Time is equal to 40 or less hrs per week. Part-Time students must commit to a fixed amount of hours and schedule each week. (see page 8).

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.

The Montana Board of Barbers & Cosmetologist require 650 hours for Estheticians and 400 hours for Nail Technicians. Each state has different hour requirements. Please inquire for more information if you plan on taking your career to another state.

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

NAIL TECHNICIAN STUDENTS: MONTANA	HOURS
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, & nail 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.

Montana Beauty Institute Student Contract

Non-Discrimination Policy:

Montana Beauty Institute welcomes and admits students of any race, color, religion, handicap, national and ethnic origin and extends all the rights, privileges, programs and activities generally accorded and made available to the nail technician/manicuring program.

I understand I am agreeing to attend the Montana Beauty Institute as a:

Nail Technician Esthetician Both

_____ Full-Time Student _____ Part-Time Student

Starting _____, _____.

Ending _____, _____. Contract Days _____

If attending Part-Time I commit to the following Weekly Schedule as indicated below:

Monday	Tuesday	Wednesday	Thursday	Friday

All Part-Time students' schedules must be approved by administration prior to enrollment. Theory Attendance from 8:30 A.M. to 9:15 A.M. is mandatory!

I, the undersigned, agree to abide to the following:

1. To adhere to rules and regulations mandated by the State Board of Barbering and Cosmetology.
2. To adhere to Montana Beauty Institute rules and regulations.
3. To adhere to all safety rules and regulations.
4. To adhere to instructors' and program's rules and regulations.
5. Have a high school diploma or GED and be 18 years of age or older.
6. To adhere to the institute's attendance policy.
7. To adhere to the agreed-upon payment plan and make all payments on time.

Disciplinary Procedures

Montana Beauty Institute students will be expected to obey all rules stated in the handbook. The following conduct is prohibited and may result in probation or expulsion if student has been found to have violated in any part of:

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

Grounds for Termination:

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

Requirements to Graduate

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

1. Attend Montana Beauty Institute for the required amount of hours for the course.
2. Complete all requirements.
3. Complete all book work & practical work with a 75% grade average.
4. All tuition & charges due to Montana Beauty Institute are paid in full.

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 to receive a license to work in the State of Montana.

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

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 Rules.....	70
SCHOOL DISCRETION	160

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.

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.

Satisfactory 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: All students must maintain at least 75% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

STANDARD OF ETHICS/CONDUCT

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 the following day.

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.

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: Montana Beauty Institute allows smoking in designated areas.
/SMOKELESS
TOBACCO:

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

1. 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.
2. Students will not make negative remarks about other students or staff at any time.
3. Students are not allowed to teach other students. If a student is chosen to be shadowed by other students, they are to observe you, not to be instructed by you. They can write down their questions and ask the instructor after the service. If a student asks you a simple question (ex. Where are the towels, products, etc.) then you can answer the question. Any other questions on techniques, sanitation, disinfection, etc. must be referred to an instructor or the owner.
4. 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.
5. Students who are experiencing problems at home and need assistance or someone to talk to must see the owner only. These things will be dealt with in private and will not be discussed with any staff member or students. We will do our best to help you in any possible way.
6. Students who feel disrespected by staff must report it to the owner immediately.
7. 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 expulsion for each report received after, leading to possible expulsion from school. 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.

Student signature _____

Standard of Ethics/Conduct

Absenteeism, Tardiness, Makeup Assignments:

Students will be responsible for making up all assignments, projects, tests, theory, and demonstration classes missed during absences. Habitual absences or tardiness will be cause for suspension and/or cancellation of student contract. 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. If the student is tardy and theory class has already begun, the student will not be allowed to clock in until the following day. If a student misses Friday without pre-arranging, the student can't return to school until Tuesday. 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.

Leave of Absence Policy:

Leave of absence may be granted for reasons of bona fide 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.

Kits and/or Books:

Kits and/or books are the sole ownership of the student. Montana Beauty Institute is not responsible for lost or stolen items.

Drug & Alcohol Policy:

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.

Academic Progress:

The following factors will be measured to determine academic progress:

1. Theory Work (test grades, homework, etc.)
2. Practical Work Theory

Practical work will be graded according to the following scale:

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

The Director of Education will conduct evaluation of progress on the first of each month. Satisfactory is detailed as students with a minimum of 75% GPA and 75% attendance.

Note: 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.

Students meeting minimum requirements at evaluation will be considered to be making satisfactory progress until the next scheduled evaluation.

NOTE: Failure to meet these requirements can result in probation or expulsion.

VIDEO SURVEILLANCE IN USE ON SCHOOL PREMISES!

Cancellation and Refunds

Any student not accepted to Montana Beauty Institute shall be entitled all monies paid. If the student cancels the contract within three business days of signing the contract money will be refunded. 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 program. If student cancels after three business days, but prior to starting class, 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:

% Time to Total Time:	% of Total Tuition Owed to School:
.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%

Any monies due to the applicant or student shall be refunded within 30 days of written cancellation by the student or expulsion by Montana Beauty Institute. 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 Montana Beauty Institute closes or no longer offers instruction after a student has enrolled, tuition will be prorated for refunds.

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

Time Clock Hours

Time clock hours are the responsibility of the student. Hours cannot be manually adjusted.

Holidays and School Closures

Montana Beauty Institute will be closed the following days: Christmas Eve through New Year, Thanksgiving Day Week, Good Friday & Easter Monday, Memorial Day, Labor Day and 4th of July. Montana Beauty Institute will also be closed for instructor training; dates to be determined.

MBI will be closing the last two Mondays of each month.

Dress Code

“Business Casual”

Business casual means dressing professionally, looking relaxed, yet neat and pulled together. Business Casual dress does not include revealing clothes, exposing the back, chest or stomach. 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.

Smock/Apron & Name Tag must be kept clean and worn at all times. All skirts must be longer than the student’s fingertips while their arms are hanging at their sides. A student wearing any attire that the Owner or Educator consider inappropriate will be sent home for the day.

Mondays and Fridays are Jeans Day!

- Jeans must be hole free.
- The Business Casual Dress Code is still in effect on Fridays if a student chooses not to wear jeans!

Student Information Form

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: _____

Cell Phone Policy

Montana Beauty Institute's cell phone policy is as follows:

Cell phone use on the clinic floor is restricted to use for nail projects, nail industry videos, and posting service pictures to Facebook, Pinterest and Twitter only. If you are caught using your phone for texting, watching videos on YouTube, Facebook, or any other site that does not pertain to the nail industry you will be clocked out and sent home for the day. You will be charged for the hours you missed from being clocked out at a rate of \$15.00 per hour. You are permitted to have your phone out after all duties are completed at the end of the day. If you want to text, watch videos, share pictures (unrelated to nail industry), or talk on your phone this must be done in the lunch room or in the smoking area out in the back of the building only. If you have been sent home three times for cell phone violation your cell phone privileges on the floor will be revoked permanently and you will only be able to use your phone in the lunch room and outside.

Student signature _____

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.

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.

Instructors

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

