

SPRINGFIELD BEAUTY ACADEMY

October 2010



Springfield Beauty Academy
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SPRINGFIELD BEAUTY ACADEMY

MISSION STATEMENT

October 2010

Springfield Beauty Academy is an established institution, whose goals are to provide quality cosmetology education to students who have the ability to benefit from the program.

Our mission is designed to provide quality education and practical skills necessary to obtain a cosmetology license as a professional cosmetologist. The mission of Springfield Beauty Academy is to provide our students with business skills, customer service, retailing experience and communications.

Springfield Beauty Academy is dedicated to student success enriching lives and cultivating success through innovative personalized education in an inspiring environment that prepares graduates in the business skills and responsibility necessary for success.

Springfield Beauty Academy has a high rate of successful professional cosmetologists employed at various salons. Our completion rate for the year 2008 was 76.92% and our placement rate was 89.58% and licensure rate was 84.21%. Springfield Beauty Academy is proud of our record and our goal is to continue to grow and provide quality education.

Anthony Katsakis
Director

OWNERSHIP

The officers and owners of Springfield Beauty Academy are:

President	Anthony N. Katsakis
Vice President	Thuan T. Nguyen
Treasurer	Marlene J. Katsakis
Secretary	Marlene J. Katsakis

DESCRIPTION OF INSTITUTE AND EQUIPMENT

Springfield Beauty Academy is conveniently located in Annandale, Virginia near the major intersection of Little River Turnpike and Annandale Road. The school is accessible from Springfield, Falls Church, Alexandria, Fairfax and Washington, DC. There is a total of 5,600 square feet of space and can accommodate up to 160 students.

The facility consists of a reception area, 2 lab areas, 3 classrooms, a financial aid office, a library, a facial room, a teacher's office and restroom facilities.

THE DIRECTOR AND PRESIDENT

Mr. Anthony Katsakis has been the director and owner since 1974 and brings many years of experience to the academy. He has attended many educational classes, as well as business management and human relations classes. He has been a hairstylist, salon owner and educator for many years and has counseling expertise to minimize student problems.

LICENSURE AND APPROVALS

Springfield Beauty Academy is licensed by the Virginia Board of Cosmetology. On May 21, 1993, the National Accrediting Commission of Cosmetology, Arts and Sciences confirmed full accreditation on the academy. The US Department of Education granted approval to participate in Title IV student financial assistance programs.

Federal Pell Grant program and the Federal Family of Educational Loan programs information regarding financial assistance is available by request.

Springfield Beauty Academy has been licensed or accredited approved by the following additional agencies:

Virginia Board of Cosmetology
3600 West Broad Street
Richmond, VA 23230 (804)367-8509

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

Approved for Veterans Training
Tel. (202) 691-0330

ADMISSION REQUIREMENTS: COSMETOLOGY & MANICURING

Applicants should have an earnest desire to pursue a career in some phase of cosmetology. Springfield Beauty Academy accepts students who:

1. Possess a high school diploma or GED certificate or ability to benefit.
2. Who are beyond the compulsory age and can demonstrate through testing their “Ability to Benefit” from the training.
3. A personal photograph
4. Must be 17 years old. There is no maximum age.
5. The Academy in its admissions, instruction and graduation policies practices no discrimination on basis of color, Ethnic origin, sex, race, creed, religion, financial status, country or area of origin or residence. There is no maximum age limit for enrollment.
6. The school does not recruit students already attending another school or similar program of study.
7. Transfer students will be evaluated and credited with hours accordingly. A transfer student must attend at least 25% of course hours from graduating School.

Cosmetology classes begin the first Tuesday of each month. Students may obtain additional information regarding enrollment by visiting or calling the Admission Secretary at (703) 256-5662.

FINANCIAL AID FOR THOSE WHO QUALIFY

Springfield Beauty Academy has been approved by the US Department of Education to participate in several Title IV programs of the higher education act of 1965, as amended; specifically those programs are the Federal Pell Grant and Federal Family of Educational Loans.

The Federal Pell Grant program is a great program. The money is available to students with a financial need. Each student could receive between **\$5,550 to \$9,000** towards the program depending on the starting date and attendance. **THE PELL GRANT MONEY DOES NOT HAVE TO BE PAID BACK.**

The Federal Family of Education Program, whereby students can borrow money from the US Department of Education to pay expenses related to attending Springfield Beauty Academy. Monthly payments to the Department of Education begin six (6) months after graduation.

Student eligibility and related information for these financial assistance programs are described in detail in the Student Guide to Financial Aid from the Department of Education.

COSMETOLOGY COURSE DESCRIPTION AND GOALS

The course is a 1500 hour program, consisting of training in such topics as haircutting, styling, perming, straightening, coloring, bleaching, scalp treatments and manicuring. The course also provides guidance in job opportunities, seeking and obtaining employment and laws and regulations governing salon operation. Instruction is designed to prepare future cosmetologists for the state licensing examination and employment upon graduation.

It is further designed to help students develop desirable work habits, attitude and awareness of their professional responsibilities. Safety practices, ethics, as well as business and legal aspects of salon operations also form an integral part of the student's training.

All our graduates have opportunities to be professional cosmetologists, salon managers, salon owners, beauty supply shop owners or salespeople, or beauty school owners or teachers.



COSMETOLOGY COURSE FORMAT

Course outlines and daily lesson plans ensure that all subjects are taught in correct sequence with a proper balance devoted to theory, practical, and clinical instruction. Lectures, demonstration, slides, films, mannequin and live model practice will be used to present information.

Students will begin their training in the basic level and are promoted from there to intermediate and senior levels. The basic segment consists of theory and practical instruction, as well as supervised mannequin practice. Evaluations are given approximately every eight weeks. Students satisfactorily completing the basic segment are promoted to the intermediate segment and are permitted to serve clinical patrons under instructors' supervision. During the intermediate segment, approximately 60% of the student's time is spent in theory and practical classes, while the additional time is spent in supervised clinical practice.

Satisfactory completion of the intermediate segment allows promotion to the senior level. In this segment, students attend regularly scheduled morning theory classes and are individually scheduled for senior classes as well as live model practice. As student hours accumulate, more time is spent in supervised live model practice in the clinic, developing the communication and technical skills needed for success. Although the clinic is not a traditional classroom setting, it is a classroom and each customer is an individual class.

COSMETOLOGY COURSE OUTLINE

	TOPICS	HOURS
1	Orientation and VA. State Law Customer Relations Professional Ethics Personal Hygiene	50
2	Customer Relations Professional Ethics Employer/employee relations	35
3	Hair & Scalp Analysis Manipulations Disorders Bacteriology, Shampooing Sanitation, Sterilization	100
4	Hair Design, Hair cutting, Hair styling Implements, Principles, Shaping Evaluation, Finger Waves, Trends, Pin Curls Thermal styling, Rollers, Wigs, Design sets	775
5	Permanent waving, Hair relaxing Analysis, Chemistry, Procedures Record keeping, safety	175
6	Hair Color, Tinting Law of color, Rinses and lightening	200
7	Manicuring, Pedicuring, applied anatomy Physiology of the hands, Arms and feet Applied chemistry Safety Procedures Nail sculpting	40
8	Facials and makeup Arching, Safety procedures Eyebrow Tinting, Makeup techniques	30
9	Wiggery-Synthetic and human hair care and styling	20
10	Salesmanship, Personal motivation Communications skills	20
11	Management / Job service skills	20
12	Exam Week Review State Board Preparation	35
	TOTAL HOURS	1500

Grading System

Students receive numerical grades in their theory and practical.
The grades represent the following:

Grade	Rating	Practical
93 – 100	Superior	S – Satisfactory
85 – 92	Good	U – Unsatisfied
80 – 84	Average	I – Incomplete
75 – 79	Fair	M – Marginal
Below 75	Failing	F – Failing

COSMETOLOGY CLASS SCHEDULES:

A. Full Time (35 hrs. per week) 9:00am-4:30pm
Mon–Fri or Tues–Sat

B. Full Time (30 hrs per week) 9:00am-3:30pm
Mon–Fri or Tues–Sat

C. Part Time (19 hrs per week) 5:00pm-9:00pm
Tues–Thurs & 9:00am-4:30pm Sat.

D Full Time (35 hrs per week) 1:30-9:00pm
Tues–Thurs and 9:00am-4:30pm Fri and Sat.

Classes start the first Tuesday of every month

The Administration Office is open from 9:00am Monday through Friday. Instruction consists of Classroom and Clinic Days:

Classroom Day: Related theory, lectures, demonstration of techniques and information, as well as participation practice.

Cosmetology Class Schedules (*continued*) :

Clinic Day: Related theory, practice on students and customers, related practice under the supervision of instructors. Each day includes sanitation duties, lunch, and break periods.

The Academy is closed on the following Holidays:

New Year's Day
Memorial Day
Fourth of July
Labor Day
Thanksgiving
Christmas

Unexpected closings will be announced by phone and on local radio and TV with the same schedule as Fairfax County Public School System.

COSMETOLOGY TUITION AND FEES

Tuition	\$11,625
(\$7.75 per hour for 1500 hours.)	
Enrollment Fee	100
Application Fee	50
Kits and Books	995
Tax	<u>50</u>
Total Cost	\$12,820

Effective Date: October 2010

METHOD OF PAYMENT

Plan A

The school offers a variety of payment plans:

Students paying the full-course fees in advance will receive a rebate of 10% thus reducing the total fee to \$_____. The rebate will apply in all cases where the total tuition is paid 30 days after the course commencement date.

Plan B

A deposit of \$_____ is payable to secure confirmation of the next available class. The balance of \$_____, being payable in six equal monthly installments (interest free) of \$_____ commencing on the _____ day of _____, 2010.

Continued next page...

METHOD OF PAYMENT (continued)

Plan C

A deposit of \$_____ is payable to secure confirmation of the next available class. The balance of \$_____ being payable by twelve equal monthly installments (at 10% interest) of \$_____ commencing on the _____ day of _____ (month), _____ (year) as follows:

Balance after deposit	\$ _____
Interest 10%	\$ _____
Total due	\$ _____
Twelve installments	\$ _____ monthly

Upon enrollment, the tuition is due and payable in full. However, a student has to pay \$100.00 enrollment fee and a \$50.00 application fee and a down payment of \$350.00 to \$1000.00.

The deposit and monthly payments depend on the student's eligibility for financial aid.

PERFORMANCE COMPLETION

A. The curriculum requirements for cosmetology performances:

Hair and scalp treatments	10
Hair styling	320
Tinting	5
Bleaching and frosting	15
Temporary rinses	10
Semi-permanent color	10
Cold permanent waving or chemical relaxing	25
Hair shaping	50
Wig care	5
Finger waving and thermal waving	30
Manicures/pedicures	15
Facials and waxing	5
Sculptured nails/nail wraps	20
TOTAL	525 hr



GRADUATION AND LICENCING DIPLOMA REQUIREMENTS

To graduate (receive a diploma) from Springfield Beauty Academy and be certified for the State Board of Cosmetology licensing examination, a student must meet the following graduation and licensing requirements:

Graduation Requirements

1. Satisfactorily complete the state approved 1,500 hour program.
2. Satisfactorily complete all required live model practical performances.
3. Pass the final written examination with at least 75% score
4. Maintain satisfactory academic progress in Theory and Practical phase.
5. Fulfill all contractual and financial obligations.

Licensing Requirements:

1. Receive a diploma from an approved school of cosmetology
2. File an application to take the state examination 30 days prior to the examination date
3. Pay the licensing examination fee.
4. Pass the Virginia State Board Examination, which consists both written and practical demonstrations with a grade of 75% or higher.

NAIL SCULPTING COURSE OUTLINE

The course is a 150 hour program consisting of training in such topics as manicuring, pedicuring, massage of the arm, foot and leg, advanced nail techniques in nail sculpting, nail wrapping, tip application and nail art.

The course also provides guidance in job opportunities, seeking and obtaining employment and laws and regulations governing nail salon operations. Instruction is designed to prepare future nail sculpting technicians for the state board examination and employment upon graduation. It is further designed to help students develop desirable work habits, attitude, and awareness of their professional responsibilities, safety practice, ethics, as well as business and legal aspects of salon operations.

NAIL SCULPTING COURSE OBJECTIVES

Upon completion of 150 clock hours (about 12 weeks) of the nail sculpting course at Springfield Beauty Academy and using the underlying theory and related information gained from this course, the student will have:

1. Performed the correct techniques in nail sculpting.
2. Completed the minimum required credits in each unit of study.
3. Completed a notebook with a passing grade of 75% or above.
4. Taken a final Springfield Beauty Academy examination and passed with a score of 75% or above.
5. Taken and successfully pass the state board examination.

NAIL SCULPTING COURSE FORMAT

The course is a combination of lecture, demonstration and student participation. The first 24 hours are spent on concentrated intensified training. Upon completion of the first 24 hours and passing the proficiency examination, the student is promoted to the clinic floor to serve the public. Having learned the basic techniques, each student can concentrate on increasing speed and refining those learned skills.

Practical and Clinic Subjects are Graded as follows:

S	Satisfactory
M	Marginal
I	Incomplete
U	Unsatisfactory

EMPLOYMENT OPPORTUNITIES

Nail technicians can be employed as a nail technician, salon owner, supply owner, nail school instructor, nail salon manager or a nail product demonstrator.

NAIL SCULPTING TUITION AND METHOD OF PAYMENT

Tuition	\$ 1200.00
\$8.00/hour for 150 hours	
Enrollment fee	50.00
Kits and books	595.00
Tax	<u>17.70</u>
Total Cost	1862.70

METHOD OF PAYMENT:

Deposit	\$600.00
Enrollment	50.00
Kit & Books	595.00
Tax	<u>17.00</u>
	\$1,262.70

After completion
of 75 hours

	\$300.00
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Payment upon
completion

	<u>\$300.00</u>
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Total Payment

	\$1,862.70
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NAIL SCULPTING COURSE OUTLINE (HOURS)

1. Orientation	2
2. Customer Relations	
Professional ethics	4
3. Personality Development	
Visual Poise	
Hygiene	
Good Grooming	5
4. Bacteriology	
Sanitation	
Sterilization	8
5. Anatomy and Physiology	10
6. Nail Disorders	10
7. Manicuring/Pedi curing	15
8. Massage: Hand and Arm	
Foot and leg	4
9. Advanced nail techniques	
Nail sculpting	
Nail wrapping	
Tip application	85
10. Salon Management	
Etiquette	
Procedures	
Appointments	<u>7</u>
Total Hours	150

SPECIAL FEATURES AND STUDENT SERVICES

Video Presentations: Video equipment is used to display the most current methods and styles and students are able to view the most famous hair designers in the world.

Student Academy Advising: Career planning, scheduling, academic progress, and financial obligations are some of the areas available to discuss with an advisor. Students are encouraged to make an appointment on an individual basis to discuss concerns.

Placement Services: Springfield Beauty Academy is unable to guarantee jobs for their graduates, but will assist students in seeking employment opportunities upon graduation and obtaining a state license. A list of job openings is maintained in the Administrative Office. Students are encouraged to make employment preparations prior to graduation to ensure employment upon licensing.

Housing: Although the school does not have housing available, students are advised on availability of local private housing.

Library: Reference books, technical journals, and industry magazines are available to students and faculty.

Discounts: Students are allowed discounts on the cost of hair care services, hair and skin care products, and professional hairstyling equipment.

Awards: Incentive awards are given for outstanding achievement, attendance, appearance, and practical performance.

REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply.

Applicants not accepted by the school will be refunded all monies paid to the school. If student (or in case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded, even if the student has begun classes. The postmark on written notification will determine the formal cancellation date; the date said notification is delivered to the school in person, the date of expulsion by the school or 30 days after the last day of attendance or the expiration date of an approved Leave of Absence.

If a student cancels the enrollment more than three business days after signing the contract, but prior to starting classes, a refund of all monies paid to the school, less the registration fee in the amount of \$150 will be made. For students who enroll and begin classes, but withdraw prior to course completion (after three business days of signing contract), the following schedule of tuition earned by the school applies:

Percent/Enrollment Time	Academy will retain
.01% to 4.9%	20% to be retained
5% to 9.9%	30% to be retained
10% to 14.9%	40% to be retained
15% to 24.9%	45% to be retained
25% to 49.9%	70% to be retained
50% and over	100% to be retained

REFUND POLICY (continued)

Any monies due to the applicant or student shall be refunded within (forty-five) 45 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other document mitigating circumstances, a reasonable and fair refund settlement will be made. If a program is cancelled subsequent to the student's enrollment, and before instruction in the program has begun, the school at its option (a) provide a full refund of all monies paid, or (b) provide completion of the program.

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other products, unreturned school property, etc. will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

If a Title IV financial aid recipient withdraws prior to the course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program, second to the subsidized Federal Stafford Student Loan Program, third to Federal Pell Grant Program, fourth to other Federal, State, private or institutional student financial assistance program, and last to the student. After all applicable returns of Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

**BOOKS AND KITS ARE NON REFUNDABLE
AND NON RETURNABLE**

SATISFACTORY PROGRESS POLICY

The satisfactory progress policy is established and maintained for all Title IV students attending the school and is the same for all students within the same attendance schedule.

The policy complies with the school's Policy and Procedures.

EVALUATION PERIODS AS OF SEPTEMBER 1, 2009

In order to be considered making satisfactory progress towards a diploma, a student must maintain specified grade averages as well as proceed through the course at a pace leading to completion in the specified time frame. For purposes of determining satisfactory progress, each course is broken down in the following four quarters for evaluation:

First Quarter	0 – 3 months	0 – 375 hours
Second Quarter	3 – 6 months	376 – 750 hours
Third Quarter	6 – 9 months	751 – 1125 hours
Fourth Quarter	9 – 12 months	1126 – 1500 hours

Part time students are evaluated every 5 months.

ACCESS TO RECORDS POLICY

1. Students or parents of minor students have the right to gain access to their cumulative records by appointment under the supervision of an instructor.
2. Information pertaining to a student cumulative record will be released to their parents or guardian.
3. Information pertaining to student records may be made available to the accrediting agencies.

MAXIMUM TIME FRAME AND ACADEMIC REQUIREMENTS

A student's academic average at the end of each segment must be 75 or above. Students must complete this program in a period of time not to exceed 133% times their contracted program length. Students whose overall academic grade average falls below 75% or less than 75% of hours of attendance for which he or she has been scheduled, will be placed on a four-week probation. No more than four (4) probationary periods will be allowed during this time. Periods during which a student has formally requested and received a Leave of Absence will not be considered in calculating satisfactory progress.

During the probationary period, the student is considered to be making satisfactory progress, however, if at the end of the probationary period, the academic average or the percentage of hours of attendance to scheduled hours is not 75% or greater, financial aid eligibility will be terminated and the student may also be terminated for unsatisfactory academic or attendance progress.

Students who meet the minimum requirements for attendance and academic progress will be considered to be making satisfactory progress until the next scheduled evaluation.



JOB DESCRIPTION FOR STAFF MEMBERS

- **Mr. Anthony Katsakis:** director & cosmetology instructor
Makes all final decisions in school's policy and in charge of employment hiring and firing.
- **Ms. Anna Catselides:** financial aid, admissions, and an instructor.
- **Ms. Sawsan Frances:** lead instructor, in charge of opening in the mornings-in charge of petty cash-evaluates students and enforces all policy and procedures of the school.
- **Ms. Katerina Katsakis:** instructor – teaches cosmetology classes-is in charge of the educational program-participates in academic advising-assists in student follow up and enforces policies of school-in charge of sanitation duty assignments.
- **Ms. Rosario Posada:** instructor-participates in academic advising and enforces procedures of the school.
- **Ms. Paulette Beniteh:** instructor-teaches class and enforces the policy of the school-makes sanitation duty assignments-in charge of petty cash-closes in the evenings

JOB DESCRIPTION FOR STAFF MEMBERS

(continued..)

- **Thuan Nguyen:** instructor-teaches class and assists in the evaluation process closes in evenings.
- **Ruth Joines:** instructor. Enforces policies of school. And closes in evenings.
- **Anthony Catselides:** financial aid office-in charge of computer analysis-assists in financial aid records and enrollment. Enforces school policy and is in charge of student follow up.
- **Ms. Marlene Katsakis:** secretary- in charge of all communications for the school and assists in general office duties and records tuition receipts.

PLACEMENT SERVICES

Springfield Beauty Academy is unable to guarantee jobs for their graduates, but will assist students seeking employment opportunities upon graduation and obtaining a state license. A list of job opportunities is maintained in the administrative office. Students are encouraged to make employment preparations in advance of graduation to ensure employment upon licensing.

Springfield Beauty Academy continues to offer assistance to their graduates who wish to change jobs or reenter the employment market after an absence. Springfield Beauty Academy has no housing facilities, but can assist you in search of living quarters.

SCHOOL POLICIES AND PROCEDURES

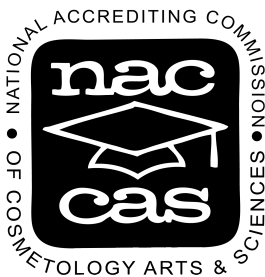
An attractive personal appearance is strongly recommended at Springfield Beauty Academy due to its impact on career success. This field also requires cheerfulness, good manners, courtesy and consideration toward customers, fellow students, and supervisors. Proper sanitation procedures and safety practices are also emphasized. Rules are applied regarding class and clinical attendance. This is done to reinforce self-discipline in work habits that lead to successful achievement. Students must attend scheduled classes in order to receive all necessary information and practices. Absences will be reported to a school official (usually the Administrative Secretary). When possible, third party documentation of an excused absence should also be given to the Administrative Secretary. Unsatisfactory attendance, chronic tardiness, failure to complete make-up work within the specified time period, or disruptive conduct will result in dismissal. These policies are detailed in the handout entitled ‘General Information, Policies and Procedures’. This handout is given to all students entering Springfield Beauty Academy.

Important items from the handout to remember are as follows:

1. All records concerning a student’s academic, financial, or personal activities are confidential.
2. Students (or parents/guardians if the student is a minor) have the right to review all the information that is maintained by the academy regarding that student.
3. Records may be reviewed upon request to the Director of the Academy.
4. A supervised review of the records must take place with the Director who will provide any required explanations.
5. The student (parent/guardian) is required to submit a written request prior to release of any information to a third party.
6. Students must have equipment and the required full set of books.

7. Students must attend class regularly.
8. Students must make up missed assignments and tests within two weeks of missing the assignment or test. If a student is expecting to be absent, she/he must call the admission office with explanation of the absence between 10:00 – 10:30am.
9. Students who are habitually tardy will be put on probation.
10. Students who are absent more than the number of days specified in the school guidelines without a valid excuse or without notifying the school will be expelled.
11. Absence due to illness will be excused only with a document from a medical doctor.
12. Student must obey all rules of personal hygiene.
13. Profane language and sarcasm are not tolerated in school.
14. Students are responsible for cleaning their stations and shampoo bowls after each use.
15. Gossip and disruptive behavior will not be tolerated in school.
16. Smoking is prohibited in the school.
17. Telephone calls are not permitted except in the case of an emergency. Student telephone: 703-256-5694.
18. All cellular devices must be turned OFF during classes.
19. Students will have a completion date for the course of study specified in the contract. If the course is not completed within the specified time frame, then a charge of \$250.00 will be charged each week until they finish.

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