

School Catalog













Vaughn Beauty College

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Phone: (662)369-2212
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Email: dpage@vaughnbeauty.com
Website: www.vaughnbeauty.com

School Owner /Administrator
Dawn Beasley

Accredited by the Department of Education, NACCAS, and Mississippi State Board of Cosmetology and Barbering

Effective: Jul 1, 2026
Vol 2-26/27 Rev Oct 2026

Dear Potential Student,

We personally want to take this opportunity to thank you for your interest in Vaughn Beauty College. We do hope you find our campus suitable for your career choice.

Our college is fully employed with highly qualified instructors and staff to help you maintain your educational needs. We have up-to-date equipment and stay updated on the latest trends and styles to prepare you for today's beauty society. Our goal is to graduate highly trained professionals and help you find your place in the beauty industry.

Please take the opportunity to tour our campus. If you have any questions, please direct those to the Admissions Office.

Again, thank you for your interest in our facility. If you have any questions pertaining to our institution, please feel free to contact us.

I wish you the best in your future endeavors.

Sincerely,



Dawn Beasley, Owner

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ACCREDITATION AGENCY

Vaughn Beauty College is accredited by the National Accrediting Commission of Career Arts and Sciences , Inc. (NACCAS)
3015 Colvin Street, Alexandria VA 22314 Phone (703) 600-7600

CERTIFYING AGENCY

U.S. Department of Education
400 Maryland Avenue SW, Washington, DC 20202
(800) 437-0833
www.ed.gov

VA APPROVING AGENCY (MS)

U.S. Department of Veterans Affairs
Mississippi State Approving Agency Division
For Veterans Education
3466 Highway 80 E, Pearl, MS 39208
(601)576-4850
www.va.gov

LICENSING AGENCY

MS State Board of Cosmetology and Barbering
Post Office Box 55698, Jackson, MS 39296-5689
(601) 359-1820
www.msbc.ms.gov

OWNERSHIP

Dawn Beasley

CORPORATE OFFICE

President/Vice President: Dawn Beasley

Secretary/Treasurer: Dawn Beasley

EXECUTIVE OFFICE

Chief Executive Officer: Dawn Beasley

ADMISSIONS OFFICE

Admissions Director: Dawn Beasley
Receptionist: Linda Tisdale

FINANCIAL AID OFFICE

Financial Officer: Jennifer Young

EDUCATIONAL STAFF

Director of Education: Jennifer Young
Lead Instructor: Jennifer Young
Instructors: Deanna Lewis
Vicki Sumrall
Cheneyah Webb-Simpson
Reanna Barr-Hamilton
Faith Lockridge
Sub :Alaysia Williams

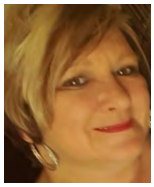
MEET OUR STAFF

Our Staff is experienced, professional, and committed to your success. They will take the time to get to know you, understand your learning style, and help you achieve your goals.



Dawn Beasley
dpage@vaughnbeauty.com

President / Treasurer /Admissions/ Manager
BSBA Rollins College
MBA University of Miss.



Jennifer Young (Lead Instructor/Financial Aid)
jyoung@vaughnbeauty.com

Cosmetology- Creations College of Cosmetology / Instructor Training - Creations College of Cosmetology Certifications: Barboleta, Norvell, Nail Drill Certifier, Dermalogica, Pure Brazilian Blow Out, Cinderella Hair, Sensory safe, Dermaplane, Cirepil waxing, Barboleta educator for lash estensions, lash lift, brow lamination and tint.



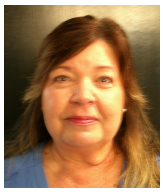
Cheneyah Webb-Simpson (Cosmetology Instructor)

Cosmetology - Mary Holmes College / Cosmetology Instructor - Vaughn Beauty College Certifications - Cranial prosthesis non-surgical hair replacement; color and cosmetics Funeral Services Former Secretary of Mississippi Independent Black Beautician Association



Vicki Sumrall(Nail Technology Instructor)

Nail Technology - Vaughn Beauty College / Instructor Training - Vaughn Beauty College



Deanna Lewis (Cosmetology Instructor)

Cosmetology - KC's School of Hair Design / Instructor Training - KC's School of Hair Design Certifications: Dermaplane, Sensory Safe



Reanna Barr Hamilton (Cosmetology Instructor)

Cosmetology - Aberdeen High School & Vaughn Beauty College/ Instructor Training - Tupelo Academy of Cosmetology, Braiding License



Santana Faith Lockridge (Cosmetology Instructor)

Cosmetology - Tupelo Academy of Cosmetology/ Instructor Training - Tupelo Academy of Cosmetology Braiding License, Barbicide, CPR, and Nail e-file Certifications



Linda Tisdale (Receptionist)

Cosmetology graduate, Vaughn Beauty College

MISSION STATEMENT

Vaughn Beauty College strives to create an educational environment in order to educate our students to be professional, knowledgeable, and skilled Instructors, Cosmetologists, Estheticians, and Nail Technicians. It is our goal to maintain programs that are constantly updated so that our students will have knowledge of the newest professional techniques. We strive to prepare our graduates for the Mississippi State Board of Cosmetology and Barbering licensure examination and assist them in becoming gainfully employed.

FACILITY



VAUGHN BEAUTY COLLEGE is located in the historic downtown business district of Aberdeen, Mississippi. The institution occupies a single-story building that has been renovated to provide a modern educational environment while preserving the character and history of the facility. Established in 1956, the college has a long-standing tradition of cosmetology education, reflected throughout the campus by awards and recognitions that commemorate its history and commitment to excellence. The facility contains approximately 6,500 square feet of instructional and administrative space. The campus includes three theory classrooms, a Freshman theory and practical classroom, a student salon, Nail Technology practical areas, an Esthetics practical area, an Esthetics client area, a library, dispensary, reception area, administrative office, instructor work area, student lounge/break room, laundry area, storage room, janitorial area, and four restrooms. Instruction is supported through a variety of educational resources, including study guides, activity sheets, instructional videos, visual aids, and audiovisual equipment for classroom lectures, demonstrations, and clinic floor instruction. The institution maintains equipment and furnishings sufficient to support student learning, including: One student clock-in station, Three printer/scanner/fax machines, Thirty six cosmetology student workstations, Ten Nail Technology stations, One esthetics treatment room equipped with four esthetics table and chairs, One esthetics practical room with five esthetics table and chairs, Four pedicure chairs, Six electric wax heaters, One Freshman practical classroom with nine workstations, Six shampoo bowls with chairs, Student lockers, An adequate inventory of instructional supplies, equipment, and professional products necessary for training.

The facility has an enrollment capacity of seventy(70) students in accordance with the requirements of the Mississippi State Board of Cosmetology and Barbering. The building is equipped with central heating and air conditioning, adequate lighting, and ventilation systems that provide a safe, comfortable, and effective learning environment for students, faculty, staff, and clients.

STUDENT RIGHT-TO-KNOW ACT

Students *Right-to-Know Act* is a federal policy which mandates that all schools participating in Title IV programs provide the institutions graduation and completion rates to its students.

As of the current NACCAS Annual Report, Vaughn Beauty College has the following rates: (*section updated 12/5/25)

Graduation Rate: **92.68%**
Placement Rate: **100.00%**
Licensure Rate: **92.00%**

ADMISSIONS POLICIES AND PROCEDURES

ADMISSIONS REQUIREMENTS:

Vaughn Beauty College requires that each student enrolling in the Cosmetology, Nail Technology or Esthetic programs must:

- Be at least 16 years of age *
- Provide a copy of a current federal or state issued photo ID
- Provide a copy of a current social security card
- Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.
- Should an enrolling student provide a foreign high school diploma, the student must obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.
- Be able to read, write and speak English

*An applicant who is only 16 years of age must submit a copy of birth certificate

Instructor applicants must meet all the above requirements AND:

- Be at least 21 years of age
- Hold a current MS license as a practitioner in the field they wish to teach
- Be a graduate of an accredited school of Cosmetology, Nail Technology or Esthetics

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study.

ABILITY-TO-BENEFIT POLICY

Vaughn Beauty College does not admit Ability-to-Benefit students. All prospective students must have a high school diploma or transcript showing high school completion, an official GED transcript, or an official transcript showing home school completion.

TRANSFER STUDENT ADMISSIONS POLICY

Vaughn Beauty College may accept transfer students and transfer hours from another licensed institution at the discretion of the College. All transfer credit is subject to review and approval by the administration and the requirements of the Mississippi State Board of Cosmetology and Barbering, when applicable.

Transfer applicants may be required to complete written and/or practical assessments to determine appropriate placement and the amount of transfer credit to be awarded. Acceptance of transfer hours is not guaranteed.

Transfer students must be eligible for enrollment in accordance with institutional policies and any applicable state regulations. A registration fee of $175.00 is required upon enrollment.

Tuition for transfer students is prorated based on the remaining hours required for program completion. The tuition is calculated by dividing the current tuition for the program by the total program clock hours to determine the hourly tuition rate, then multiplying that rate by the number of hours the student is required to complete at Vaughn Beauty College.

RE-ADMISSIONS POLICY

All students wanting to apply for re-admittance to Vaughn Beauty College must be in good standing with the College. Students who have been **terminated or expelled** may apply to be re-admitted to Vaughn Beauty College after being dismissed for a period of no less than 30 days. Each terminated re-admittance will be handled on a case-by-case basis. Reason for which the student was terminated will be strongly taken into consideration as well as the student's ability to show Vaughn Beauty College why he/she should be considered for re-admittance. This re-admittance shall be conducted on campus with Vaughn Beauty College's Chief Executive Officer and/or Manager. This does not apply to voluntary withdrawals. See *Satisfactory Academic and Attendance Progress (SAP) Policy* for more details about returning after being academically dismissed for unsatisfactory SAP.



ADMISSIONS POLICIES AND PROCEDURES
(continued)

ADMISSIONS PRACTICES
Vaughn Beauty College does not solicit or recruit students already attending or that have been admitted to another college offering a similar program of study.



NON-DISCRIMINATION CLAUSE
Vaughn Beauty College does not discriminate in its admission, induction, or graduation policies or practices based on race, color, creed, ethnic origin, sex, gender affiliation, age, religion, financial status, country or area of origin, residence, or handicap.

HOW TO REGISTER
For anyone interested in attending Vaughn Beauty College, our receptionist, Ms. Tisdale will gladly make an appointment for you to speak with the College's Admissions Director, Dawn Beasley. You may also submit your name, phone number and address by mail, by email, through Facebook, or through our website. All info is provided below:

Address:	108 South Maple Street Aberdeen, MS 39730
Phone:	(662)369-2212
Email:	dpage@vaughnbeauty.com
Facebook:	Vaughn Beauty College
Website:	www.vaughnbeauty.com

If interested in financial aid assistance, you may apply by completing a FAFSA through the U.S. Department of Education website at *studentaid.gov* to determine eligibility for student aid. Be sure to add our School Code: 042824

START DATES
Vaughn Beauty College is open year-round as a result of the college curriculum. Vaughn Beauty College starts classes the first Monday of each month. Please call the college to ensure that all your information is received before your selected program class begins. Of course, if you have any questions, we are here to assist you in any way possible

**Some start dates have been adjusted to accommodate class size limits.

PROGRAMS OF STUDY AND OCCUPATIONS AVAILABLE

COSMETOLOGY PROGRAM -(Title IV Aid Available to those who qualify)



There shall be a minimum total accumulation of 1500 (clock) hours, including 375 hours of theory classes and 1050 hours of skilled work. 75 unassigned hours of theory or skilled may be used at the instructor's discretion, depending on the student's needs. The objective of the cosmetology course is to prepare the student for all aspects of the salon service. Through classroom theory and clinical practice, the student will begin the well-rounded foundation he/she needs to become a successful cosmetologist. Our College's cosmetology comprehensive training will give the student a solid foundation upon which will prepare him/her for many fields, such as the following: Hairstylist, Day Spa Technician, Hair Coloring Specialist, Make-up Artist, Salon Owner, Platform Artist, Product Promoter, and Sales Representative for beauty products, Educator, Lecturer, and many more.

NAIL TECHNOLOGY PROGRAM (Title IV Aid NOT Available at this time)



There shall be a minimum total accumulation of 350 (clock) hours, including 88 hours of theory classes and 244 hours of skilled work. 18 unassigned hours of theory or skilled may be used at the instructor's discretion, depending on the student's needs. Our Nail Technology program covers everything the student needs to be a professional. The nail technology course consists of classroom and clinic area experience. Instruction covers manicures, pedicures, artificial nails as well as the state laws governing health, safety, and sanitation. One of the largest growing segments in the beauty industry is nail care. Properly trained and licensed manicurists are in demand. Our nail technology program offers the student both theory and practical segments necessary to pass the state licensing requirements. There are many exciting career opportunities available for nail technologists, such as the following: Nail Care Specialist, Nail Technician, Nail Salon Manager, Salon Owner, Platform Artist, Product Representative, Retail Specialist, Pedicurist, Educator, Lecturer and many more.

ESTHETICS PROGRAM (Title IV Aid NOT Available at this time)



There shall be a minimum total accumulation of 600 (clock) hours, including 150 hours of theory classes and 420 hours of skilled work. 30 unassigned hours of theory or skilled may be used at the instructor's discretion, depending on the student's needs. Our Esthetics program covers everything the student needs to be a professional. The Esthetics course consists of classroom and clinic area experience. Instruction covers business skills, skin science, skin treatments as well as the state laws governing health, safety, and sanitation. Properly trained and licensed estheticians are in demand. Our program offers the student both theory and practical segments necessary to pass the state licensing requirements. There are many exciting career opportunities available for Estheticians, such as the following: Skin Care Specialist, Makeup Artist, Esthetics Spa Manager, Esthetics Spa Owner, Product Representative, Retail Specialist, Lecturer and many more.

INSTRUCTOR TRAINING PROGRAM (Title IV Aid NOT Available at this time)



The Instructor Program consists of 600 clock hours, including 150 hours of theory instruction and 420 hours of skill development*. An additional 30 unassigned hours may be allocated to either theory or practical instruction at the instructor's discretion based on the student's individual learning needs. Applicants must be graduates of an accredited cosmetology school in Mississippi or another state and must hold a current Mississippi cosmetology practitioner license. The curriculum includes theory and practical instruction in teaching methods, classroom management, student motivation and learning, testing and evaluation, cosmetology laws, rules and regulations, professional development, and observation of instructional techniques. Students also receive practical training in teaching and supervising all areas of cosmetology. Graduates may pursue employment opportunities as a School Instructor, School Manager, Platform Educator, Lecturer, Style Director, or School Owner.

PROGRAM DESCRIPTIONS

COSMETOLOGY PROGRAM, 1500 HOURS

DESCRIPTION: The Cosmetology Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field. Our cosmetology program is measured in clock hours (1500).

OBJECTIVES: Upon completion of the program requirements, the determined graduate will be able to:

- 1. Project a positive attitude and a sense of personal integrity and self-confidence.
- 2. Project professionalism, visual poise and proper grooming.
- 3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
- 4. Respect the need to deliver worthy service for value received in an employment environment.
- 5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
- 6. Perform the basic analytical skills to advise clients in the total look concept.
- 7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

HOURS SUBJECT – UNIT COSMETOLOGY

375 THEORY - CLASSROOM INSTRUCTION

Orientation, History & Career Opportunities, Life Skills, MS State Laws, Rules and Regulations, Communicating for Success, Professional Image, Ethics and Conduct

GENERAL SCIENCE: The Healthy Professional, Infection Control, Prevention and Safety Precautions, Chemistry & Chemical Safety, Electricity & Electrical Safety, Anatomy and Physiology

HAIR SCIENCE: Hair & Scalp Properties, Hair & Scalp Disorders & Diseases, Principles of Hair Design, Hair Service Preparation, Haircutting, Hairstyling, Braiding & Braid Extensions, Wigs & Hair Additions, Chemical Texture Services, Haircoloring

SKIN SCIENCE: Skin Structure & Growth, Skin Disorders & Diseases, Hair Removal, Facials, Makeup

NAIL SCIENCE: Nail Structure & Growth, Nail Disorders & Diseases, Manicuring, Pedicuring, Nail Extensions & Resin Systems, Liquid & Powder Nail Enhancements, Light-cured Gels

BUSINESS SKILLS: Career Planning (job search), On The Job, The Beauty Business, Personal/Individual, Resume, Interviewing, Sales & Marketing, Money Management

1050 PRACTICAL HOURS – CLINIC FLOOR

HAIRSTYLING: Wet Styling, Blow Drying and Waving, Finger Waving, Hair Dressing, Braiding, Hair Extensions, Enhancements, and Wigs; Product Knowledge, use and safety

HAIRCUTTING: Sectioning, Removing length or bulk with razor, scissors, clippers, shears

HAIR COLORING – BLEACHING: Temporary, Semi-Permanent, Permanent Color, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems

CHEMICAL REARRANGING (TEXTURE SERVICES): Sectioning, Wrapping, Processing, Curling, Relaxing

MANICURING, PEDICURING, NAIL EXTENSIONS: Theory of Massage, Manicuring, Pedicuring and Advanced Nail Techniques

FACIALS: Facial Treatments, Cosmetic Application, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy, Arching eyebrows

75 UNASSIGNED - INSTRUCTOR DISCRETION

To be applied by the Instructor to strengthen student performance; up to 4% for supervised field trips; or other related training

1500 TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The portion of miscellaneous hours is to be applied as needed in curriculum related areas

IREFERENCES: A library of references, periodicals, books, texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of at least 85% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

THEORY & PRACTICAL:	95 - 100	EXCELLENT
	90 - 94	VERY GOOD
Program will be taught in English language	85 - 89	SATISFACTORY
	BELOW 85	UNSATISFACTORY

PROGRAM DESCRIPTIONS
(continued)

NAIL TECHNOLOGY PROGRAM, 350 HOURS

DESCRIPTION: The Nail Technology Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Nail Technology or a related career field. This course is measured in clock hours(350).

OBJECTIVES: Upon completion of the program requirements, the determined graduate will be able to:

- 1. Project a positive attitude and a sense of personal integrity and self-confidence.
- 2. Project professionalism, visual poise and proper grooming.
- 3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
- 4. Respect the need to deliver worthy service for value received in an employment environment.
- 5. Perform the basic nail technology skills in the areas of manicures, pedicures, nail extensions, massage techniques, use of electric file, and nail art.
- 6. Perform the basic instructional skills to determine proper application of nail tips, wraps, acrylic, gel and art.
- 7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in enail technology and related fields.

HOURS SUBJECT – UNIT NAIL TECHNOLOGY

88 THEORY - CLASSROOM INSTRUCTION

Orientation, History & Career Opportunities, Life Skills, MS State Laws, Rules and Regulations, Communicating for Success, Professional Image, Ethics and Conduct

GENERAL SCIENCE: The Healthy Professional, Infection Control, Prevention and Safety Precautions, Chemistry & Chemical Safety, Electricity & Electrical Safety, Anatomy and Physiology

NAIL SCIENCE/TREATMENTS/SERVICES: Skin Structure, Disorders and Diseases, Nail Structure, Disorders and Diseases, Nail Product Chemistry, Manicuring, Pedicuring, Electric Filing, Nail Tips & Forms, Nail Resin Systems, Monomer Liquid & Polymer Powder Nail Enhancements, Gel Nail Enhancements, Nail Art, Any other Related Theory

BUSINESS SKILLS: Career Planning (job search), On The Job, The Beauty Business, Personal/Individual, Resume, Interviewing, Sales & Marketing, Money Management, Salon Planning & Designing, Management

244 PRACTICAL HOURS – CLINIC FLOOR

NAILS: Basic & Specialty Manicure, Basic & Specialty Pedicure, Hand, Arm, Leg and Foot Massage, Applying Artificial Nails, Nail Extensions, Electric Nail File, Cutting, Trimming, Polishing, Coloring, Tinting, Cleansing, Enhancing and embellishing or otherwise treating a person's nails, and any other related skills

18 UNASSIGNED - INSTRUCTOR DISCRETION

To be applied by the Instructor to strengthen student performance; up to 4% for supervised field trips; or other related training

350 TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The portion of miscellaneous hours is to be applied as needed in curriculum related areas

REFERENCES: A library of references, periodicals, books, texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of at least 85% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

THEORY & PRACTICAL:	95 - 100	EXCELLENT
	90 - 94	VERY GOOD
	85 - 89	SATISFACTORY
	BELOW 85	UNSATISFACTORY

Program will be taught in English language

ESTHETICS PROGRAM, 600 HOURS

DESCRIPTION: The Esthetic Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Esthetics or a related career field. Our Esthetics program is measured in clock hours (600).

OBJECTIVES: Upon completion of the program requirements, the determined graduate will be able to:

- 1. Project a positive attitude and a sense of personal integrity and self-confidence.
- 2. Project professionalism, visual poise and proper grooming.
- 3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
- 4. Respect the need to deliver worthy service for value received in an employment environment.
- 5. Perform the basic esthetic skills in the areas of skin treatment, facial treatments, facial massage, facial machines, hair removal and advanced topics and treatments.
- 6. Perform the basic instructional skills to determine proper make-up, skin care and hair removal for the client's overall image.
- 7. Apply academic learning, technical information and related matters to assure sound judgments, decisions, and procedure

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in esthetics and related fields.

HOURS SUBJECT – UNIT ESTHETICS

150 THEORY - CLASSROOM INSTRUCTION-

Orientation, History & Career Opportunities, Life Skills, MS State Laws, Rules and Regulations, Communicating for Success, Professional Image, Ethics and Conduct

GENERAL SCIENCE: The Healthy Professional, Infection Control, Prevention and Safety Precautions, Chemistry & Chemical Safety, Electricity & Electrical Safety, Anatomy and Physiology

SKIN SCIENCE/TREATMENTS/SERVICES: Physiology & Histology of the Skin, Disorders & Diseases of the Skin, Skin Analysis, Facial Massage, Facial Devices & Technology, Hair Removal, Makeup Essentials

ADVANCED TOPIC & TREATMENTS: Advances Topics & Treatments, Brow Lamination, Lash & Brow Tint, Dermaplaning, Spray Tan

BUSINESS SKILLS: Career Planning (job search), On The Job, The Beauty Business, Personal/Individual, Resume, Interviewing, Sales & Marketing, Money Management, Salon Planning & Designing, Management

420 PRACTICAL HOURS – CLINIC FLOOR

FACIAL: Skin Conditions & Treatments, Client Consultations, Sanitation & Disinfection, Basic Facial Treatments, Stimulating, cleansing or beautifying the face, neck, arms or legs of a person by any method by the hands or mechanical or electrical apparatus or the use of cosmetic preparation and any related skills

SKIN CARE: Hair Removal, Massaging the face or neck, Facial Treatments, Cosmetic Application, Arching eyebrows to include trimming, tweezing, waxing or any other method of epilation, Lash/Brow Tinting, Light Therapy, Salon Management, Safety Precautions and any other related skill subjects

30 UNASSIGNED - INSTRUCTOR DISCRETION

To be applied by the Instructor to strengthen student performance; up to 4% for supervised field trips; or other related training

600 TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The portion of miscellaneous hours is to be applied as needed in curriculum related areas

REFERENCES: A library of references, periodicals, books, texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of at least 85% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Program will be taught in English language

THEORY & PRACTICAL:	95 - 100	EXCELLENT
	90 - 94	VERY GOOD
	85 - 89	SATISFACTORY
	BELOW 85	UNSATISFACTORY

PROGRAM DESCRIPTIONS
(continued)

INSTRUCTOR TRAINING PROGRAM, 600 HOURS

DESCRIPTION: The primary purpose of this instructor training program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions as an instructor or a related career field. Our instructor training course is measured in clock hours.

OBJECTIVES: Upon completion of the program requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communication skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform basic teaching skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and make-up, manicures, pedicures, and nail extensions (correlating with practitioner license)
- Perform the basic instructional skills to determine proper make-up, hairstyle, and color application for the client's overall image.
- Apply learned principles of teaching/learning, teaching methodology, academic advising, administrative responsibilities, and career and employment information.
- Be able to assess student learning, overall progress, and development and use of testing instruments.
- Be able to follow a course development and review.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in instructor related fields.

CONTENTS OF UNITS OF INSTRUCTION: INSTRUCTOR TRAINING

HOURS SUBJECT – UNIT

150 THEORY - CLASSROOM INSTRUCTION
OBSERVATION: Theory and Skill Observation

THE PROFESSIONAL TEACHER: Teacher Personality, Technical Knowledge, Teacher Characteristics, Teachers as Professionals, Preparation for Teaching, Planning the Course (Lesson Plans)
STUDENT MOTIVATION AND LEARNING: Laws Governing Learning Process, Student Motivation, Student Participation, Student Personalities, Learning Speed (including gifted)
METHODS, MANAGEMENT AND MATERIALS: Methods, Procedures, and Techniques of Teaching, Classroom Management, Teaching Materials,
TESTING AND EVALUATION
MS STATE BOARD OF COSMETOLOGY AND BARBERING STATUTES, RULES AND REGULATIONS

420 PRACTICAL HOURS – CLINIC FLOOR

Write Lesson Plans, Teach Classes, Student Motivation and Learning, Demonstrate Practical Skills to Students, Classroom Management, Student Involvement, Assess Student Progress and any other related skill subjects

30 UNASSIGNED - INSTRUCTOR DISCRETION

To be applied by the Instructor to strengthen student performance; up to 4% for supervised field trips; or other related training

600 TOTAL HOURS

The above hour requirements must be met by each student in each category for the earned hours to be accepted by the applicable regulatory agency for examination. The portion of miscellaneous hours is to be applied as needed in curriculum related areas

INSTRUCTIONAL METHODS USED TO TEACH THE PROGRAM: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course. A comprehensive library of references such as periodicals, books, texts and audio/video tapes are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Academic assignments include, but are not limited to, written tests, project assignments, etc. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by Vaughn Beauty College. Students must maintain a written grade average of 85% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

THEORY & PRACTICAL:	95-100	EXCELLENT
	90 - 94	VERY GOOD
	85 - 89	SATISFACTORY
	BELOW 85	UNSATISFACTORY

Program will be taught in English language

PROGRAM DESCRIPTIONS
(continued)

CLINIC ASSIGNED PROJECTS OR SPECIAL CLASSES
Students are assigned special projects for various classes. Examples are, but not limited to, the color wheel, a hair color swatch book, haircutting book, and completing a resume.

CLASS LEVELS
COSMETOLOGY PROGRAM, 1500 HOUR COURSE:
Freshman: 0 - 240 hours
Junior: 241 - 750 hours
Senior: 751 - 1500 hours

NAIL TECHNOLOGY PROGRAM, 350 HOUR COURSE:
Freshman: 0 - 53 hours
Junior/Senior: 54 - 350 hours

ESTHETICS PROGRAM, 600 HOUR COURSE:
Freshman: 0 - 96 hours
Junior/Senior: 97 - 600 hours

CLASS SCHEDULES

COSMETOLOGY, ESTHETICS & INSTRUCTOR TRAINING PROGRAM
Full Time 30 hr

Monday – Thursday 9:00am - 3:30pm
Friday 8:00am - 2:00pm

Theory & Practical Schedule

Monday - Wednesday
Theory (classroom) 9:00am - 11:30am
Practical (clinic) 12:00pm - 3:30pm
Thursday
Practical (clinic) 9:00am - 3:30pm
Friday
Practical (clinic) 8:00am - 2:00pm

On Monday - Thursday, a 30-minute lunch is scheduled from 11:30am until 12 noon students are given two 10-minute breaks throughout each day.

NAIL TECHNOLOGY PROGRAM/PART-TIME OPTION - 25.5 hr

Monday, Tuesday, Thursday 9:00am - 2:30pm
Wednesday 9:00am - 1:30pm
Friday 8:00am - 2:00pm

Theory & Practical Schedule

Monday - Wednesday
Theory (classroom) 9:00am - 11:30am
Monday - Tuesday
Practical (clinic) 12:00pm - 2:30pm
Wednesday Practical (clinic) 12:00pm - 1:30pm
Thursday Practical (clinic) 9:00am - 2:30pm
Friday Practical (clinic) 8:00am - 2:00pm

On Monday, Tuesday, Thursday, a 30-minute lunch is scheduled from 11:30am until 12 noon students are given two 10-minute breaks throughout each day. ▪No lunch on Wednesday for this schedule.

STUDENT SALON HOURS OPEN

Tuesday & Wednesday 12:00pm- 3:30pm
Thursday 9:00am 3:30pm
Friday 8:00am - 2:00pm

GRADUATION REQUIREMENTS

COSMETOLOGY PROGRAM
Students must:

- complete the 1,500 hours as designated by the Mississippi State Board ofCosmetology and Barbering
- successfully complete all phases of study, complete all assigned projects, pass all required tests, practical assignments, and pass all final and comprehensive written and practical examinations with a minimum score of 85%
- complete all exit paperwork, and attended an exit interview with a School Official

NAIL TECHNOLOGY PROGRAM
Students must:

- complete the 350 hours as designated by the Mississippi State Board of Cosmetology and Barbering
- successfully complete all phases of study, complete all assigned projects, pass all required tests, practical assignments, and pass all final and comprehensive written and practical examinations with a minimum score of 85%
- complete all exit paperwork, and attended an exit interview with a School Official

ESTHETICS PROGRAM
Students must:

- complete the 600 hours as designated by the Mississippi State Board ofCosmetology and Barbering
- successfully complete all phases of study, complete all assigned projects, pass all required tests, practical assignments, and pass all final and comprehensive written and practical examinations with a minimum score of 85%
- complete all exit paperwork, and attended an exit interview with a School Official

INSTRUCTOR TRAINING PROGRAM
Students must:

- complete the 600 hours as designated by the Mississippi State Board of Cosmetology and Barbering
- successfully complete all phases of study, complete all assigned projects, pass all required tests, practical assignments, and pass all final and comprehensive written and practical examinations with a minimum score of 85%
- complete all exit paperwork, and attended an exit interview with a School Official

All financial obligations must be paid showing the students with a zero balance before graduation. Exceptions may be made by the President t under extenuating circumstances.

Students will receive a Diploma upon completion of all requirements.



Formal Graduation Ceremony 2024

Institutional Charges

Program:	COSMETOLOGY 1500 HOURS	NAIL TECH 350 HOURS	ESTHETICS 600 HOURS	INSTRUCTOR TRAINING* 600 HOURS
Registration Fee:	$ 175.00	$ 175.00	$ 175.00	$ 175.00
Books & Kit:	$ 1900.00	$ 1,350.00	$ 1,500.00	$ 1,000.00
Tuition:	$ 12,630.00	$ 3,000.00	$ 5,100.00	$ 4,200.00
Total:	$ 14,705.00	$ 4,525.00	$ 6,775.00	$ 5,375.00

PAYMENT TERMS AND METHODS OF PAYMENT

Students are responsible for paying the college the total tuition and fees for the selected program. Full payment is due and payable to Vaughn Beauty College at the time of signing the Enrollment Agreement with balance being paid prior to start date or through an approved payment plan. Please discuss payment plan options, tuition payments, and terms with the Admissions Office. Payments may be made by credit or debit card,* cash, check, or money order for students who do not qualify for any other aid. Vaughn Beauty College may, at its option and without notice, prevent the student from attending class until any applicable unpaid balance or payments are satisfied.

*The college may charge a 3% fee for paying tuition and other fees by credit or debit card.

STUDENT EDUCATION MATERIALS AND KIT POLICY

When issued to the student, the kit becomes the student's responsibility and will remain on college property until such time as the student has graduated and has paid any and all outstanding financial balance(s) with Vaughn Beauty College. The implements and products provided are to be used on manikins, clients, and/or models as assigned in order to develop required skills and speed. The student is responsible for replacing lost, missing, or broken items. Per the refund policy stated in the Enrollment Agreement, some items are not returnable. **Students have the right to purchase their own kit but it has to be equivalent to the College's kit and it must be purchased prior to the first day of class.** See K*it List* on the following pages.

OTHER COSTS AND FEES

- **RE-ADMISSION OR TRANSFER STUDENTS**: A student re-entering or transferring to our college will be required to pay a registration fee of $175.00. Tuition amount is calculated by dividing the current tuition cost by the total course length, then multiplied by the number of hours required.
- **OVERTIME POLICY: (**Additional Instructional Charges)Each course/program is scheduled for completion within a specified number of scheduled hours. The school reserves instructional time, equipment, facilities, and licensed instructors for each enrolled student. Students are allowed a variance of up to 10% between their scheduled hours and their actual hours earned. When a student's scheduled hours exceed their actual hours earned by more than 10%, the student will be assessed additional instructional charges of $10.00 per scheduled hour. Payment for additional instructional time is due in advance before additional training is provided and will continue until all graduation requirements have been met. Students may monitor their attendance percentage through the student app. Attendance and Satisfactory Academic Progress (SAP) are reviewed with students at each scheduled SAP evaluation.
- **WITHDRAWAL OR TERMINATION FEE:** Students who withdraw or terminate prior to course completion will be charged a withdrawal fee of $150.00.
- **TRANSCRIPT FEE:** The college may charge a $10.00 transcript fee for transcript requests.
- **CREDIT OR DEBIT CARD PAYMENT FEE:** The college may charge a 3% fee for paying tuition and other fees by credit or debit card.
- **PAST DUE PAYMENT FEE:** Payments not satisfied within 10 calendar days of the monthly due date may result in a late fee of $15.00.
- **MS STATE BOARD OF COSMETOLOGY & BARBERING EXAM AND LICENSURE FEES:** *DOES NOT INCLUDE CARD FEE 3%*
  - Prometric Testing - Cosmetology, Nail Technology, Esthetics, or Instructor Training Theory Exam Fee $95.00
  - MSBCB- Cosmetologist, Nail Technician, or Esthetician Licensure Fee $50.00
  - MSBCB - Instructor Licensure Fee $80.00
  - Work Permit: no charge. Issued by MS State Board of Cosmetology and Barbering.
  - Application to test fee: $25.00

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Vaughn Beauty College receives a request for access. A student should submit to the CEO/CFO, Manager, Admissions Office, Financial Aid Office, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
   A student who wishes to ask Vaughn Beauty College to amend a record should write the CEO or Education Director, clearly identify the part of the record the student wants changed and specify why it should be changed. If Vaughn Beauty College decides not to amend the record as requested, Vaughn Beauty College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Vaughn Beauty College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Vaughn Beauty College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by Vaughn Beauty College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Vaughn Beauty College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Vaughn Beauty College.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Vaughn Beauty College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- to other school officials, including teachers, within Vaughn Beauty College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*3*) are met. (§ 99.31(a)(1))
- to officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§ 99.31(a)(2))

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS (CONTINUED)

- to authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- to organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- to accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- to parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- to comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- to appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- to the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- to parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

STUDENT EDUCATION MATERIALS AND KIT LIST

COSMETOLOGY KIT

STUDENTS HAVE THE RIGHT TO PURCHASE THEIR OWN KIT BUT IT HAS TO BE EQUIVALENT TO THE COLLEGE'S KIT AND IT MUST BE PURCHASED PRIOR TO THE FIRST DAY OF CLASS.

MANIKINS

1 Celebrity Debra Manikin
1 Celebrity Whitney Manikin
1 Celebrity Debra Color Manikin
1 Celebrity Tammie Color Manikin
1 Manikin Holder

COMBS & BRUSHES

1 Aristocrat Assorted Comb set, 5 pc
1 Scalpmaster Ceramic Brush set, 7 pc
1 Scalpmaster Nylon Bristle Brush
1 SalonChic Comb Set, 3 pc
1 Gold Magic Comb Set, 10 pc

CLIPS & ROLLERS

1 Soft 'n Style Dual Purpose Curl Clips, 80/box
1 Soft 'n Style Butterfly Clamps, 12pk
1 Soft 'n Style Smooth Roller Assorted Pack, 12 dozen
1 CHI Mega Clips, 6 pk
1 Soft'n Style Pin Curl Clips
1 Soft 'n Style E-Z Flow Cold Wave Rods, 1 dozen each - gray, white, pink
1 Fuji Perfect Perm Papers

MANICURE & PEDICURE TOOLS

1 CHI Nail kit with tweezer
1 DL Professional Orangewood Stick
1 DL Professional Manicure Brush
1 Kolinsky Pro Ultra Acrylic Brush
1 Kolinsky Flat Acrylic Brush
1 Manicure Finger Bowl

SHEARS & ELECTRIC TOOLS

1 CHI 5 piece Shear Kit, replacement blades
1 CHI Clipper Combo
1 CHI G2 1" Flat Iron
1 CHI Rocket Dryer
1 Hot Tools ¾" Spring Grip Curling Iron

MISCELLANEOUS ITEMS

1 CROWN COSMETICS KIT (FOUNDATION PALETTE, BLUSH PALETTE, 2 EYE SHADOW PALETTES, MASCARA, EYE LINER, BRUSH SET)
1 Applicator Bottle
1 6-piece Bowl & Brush Set
1 Soft 'n Style Color Wheel
1 Soft 'n Style Make-up Mirror
1 CHI Duffle Bag
1 CHI Black Reusable Gloves
1 Fanta Sea Mask Brush
1 Genie Spray Bottle
1 Timer on a String
1 Magnifying Glass

APPAREL

1 Vaughn Beauty College Logo T-Shirt
1 Salon Chic Stylist All Purpose Apron
1 CHI Black Cape
1 CHI Black Cape
1 Scalpmaster Nylon Comb-out Cape

STUDENT EDUCATION MATERIALS

1 CIMA for Milady Standard Cosmetology + Printed Textbook, 14th Edition ISBN# 9780357921883
1 Chromebook 4Gb RAM 64Gb storage minimum ISBN: Varies
1 Mississippi State Board of Cosmetology Laws, Rules and Regulations (in CIMA)
1 CHI Sample kit: 0.5oz CHI Shampoo, Silk Infusion, Biosilk silk therapy, CHI brochure and drawstring bag

STUDENT EDUCATION MATERIALS AND KIT LIST
(CONTINUED)

ESTHETICS KIT

STUDENTS HAVE THE RIGHT TO PURCHASE THEIR OWN KIT BUT IT HAS TO BE EQUIVALENT TO THE COLLEGE'S KIT AND IT MUST BE PURCHASED PRIOR TO THE FIRST DAY OF CLASS.

MANIKIN

- ☐ 1 Celebrity Lisa Chair Massage Head

SKINCARE

- ☐ 1 Dermalogica Esthetic Kit – Including:
- ☐ 1 Cleansing gel 16.9oz, toner 16oz, 30 SPF 1.7 oz
- ☐ 1 Niacinamide serum, BioLumin C, Masque 6 oz
- ☐ 1 Microfoliant 6 oz, Cream Moisturizer 6 oz, Precleanse 5.1 oz, oil to foam cleanser 8 oz
- ☐ 1 botanical mixer 4 oz, 24 Fitness Plans, 2 sponges, 1 Fan Brush, 1 Bag

SKINCARE TOOLS

- ☐ 1 Fanta Sea Block Spatulas, 2
- ☐ 1 Crown Plastic Spatula, 25 pc
- ☐ 1 Fanta Sea Flexible Mixing Bowl, Large
- ☐ 1 Fanta Sea Flexible Mixing Bowl, Small
- ☐ 1 Fanta Sea Clear Mixing Bowls, 3 pc
- ☐ 1 Fanta Sea Synthetic Body Brush Set, 7 pc
- ☐ 1 Fanta Sea Exfoliating Set, 3 pc
- ☐ 1 Satin Edge Eyebrow Set with Pink Case, 5 pc
- ☐ 1 Satin Edge Facial Tool kit, 9-in-1
- ☐ 1 Profile Cellulose Cleansing Sponges, 12 pk
- ☐ 1 Profile Exfoliating Gloves, White
- ☐ 1 Crown Mask Brush & 1 Pro Tweezer
- ☐ 1 Crown Makeup Pallett and spatula

COSMETICS

- ☐ 1 Crown Eyeshadow Applicators, 12 pc
- ☐ 1 Crown Vintage Brush Set, 12 pc
- ☐ 1 Crown Disposable Lip Applicators, 25 pc
- ☐ 1 Crown Disposable Mascara Wands, 25 pc
- ☐ 1 Crown Foundation Palette
- ☐ 1 Crown Powder/ Glo Palette
- ☐ 1 Crown Chroma Bar Shadow Palette
- ☐ 1 Crown Blush Palette
- ☐ 3 Crown Concealer Sticks
- ☐ 1 Crown Eyeliner Pencil
- ☐ 1 Crown Volumizing Mascara
- ☐ 1 Crown Lipstick Palette
- ☐ 1 Fanta Sea Eyelash Curler
- ☐ 1 Crown Dual Sharpener
- ☐ 1 Fanta Sea Latex-free Foam Wedges, 24 pc
- ☐ 2 Fanta Sea Glamour Lashes Full Lash Set, Flutter & Flirt
- ☐ 1 Fanta Sea Eyelash Adhesive, 3
- ☐ 3 Guarded Dermaplane Blades

WAXING

- ☐ 1 Fanta Sea Waxing Kit, 40 pc

APPAREL

- ☐ 1 Scalpmaster Nylon Make-up Cape
- ☐ 1 Scalpmaster Terry Cloth Spa Wrap, White
- ☐ 1 Scalpmaster Esthetician Jacket, White
- ☐ 1 Fanta Sea Washable Headbands
- ☐ 1 Vaughn Beauty College Logo T-Shirt

MISCELLANEOUS

- ☐ 1 Soft 'n Style Vinyl Gloves, 100 ct
- ☐ 1 BT Magnifying Glasses / 1 – handheld mirror
- ☐ 1 Intrinsics Essential Facial Mask Cotton, 50 pk
- ☐ 1 Fanta Sea Beauty Balls Cotton, 100 pk
- ☐ 1 Fanta Sea 4" X 4" & 1 - 2" x 2" Esthetic Wipes, 200 pk
- ☐ 1 City Lights StudioPro Travel Case & Manikin Tote

STUDENT EDUCATION MATERIALS

- ☐ CIMA for Milady Standard Esthetics Foundations + Print Textbook, 12th Edition SBN# 9780357812761
- ☐ 1 Chromebook ISBN: Varies
- ☐ 1 Mississippi State Board of Cosmetology Laws, Rules and Regulations in CIMA

STUDENT EDUCATION MATERIALS AND KIT LIST

(continued)

NAIL TECHNOLOGY KIT

Students have the right to purchase their own kit but it has to be equivalent to the College's kit and it must be purchased prior to the first day of class.

MANICURE, PEDICURE, ACRYLIC NAILS TOOLS

1 Toenail Clipper & 1 Fingernail Clipper
1 Stainless Cuticle Pusher & 1 Cuticle Nippers
One Cut Tip Cutter
UV Light
Melody Susie Nail Drill
Plastic Manicure Brush
180-grit Zebra file + 10 pk Disposable Strips
100-grit Little Purple Terminator File + 10 pk Disposable Strips
Clean Finish Files (5)
Buff-it Files (5)
100-grit Zebra file (10)
Natural nail shaper file (25)
½ oz Peach Cuticle Oil
4 oz Peach Creamy Cuticle Remover
Orangewood Sticks (24)
½ oz A+ Topcoat (gel)
Nail Art Brush Kit (12 pc) Dotting tool (1)
½ oz Color Grip Base Coat
½ oz Super Dry Topcoat
Manicure Bowl
8 oz Peach Polish Remover
Large Purple Terminator Foot File (2)
½ oz Gel Base Coat
8 oz Peach Lotion
8 oz Peach Sanitizer
Small Wet Sanitizer Jar
½ oz Empty Oil Bottle
4 oz Brush Cleaner
Rhinestone Embellishment Kit
1 oz Acrylic Powders (6)
4 oz Xtra Adhesion Monomer
4 oz Odorless Monomer
Flat Medium Sable Acrylic Brush
Original Custom Sable Acrylic Brush
Clear Square Nail Tips (200)
Gold Nail Forms (200)
Pink Extra Long Forms (20)
Primer Bottle Holder
½ oz Non-Lifting Primer
½ oz Brush On Nail Glue (2) tip glue (1)
Oil droppers (5)
Black Travel Bag on Rollers
Soft Plastic Manicure Hand
Bending hand with stand
4 oz Surface Cleaner
4-Way Block Shiner (3)
Ceramic Dap-n-Dish
Towelettes (300)
Practice Sheet
Duo Wax brush (dauber)

APPAREL

Vaughn Beauty College T-Shirt

STUDENT EDUCATION MATERIALS

CIMA + Print Milady Standard Nail Technology + STD Foundations, 8th Edition SBN: 9780957812778 & TTNI access

Mississippi State Board of Cosmetology Law Rules & Regulations in CIMA

1 Chromebook ISBN: Varies

INSTRUCTOR TRAINING KIT

Students have the right to purchase their own kit but it has to be equivalent to the College's kit and it must be purchased prior to the first day of class.

2 Celebrity Debra Manikins(or Lisa or Hand)
1 Vaughn Beauty College Logo T-Shirt
1 Milady Master Educator Textbook, 3rd Edition ISBN-13: 9781133693697
1 Milady Master Educator Exam Review, 3rd Edition
ISBN-13: 9781133776598
1 Milady Master Educator CIMA Software, Printed Access Card ISBN-13: 9781337398848
1 Chromebook 4Gb RAM 64Gb storage minimum ISBN: varies
1 Milady Standard Cosmetology Course Management Guide ISBN-13: 9781285769677
1 Milady Standard Cosmetology Instructor Support Slides ISBN-13: 9781285769684

GENERAL COLLEGE INFORMATION

FINANCIAL AID PROGRAMS

Vaughn Beauty College has been determined eligible by the United States Department of Education to participate in Title IV Financial Aid Programs. Cosmetology is currently the only approved program. The college is also approved through the State Approving Agency for VA benefits. Students desiring information regarding various assistance programs available should contact the Financial Aid Office. The college does not have any scholarships at this time; however we do hope at some time to offer scholarships. Fee waivers are offered on a promotional basis only.

VETERANS POLICY

Attendance for veterans and minor dependents of veterans are as follows: All absences for scheduled instruction are recorded. Unexcused absences and repeated absences will cause interruptions. A student who is tardy six times in a calendar month will be charged a day of absence in addition to the time of the tardiness. All theory missed because of absence must be made up within thirty days from the day missed or a reduced grade and possible interruption will result. When absence affects progress or is considered excessive, the student will be terminated. Reinstatement will be at the discretion of Vaughn Beauty College. A student may also be terminated if he/she is absent more than **10%** of the scheduled hours of attendance of the course. A master record is maintained for each student, which is available to authorized persons.

STUDENT ADVISING SERVICES

The Admissions Office is available for student counseling, placement, and resources for emotional, physical, financial needs, and/or other personal service(s) for the benefit of students. Students are free to make an appointment to discuss personal issues that might affect their schooling or future employment. Vaughn Beauty College provides counseling to students that need assistance with education for substance abuse, any type of depression, or any personal or financial issues the student may be having. At that time, Vaughn Beauty College will direct the student to counseling in order to assist him/her with his/her problems. Vaughn Beauty College offers prevention and assistance through community speakers, video, posters, class presentations, pamphlets, emergency phone numbers, etc.

RIGHT TO ACCESS A STUDENT FILE AND INFORMATION

Student or parent/guardian (if student is a dependent minor) may have access to the student's file by contacting administration for an appointment with the Manager or Director. Student records may not be removed from Vaughn Beauty College. No information regarding a student will be released without the prior written consent, each time from the student, or parent/guardian if the student is a dependent minor, unless required to do so by state, accrediting, or governmental agency.

LIVING QUARTERS

At this time Vaughn Beauty College does not furnish living quarters but careful attention and assistance is given to each student in finding satisfactory living quarters, if needed. Vaughn Beauty College will give assistance when requested. The student should contact Vaughn Beauty College approximately two weeks or more prior to the date he/she intends to start college so that housing assistance may be made in advance.



LIBRARY

A library is provided by Vaughn Beauty College and made readily available to all of our students. A wide variety of reference books, trade journals, and audio/visual materials are available to assist in assigned projects and increase the student's knowledge of the program of his/her choice.

LOCKERS

Lockers are provided by Vaughn Beauty College and are free of charge. It is the responsibility of the student to obtain a security device.

COLLEGE HOLIDAYS

Vaughn Beauty College observes the following holidays: New Year's Day, Martin Luther King Day, Spring Break week, Memorial Day, Juneteenth, Fourth of July week, Labor Day, Columbus Day, Thanksgiving week and Christmas holiday (two weeks). Additional holidays may be added to the schedule at the discretion of the College Administration.

UNEXPECTED CLOSURE

In case of closure of Vaughn Beauty College for reasons beyond the control of the College such as extreme weather conditions, staff meetings, or unforeseen circumstances, Vaughn Beauty College will notify students by way of public broadcast, local television stations, group message, and/or social media.

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The college may allow more than one LOA at its discretion. Students must request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:

- The request must be in writing
- The request must include the students' reason for the LOA; and
- The request must include the student signature

The reasons for which a leave of absence may be approved include:

- Personal and/or family medical issues
- Death in the family
- Vacation
- Other mitigating circumstances

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision
- The institution collects the request from the student at a later date; and
- The institution established the start date of the approved LOA as the first date the student was unable to attend.

If approved, the official Leave will extend the contract period by the same number of calendar days designated in the leave document or actually used by the student. No additional charges will be assessed because of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time.

The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve-month period. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed and signed by all parties upon return from the LOA to extend the ending date by the applicable number of days.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

STUDENT INTERNAL GRIEVANCE PROCEDURE POLICY

Vaughn Beauty College will make every attempt to resolve any student, staff, client or visitor complaint that is not frivolous or without merit. Issues of concern should be addressed with school staff immediately. If not resolved, a formal complaint may be filed. This also applies if the complainant is uncomfortable addressing staff directly. For students, complaint procedures are included and reviewed in new student orientation, thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of the final resolution of all complaints will be retained in the student's file in order to determine the frequency, nature, and patterns of all complaints for the College. For staff, clients or visitors, please see the business office for forms and a copy of the grievance procedure.

The following procedure outlines the specific steps of the complaint process:

1. Prior to filing a formal grievance, the student should notify any staff member of the situation. If the staff member is unable to resolve the grievance, the student shall notify the School Director. If the School Director is unable to resolve the grievance, the student should then file a formal grievance as stated below.
2. The student should register the grievance in writing on the designated form provided by the institution within 15 days of the date that the act which is the subject of the grievance occurred.
3. The grievance form will be given to the school Director.
4. The grievance will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the grievance. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the grievance.
5. Depending on the extent and nature of the grievance, interviews with appropriate staff and other students may be necessary to reach a final resolution of the grievance.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the grievance. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the grievance or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. If the grievance is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable. If the complaint is of such nature that it cannot be resolved by the Internal Complaint Committee, the complainant will be referred to the MS State Board of Cosmetology & Barbering, P.O. Box 55689, Jackson, Mississippi 39296-5689 or email to: executivedirector@msbc.state.ms.us or via phone 601-359-1820. Click on the link for Complaint Procedures to download a copy of the complaint forms at https://www.msbcb.ms.gov/.

SATISFACTORY ACADEMIC AND ATTENDANCE PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Vaughn Beauty College. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluations periods:

Cosmetology:	450 actual hours and 15 weeks	900 actual hours and 30 weeks	1200 actual hours and 40 weeks
Esthetics:	300 actual hours and 10 weeks	600 actual hours and 20 weeks	
Nail Technology:	175 actual hours and 7 weeks	350 actual hours and 14 weeks	
Instructor:	300 actual hours and 10 weeks	600 actual hours and 20 weeks	

TRANSFER STUDENTS- Evaluation periods will be based on actual contracted hours at this institution. Transfer students will be evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, Vaughn Beauty College will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The Maximum Time Frame is 150% of the published program length in scheduled clock hours. The calendar time required to reach the Maximum Time Frame varies based on the student's enrollment status (full-time or part-time).The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE MAXIMUM TIME ALLOWED

PROGRAM	HOURS	WEEKS	MAX WEEKS	MAX SCHEDULED HOURS
Cosmetology	1500 hrs	(Full time, 30 hrs/wk; 50 wks)	max 75 Weeks,	2250 sched hours
Cosmetology	1500 hrs	(Part time, 20 hrs/wk; 75 wks)	max 112 Weeks	2250 sched hours
Esthetics	600 hrs	(Full time, 30 hrs/wk; 20 wks)	max 30 Weeks	900 sched hours
Esthetics	600 hrs	(Part time, 20 hrs/wk; 30 wks)	max 45 Weeks	900 sched hours
Nail Technology	350 hrs	(Part time, 25 hrs/wk 14 wks)	max 21 Weeks	525 sched hours
Instructor	600 hrs	(Full time, 30 hrs/wk; 20 wks)	max 30 Weeks	900 sched hours
Instructor	600 hrs	(Part time, 20 hrs/wk; 30 wks)	max 45 Weeks	900 sched hours

. The institution operates all programs according to the following academic year: 900 clock hours to be completed in 30 academic weeks. The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe may remain in school and will be placed on a cash pay basis.

SATISFACTORY ACADEMIC AND ATTENDANCE PROGRESS POLICY

(continued)

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 85% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

95 - 100 EXCELLENT * 90 - 94 VERY GOOD * 85 - 89 SATISFACTORY * 84 and BELOW UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory 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 and/or VA 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 the 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 by the end of the next evaluation period. Students who are progressing according to their specific 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 and/or VA funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC AND/OR ATTENDANCE PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

SATISFACTORY ACADEMIC AND ATTENDANCE PROGRESS POLICY
(continued)

INTERRUPTIONS, PROGRAM INCOMPLETION, WITHDRAWALS
If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

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 federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS
Noncredit, remedial courses and repetitions do not apply to this College. Therefore, these items have no effect upon Vaughn Beauty College's satisfactory academic progress standards.

TRANSFER HOURS
With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

MS STATE BOARD OF COSMETOLOGY AND BARBERING EXAMINATION INFORMATION

MS STATE BOARD OF COSMETOLOGY AND BARBERING's mission is to regulate the instruction and practice of cosmetology, barbering and related professions by establishing rules and regulations relating to qualifications for licensure and procedures for the administration of examination prior to licensure, and by establishment of rules and regulations setting forth sanitation requirements for the operation of cosmetological establishments, for the benefit of the consumer, and for the public health.

PROMETRIC/ISO-QUALITY TESTING, INC

The Mississippi board will pre-register all candidates who are authorized to schedule to sit for the NIC Mississippi theory examinations.

SCHEDULING THEORY EXAMINATIONS All candidates wishing to take a MSBCB exam must follow the process below:

- Step 1: Candidates must apply for their Theory Examination through MSBCB. *(Vaughn Beauty College will mail documentation, if applicable, within 14 days of graduation to MSBCB.)*
- Step 2: After approval of all documentation, MSBCB will send an email with an attachment and instructions to schedule theory test.
- The candidate may then schedule the Theory Examination through Prometric/IQT Testing *(Candidates must print their emailed Approval Letter; they will have to present the Theory receipt to Prometric/IQT Testing center on the day of examination. Vaughn Beauty College will be happy to assist in scheduling the exam.)*

All questions that pertain to Application for Examinations, Approval Letters, or Work Permits (fees, testing dates, grades, etc.), please direct to MSBCB at https://www.msbcb.ms.gov/about/ questions pertaining to Theory Exam (fees, testing dates, grades, etc.), please direct to Prometric/IQT Testing at www.IQTTesting.com.

SAFETY REGULATIONS OF THE PROFESSION

OSHA REQUIREMENTS

The United States Department of Labor of Occupational Safety and Health Administration requires Vaughn Beauty College to advise its students of the chemicals used in cosmetology and related training. During his/her training, the student will learn about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study students are apprised of the various chemicals used and safe practices that apply. In addition, a complete file containing Material Safety Data Sheets for the chemicals used at Vaughn Beauty College are available in the administration office.

JOB & PHYSICAL DEMANDS OF THE PROFESSION

CAREER CONSIDERATIONS

Vaughn Beauty College feels that students interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become a professional in this field must:

- have finger dexterity and a sense of form and artistry
- enjoy dealing with the public and be able to follow a client's direction
- keep abreast of the latest fashions and beauty techniques
- work long hours while building a personal clientele in order to earn the desired income
- make a strong commitment to the educational process and complete the course of study
- learn the skills necessary to operate a personal business

PHYSICAL DEMANDS

- The work can be strenuous and physically demanding because of long hours with hands at shoulder level or sitting over a nail technician's station.
- A personal investment may be required for advertising and promotions such as printing of business cards, etc.
- There will be exposure to various chemicals and fumes, which may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and sanitation within the industry.
- Methods of compensation vary and may include straight salary, salary plus commission, sliding scale commission, hourly, retail commission or independent contracting (renting space and equipment from an existing salon).

JOB PLACEMENT AND EMPLOYMENT ASSISTANCE POLICY

While Vaughn Beauty College cannot guarantee student employment for graduates, assistance in finding suitable employment is provided by posting area job openings on Vaughn Beauty College bulletin boards 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. **Graduates are encouraged to maintain contact with Vaughn Beauty College and follow-up with the College on current employment or employment assistance.** Vaughn Beauty College maintains a network of relationships with area professionals and employers who provide mentoring to students while they are enrolled in the College. Job referrals are made known to interested graduates upon request.

ALL SALON LEVELS

At the salon or stylist level there are many advancement opportunities, both financial and employment. Those who show leadership qualities could rise to management positions. As in many other fields, the beauty industry has reached the age of specialization. This means that in some of the larger salons throughout the country there are hair designers who elect to specialize in one or more of the many services performed in full-service salon. Texture services, color specialist, makeup/skin care, nail care, and salon management are just a few of the specialized fields within the salon network. Owning your own business is also a possibility.



JOB & PHYSICAL DEMANDS OF THE PROFESSION
(continued)



TEACHING LEVEL
This area can be broken down into several facets: cosmetology school instructor, school manager, styles director, director of education, educational trainer and/or a school owner. A career as a school instructor would require a dedicated individual who has, or is willing to acquire, the overall knowledge it takes to instruct in all the phases of our profession. Instructors can be paid hourly or by salary and have the possibilities of promoting to school manager, styles director, or director of education. School ownership would also be a possibility.

MANUFACTURERS
Companies who produce or manufacture beauty products need people to call on salons, schools, and distributors to demonstrate and sell their product. These people are usually called field representatives or technicians. This career opportunity requires extensive travel and special training at the companies' headquarters. There are many advancement opportunities in this position. Manufacturers hire many professionals to train in product management, platform artist, educators, or even wellness counselors.

DISTRIBUTOR LEVEL
The primary function of a sales consultant would include such details as the introduction of new products, inventory control, retail merchandising, salon equipment and design advice, and, in some instances, basic business advice. The sales consultant acts as the liaison between the manufacturer and the stylist or salon owner.

OTHER JOB OPPORTUNITIES
Paramedical Esthetics, Freelance Makeup, Artist, Stylist or Makeup Artist for Film, Theater, Fashion, or Print, Clinical Medi-spa, Spa or Resorts, Guest Speakers, Nail Technologist, Spa Director, Body Care Specialist, and much more.

WITHDRAWAL AND SETTLEMENT (REFUND) POLICY

– NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due to the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur earlier of the dates that:

1 An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid to the college.

2 A student (or in the case of student under legal age, their parent or legal guardian) cancels their enrollment in writing within three business days of signing the enrollment agreement, regardless of whether the student has begun training. All monies collected by the college shall be refunded. *

3 A student cancels their enrollment after three business days of signing the contract but prior to starting classes the student shall be entitled to a refund of all money paid to the school except the registration fee in the amount of $175.* The registration fee is the same for all programs at the college. There is no application fee.

4 A student notifies the institution of his/her withdrawal in writing. *

5 A student on an approved leave of absence notifies the school that they will not be returning. The date of withdrawal determination 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.

6 A student is expelled by the college. (Unofficial withdrawals will be determined by the institution by monitoring clock hour attendance at least every 30 days.)

7 All refunds will be calculated based on the student's last day of attendance.

8 Any monies due to a student who withdraws from the college shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the event of a refund, the school will maintain evidence that the institutional refunds are received by the recipient in a timely manner, such as, but no limited to, a canceled check, bank reconciliation, signed receipt of delivery or documentation that the funds were disposed of in accordance with applicable federal or state regulations.

9 In the case of disabling illness or injury, death in the student's immediate family, or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

10 Students who withdraw or terminate prior to course completion are charged a withdrawal fee of $150.

11 This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the college (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

*In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

WITHDRAWAL AND SETTLEMENT (REFUND) POLICY (Continued)

• For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

COURSE AND/OR PROGRAM CANCELLATION AND SETTLEMENT POLICY

• If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option provide a full refund of all monies paid within 45 days of notice of course and/or program cancellation OR provide completion of the course/program at a later time.

• If the college cancels a course and/or program and ceases offering instruction after students have enrolled and instruction has begun, the school shall at its option: o Provide a pro rata refund within 45 days of notice to all students transferring to another school based on the hours accepted by the receiving school, OR

o Resume teaching the course and/or program within 30 days of notice to the student
OR
Provide a full refund of all monies paid

• If permanently closed and ceases offering instruction after a student has enrolled and instruction has begun, the school will provide: a pro rata refund of tuition to the student

The college does not participate in a Teach Out Agreement with other institutions. A list of students who were enrolled at the time of the college closure including the amount of each pro rata refund is submitted to the college's accreditation agency or association.

COLLECTION POLICY

Collection procedures reflect ethical business practices. Collection correspondence regarding cancellation and settlement from the college itself, banks, collection agencies, lawyers or any other third parties representing the college clearly acknowledges the existence of the Withdrawal and Settlement Policy. If Promissory Notes or Enrollment Agreements for tuition are sold or discounted to third parties, the third party must comply with the Cancellation and Settlement Policy of Vaughn Beauty College.

RETURN TO TITLE IV POLICY

1. The Federal Return of Title IV funds formula dictates the amount of Federal Title IV aid that must be returned to the federal government by Vaughn Beauty College and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. If a student never begins attendance for the payment period, the R2T4 formula does not apply.
   - For official withdrawals: If a student wishes to withdraw from Vaughn Beauty College, he/she must notify the Manager in writing or orally. The date the notification is received is the date of determination.
   - For unofficial withdrawals: Vaughn Beauty College's determination that a student is no longer in College is determined after 14 days of non-attendance.
   - If a student is on an official Leave of Absence and fails to return on the scheduled date, the date of withdrawal is the last day of attendance prior to the start of the Leave of Absence.
2. The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, SEOG, Stafford Loans or Plus loans during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date, if this occurs on or before the 60% point in time. After the 60% point of the payment period, the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.
3. The percentage of the payment period completed is calculated by the scheduled clock hours in the payment period as of the withdrawal date divided by the total clock hours in the payment period. The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.
4. If a student receives less Title IV funds than the amount earned, Vaughn Beauty College will offer the student a disbursement of the earned aid that was not received at the time of his/her withdrawal which is a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due Vaughn Beauty College at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be released to the student. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and Vaughn Beauty College must receive the student's permission before crediting his/her account.
5. If a credit balance exists on the student's account after the R2T4 and institutional refund calculations are done, the credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.
6. Vaughn Beauty College must return Title IV funds to the programs from which the student received aid during the payment period in the following order up to the net amount disbursed from each source:
   1. Unsubsidized Direct Stafford Loan
   2. Subsidized Direct Stafford Loan
   3. Federal Perkins Loan
   4. Federal PLUS Loan
   5. Direct PLUS Loan
   6. Federal Pell Grant
   7. FSEOG
   8. Iraq Afghanistan Service Grant
7. Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination.
8. The statute requires that a student is responsible for all unearned Title IV program assistance that Vaughn Beauty College is not required to return. This is determined by subtracting the amount returned by Vaughn Beauty College from the total amount of unearned Title IV funds to be returned.

COLLEGE RULES AND REGULATIONS

PROFESSIONAL IMAGE

A professional image is a requirement for successful participation in college. Students must maintain the following dress code: **Wine-colored scrub tops with optional scrub jacket, and scrub pants with tennis shoes** must be worn. No boots, crocs, sandals, flip flops, etc. may be worn. During cold temperatures, a solid long sleeve shirt may be worn under the scrub top, or ONLY a Vaughn Beauty College Shirt may be worn instead of the scrub top. NO other sweatshirts or jackets are allowed. Clothing must be professional, clean, and free of stains and tears. Appropriate under garments should also be worn without being seen. Hair must be clean and styled, and cosmetics must be applied prior to arriving at school. No scarves, hats, caps, etc may be worn. An approved name tag must be worn at all times. Students who fail to comply with the professional dress code will be asked to leave and return with appropriate attire.

ATTENDANCE

All students are required to attend Vaughn Beauty College according to their Enrollment Agreement. Modified schedules may be approved on a case by case basis. All students are expected to comply with the schedule assigned by Vaughn Beauty College and attend theory class as required. Students should be engaged in constructive cosmetology work during the time he/she is clocked in as a student. Excessive unexcused absences may result in suspension or termination. The maximum number of days absent before a student must be dropped is 14 consecutive days.

LUNCH AND BREAKS

On Monday thru Thursday, a 30-minute lunch is rotated between 11:30am until 12:00pm for all students. On Fridays, students are required to eat during their break period(s). Students must clock out during lunch. Lunch or breaks may be changed through management. Food and drink are confined to the break room only. Food and drink are not allowed in theory classrooms, practical classrooms, or on the clinic floor.

CLOCKING PROCEDURES POLICY

In order to receive hours earned for training on a daily basis, all students must follow the following procedures: using the QR code, clock in each morning prior to class, clock out for lunch (whether leaving the premises or not), clock back in upon returning from lunch, and clock out before leaving in the evening. Student signature at clock in and clock out is required also. If a student fails to clock in or out on the student time clock, the student will not receive hours. Students may not clock in or out for another student. Students must be engaged in constructive work during the time they are clocked in as a student.

TARDINESS

All students must be punctual in attendance. A student must not be later than five minutes past the class start time. Students are given a five minute grace period, after which time the student is tardy and must go through the Admissions office to get permission to enter class.

EXCUSED AND UNEXCUSED ABSENCES

Excused absences are defined as:

- Sickness of a student or student's child with a doctors' excuse.
- Funeral with documentation (immediate family only)
- Jury Duty
- Holidays given by Vaughn Beauty College
- Unexpected closure
- Weather conditions
- Special circumstances will be taken into consideration.

All other absences are considered unexcused.

COLLEGE RULES AND REGULATIONS

(continued)

MAKE-UP TIME POLICY

Students may make up time for excused absences as follows:

1. Attend additional theory and practical hours at Vaughn Beauty College if approved through the Director of Education and the Administration Office.
2. Attend an approved lecture class, practical class, workshop, hair show, and/or student competitions approved through the Mississippi State Board of Cosmetology and Barbering.
   - Students must come to College according to their Enrollment Agreement the week before and the week after the scheduled event.
   - All students must sign in each morning upon arrival. At lunchtime, students must sign out whether they leave the premises or not. Upon returning from lunch, students must sign back in. In the evening, students must sign out before leaving. Students must follow these procedures in order to receive hours for training. Students must sign in and out with State Board and with a designated instructor to receive make-up hours. Time sheets must be turned in to the administration office with approved documentation.
3. Student instructors may also make up hours through webinars or classes through Milady, Pivot Point, or other pre-approved classes through the Administration Office.

ATTENDANCE REPORTING

Vaughn Beauty College uses the timecard method to track attendance. Data is entered weekly into FAME software tracking system to document attendance for all students, including Title IV students, and reported monthly to the MS State Board of Cosmetology and Barbering on a designated spreadsheet, as well as posted by in the break room. All students enrolled at the college are presented these policies during pre-enrollment, and sign a Pre-Enrollment Checklist, stating receipt of the catalog with these notifications of attendance policies included.

CONDUCT POLICY

Respect must be shown to fellow students and staff members. Students must at all times exhibit themselves in a professional manner. Loud or obnoxious behavior will not be tolerated, nor will profanity be used in any part of Vaughn Beauty College. Any violation of this policy could result in a student conference and could result in probation, suspension, or termination.

REASONS FOR SUSPENSION OR TERMINATION:

a. Bullying of a student or employee
b. Improper or abusive behavior
c. Use of profanity, alcohol, drugs, and smoking on premises
d. Cheating, stealing, or willful destruction of property
e. Refusing to do a service on customer
f. Leaving a customer alone during a chemical service
g. Improper uniform, shoes, and/or nametag
h. Disrespect of the Instructors or Staff
i. Excessive absenteeism
j. Failure to bring books, supplies, etc. to theory class, practical class, and/or the clinic floor
k. Eating or drinking in theory classrooms, practical classrooms, or on the clinic floor
l. Fighting or instigating arguments with fellow students, staff, or clients
m. Possession of any weapon while on college premises, or any action, which causes or could cause bodily harm to a client, student, or employee
n. Any other actions, which reflect the lack of respect for oneself or the profession

COLLEGE RULES AND REGULATIONS

(continued)

DISCIPLINARY POLICY: STUDENT PROBATION, SUSPENSION, AND TERMINATION

Vaughn Beauty College reserves the right to suspend or terminate any student for failure to comply with the *College Rules and Regulations* and/or the *Satisfactory Academic and Attendance Progress Policy*. If grades, attendance, and/or conduct do not meet the requirements of Vaughn Beauty College, the student must discuss the matter with the Manager or Director. The Manager will determine the length of probation, suspension, or termination.

CELL PHONE POLICY

Cell phones are restricted to the break room and outside only during breaks and lunch. Personal calls are not allowed during college hours unless it is an emergency.

SANITATION

Students are assigned a different sanitation detail monthly that is to be completed each day before leaving. Students are also responsible for their own workstation. Personal items are not allowed on stations and nothing is to be attached to the mirrors or walls.

PERSONAL SERVICES

Personal services may be received with the permission of the Lead Instructor. Any service requiring the use of chemicals or products can be serviced at a discount student price with the assistance of an instructor. Services must be paid for in advance. Students MUST have perfect attendance the week prior.

LOST OR STOLEN ITEMS

Vaughn Beauty College is not responsible for lost or stolen items. Personal items or valuables should be stored in your locker with a lock, or left at home. Wallets and handbags should not be left on tables, stations, etc. Vaughn Beauty College is not responsible for items left at the College. This applies to students currently attending, on leave of absence, or that have graduated. Any items left at the College upon completion, withdrawal, or termination becomes the property of Vaughn Beauty College after thirty days.

For all other Rules & Regulations, refer to your MS State Board of Cosmetology and Barbering Laws, Rules and Regulations.

I CERTIFY THAT THIS CATALOG IS TRUE AND CORRECT IN CONTENT AND POLICY. Dawn Beasley, President
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