



# House of Heavilin

## BEAUTY COLLEGE

*A Division of House of Heavilin of Blue Springs Inc.  
Comprehensive Education in the Art of Cosmetology  
and its Related Sciences*

## ***INFORMATION CATALOG***



***Accredited by NACCAS***

**[www.kc-hair.com](http://www.kc-hair.com)**

2000 SW State Rte 7  
Blue Springs, MO 64014  
(816)229-9000

5720 Troost  
Kansas City, MO 64110  
(816)229-9000

800 W Foxwood Dr  
Raymore, MO 64083  
(816)229-9000

## TABLE OF CONTENTS

OWNERS, LOCATIONS AND INSTRUCTORS	PAGE 2
LICENSING REQUIREMENTS, MISSION STATEMENT, GOAL, SCHOOL HOURS, CLASS START DATES	PAGE 3
CAREER OPPORTUNITIES AND EXPECTATIONS OF COSMETOLOGY AND ITS RELATED SCIENCES	PAGE 4
ADMISSION AND GRADUATION REQUIREMENTS, READMISSION AND TRANSFER POLICIES	PAGE 5
ACCREDITATION, RIGHT TO PRIVACY, SEXUAL HARASSMENT, CAMPUS SECURITY, AND EXTRA INSTRUCTIONAL CHARGES	PAGE 6
SCHOOL RULES OF CONDUCT	PAGE 7
COSMETOLOGY	PAGE 8
INSTRUCTOR TRAINING	PAGE 9
ESTHETICS, NAIL TECHNOLOGY	PAGE 10
COSMETOLOGY CROSSOVER TO BARBERING, ELECTIVE COURSES	PAGE 11
SATISFACTORY PROGRESS POLICY, LEAVE OF ABSENCE-MEDICAL LEAVE POLICY, EVALUATION STANDARDS	PAGE 12
REFUND POLICY, GRIEVANCE POLICY, REASONABLE ACCOMODATIONS	PAGE 13
FERPA	PAGE 14
CONTACT INFORMATION FOR ADMISSIONS, TITLE IX, CAMPUSES, WEBSITES	PAGE 15

A paper copy of the current catalog is available by contacting the admissions office at 816.229.9000 x1 or by visiting any campus.

**HOUSE OF HEAVILIN BEAUTY COLLEGES**  
**OWNED BY: HOUSE OF HEAVILIN OF BLUE SPRINGS INC.**  
**PRESIDENT-JERRY HEAVILIN, VICE PRESIDENT-CHERYL BARNETT**  
**Also known as "HOUSE OF HEAVILIN"**

Admissions Advisors:

Justine Rich 816-229-9000 x 217 [jrich@kc-hair.com](mailto:jrich@kc-hair.com)

Madeline Walker 816-229-9000 x216 [mwalker@kc-hair.com](mailto:mwalker@kc-hair.com)

Director of Financial Aid – Mandy Gross 816-229-9000 x 250 [mandy@kc-hair.com](mailto:mandy@kc-hair.com)

Director of Education, Campus Safety and Title IX Coordinator – Jason Barnett 816-229-9000 x 233 [jbarnett@kc-hair.com](mailto:jbarnett@kc-hair.com)

Educational Support – Cathi Reynolds [creynolds@kc-hair.com](mailto:creynolds@kc-hair.com)

Director of Operations – Lisa Davis 816-229-9000 x 215 [ldavis@kc-hair.com](mailto:ldavis@kc-hair.com)

**5720 TROOST, KANSAS CITY, MISSOURI 64110 816-229-9000**

Centrally located in mid-town Kansas City. The school is remodeled and newly decorated with contemporary colors. It is well lit and ventilated and includes 6,000 square feet of floor space combining the two levels. Using the Milady system, you as a student, will have the opportunity to become the stylist you want to be, and if you choose to participate in the additional elective classes, they will take you one step further. Classrooms are located on the lower level to provide a quiet learning atmosphere. The facility is designed and equipped to offer the student an environment conducive to learning.

Manager/Instructor – Danielle Womack

Instructors – Cathi Reynolds

**COURSES OFFERED – COSMETOLOGY, COSMETOLOGY CROSSOVER TO BARBERING AND INSTRUCTOR TRAINING**

**2000 SW STATE ROUTE 7, BLUE SPRINGS, MISSOURI 64014 816-229-9000**

This school is spacious, with contemporary architecture featuring a separate clinic for Esthetics. It is located on South 7 Highway and is comprised of over 8,000 square feet. A retail area in the front allows clients to shop for at home skin and hair care. Using the Milady system and our levels of mastery, you as a student, will have the opportunity to become the stylist you want to be, and if you qualify for admission in the specialized classes, they will take you one step further. This campus offers a Master Level upon completing the required prerequisites.

House of Heavilin Beauty College in Blue Springs utilizes a Freshman Annex located at 1405 Smith, Blue Springs, for the purpose of teaching the Cosmetology students the Milady freshman curriculum. There are no clinic services offered at the annex, as it is strictly a training facility.

Manager/Instructor – Shannon Camacho

Cosmetology Instructors: Debbie Lombardo, Kristin Burris, Samantha Lewis, Shannon Camacho

Esthetics – Shannon Camacho, Haley Sambursky

Nail Technology – Kristin Burris

**COURSES OFFERED – COSMETOLOGY, ESTHETICS, NAIL TECHNOLOGY AND INSTRUCTOR TRAINING**

**This location is handicap accessible.**

**800 WEST FOXWOOD DRIVE, RAYMORE, MISSOURI 64083 816-229-9000**

This is the newest of our three campuses, occupying 7,400 square feet of floor space. Each student has the area needed to succeed. Using the Milady system and our levels of mastery, you as a student, will have the opportunity to become the stylist you want to be, and if you qualify for admission in the specialized classes, they will take you one step further. The contemporary decor will make learning a pleasure.

This campus offers a Master Level upon completing the required prerequisites.

Manager/Instructor – Melissa (Missy) Peterson

Instructors – Crystal Canton

**COURSES OFFERED – COSMETOLOGY AND INSTRUCTOR TRAINING**

**This location is handicap accessible.**

**NON-DISCRIMINATION**

House of Heavilin Beauty College does not discriminate on the basis of race, age, color, sex, ethnic origin, creed, marital status, Vietnam-era/disabled veteran, sexual orientation, disability, religion or any other basis prohibited by federal or state law, in the application, admission, operation, participation, access and treatment of the School's programs and activities.

Title IX Coordinator - Lisa Davis 816-229-9000 x 215

**ALL COURSES ARE WRITTEN AND TAUGHT IN ENGLISH**

## WELCOME TO HOUSE OF HEAVILIN BEAUTY COLLEGE!

Established in 1953, House of Heavilin Beauty College is the cornerstone of Cosmetology education in the Kansas City area.

- We use the Milady curriculum that has been established since 1927 around the world.
- Our Cosmetology and Esthetic students receive an electronic device to utilize the Milady MindTap online learning.
- We supply all equipment and supplies during training.
- We offer elective classes such as advanced men's haircutting, makeup, waxing and nail enhancements which take you beyond the basics.
- Cosmetology students receive a new kit at end of training with all supplies to prepare you for the state board exam.
- We offer a Master's Program to students who qualify, receiving a professional tool kit at no additional cost for the Cosmetology program.

### OUR GOAL

To produce graduates who are technically qualified and skilled in customer service, retailing, communications and business building.

### OUR MISSION STATEMENT

To produce well qualified graduates in their chosen field who will meet the needs of prospective employers.

### LICENSE IS REQUIRED

Clinic and theory hours are required by the state and are a part of your academic program. After satisfactorily completing the training requirements you will receive your graduation certificate and must take the state examination. In the state of Missouri if money is owed to a school you will not be allowed to sit for your licensing exam. Your license will be honored anywhere in the state you examined and successfully passed, and in many states through the reciprocity act. Please check with the individual state you wish to work in.

### SCHOOL CALENDAR

The following holidays are observed: New Year's Day, Independence Day, Thanksgiving Day, Christmas Day and December 26th. Students may watch Fox 4 for information regarding school closure due to weather, or call 816-229-9000 x255

### SCHOOL HOURS

*Cosmetology* 1500 Hours

Full Time 9:00 am to 4:00 pm Tuesday through Saturday (30hrs/wk)

*Nail Technology* 400 Hours

Full Time 9:00 am to 4:00 pm Tuesday through Saturday (30hrs/wk)

*Instructor Training* 600 Hours

Full Time 8:30 am to 3:30 pm Tuesday through Saturday (30hrs/wk)

Part Time 8:30 am to 1:00 pm Tuesday through Saturday (22.5hrs/wk)

*Esthetics* 750 Hours

Full Time 9:00 am to 3:45 pm Tuesday through Saturday (28.75hrs/wk)

*Cosmetology Crossover to Barbering* 45 Hours

Part Time 9:00 am to 5:00 pm Monday and Tuesday (15hrs/wk)

### CLASS STARTING DATES

**RAYMORE** – *Cosmetology* and *Instructor Training* courses begin on the first Tuesday of each month. *Esthetics*, *Cosmetology Crossover to Barbering*, and *Nail Technology* courses are not offered at this location.

**KANSAS CITY** – *Cosmetology* and *Instructor Training* courses begin on the first Tuesday of each month. The *Cosmetology Crossover to Barbering* course begins the second Monday of February, May, August and November. *Esthetics* and *Nail Technology* courses are not offered at this location.

**BLUE SPRINGS** – *Cosmetology* and *Instructor Training* courses begin on the first Tuesday of each month. The *Nail Technology* course begins on the first Tuesday of February, June and October. The *Esthetics* course begins the first Tuesday in the months of January, March, May, July, September and November. The *Cosmetology Crossover to Barbering* course is not offered at this location.

### CAREERS IN THE COSMETOLOGY FIELDS

#### WORLD WIDE PROFESSION

Beauty care, once reserved for the very rich and the theatrical personalities, is now practiced throughout our society. The glow of glamour has become available to every family. To fulfill this desire for attractiveness and glamour, a new worldwide profession emerged. A profession that has men and women scientifically trained and licensed in the art of beautification. These professionally trained people are called Cosmetologists, Estheticians and Nail Technicians and their industry called Cosmetology and its related sciences. The psychological aspects of self-expression through beauty and glamour have developed Cosmetology into one of the three largest industries in the world.

#### SHORT TRAINING TIME

Once accepted, your formal training will take a relatively short time. Theory classes cover all subjects needed to become a licensed professional in the cosmetology industry. Well-trained instructors present the required theory in an informative manner. Beginning students start immediately, many times the first day, working with a mannequin. Practical classes, as they are called, are just the right size for each student to receive personalized individual attention.

#### YOU CAN CHOOSE

Should you select salon work for your future you may prefer the smaller salon where you would earn the reputation of skillfully rendering all beauty services. On the other hand, in a larger salon, day spa, or department store salon you may pursue one of the specialties. Remember, hair coloring, permanent waving, and styling artists are always at a premium. You may find your rewards from merchandising cosmetic products. Cosmetics laboratories are constantly searching for qualified product demonstrators, sales representatives and specialty consultants. You might choose to be a laboratory technician, or a hair structure analyst. In later years you may qualify as a state examiner or inspector.

#### STAR BEHIND THE SCREEN

There is more to the truly glamorous business of being glamorous. With the advent of High Definition television, combined with the professionals trained in hair, skin and nails make the stage happen. There are more stars behind the screen than in front. One of the best known and certainly one of the most active careers in the beauty profession is the guest stylist or platform artist. This is someone who is a true professional, and shares ability and knowledge with peers.

#### A GROWING DEMAND

To appear attractive has become a standard for men and women of all ages and walks of life. Good grooming is important to success. Today's business world is demanding more and more attractive people, filling more and more attractive positions, from the chief executive to office clerks. The young of age and the young at heart seek professional beauty care. Do you realize that our face and hair are exposed 100% of the time? Since Cosmetologists' work with the skin, nails, and hair, it seems that there would always be a demand for their talents.

## GENERAL QUALIFICATIONS

Most states require you to be at least 17 years of age to enter training or 18 years of age to take the state examination. There is not a maximum age limit. Education requirements vary from completion of the 10th to 12th grade or the GED equivalent examination. Some states require a health certificate. However, all information pertaining to Missouri Laws are available at any House of Heavilin Beauty College. Acceptance for training is not based on any particular school subject. However, people interested will find art, business, personality development, and salesmanship useful.

## POSSIBILITIES

With license in hand, most graduates find their first employment in a beauty salon. Salons are located everywhere from Main Street to vacationland, offering many opportunities for an ambitious cosmetologist. The art of beauty culture is ever challenging, ever rewarding. Whether you prefer to remain in your own hometown or seek the pleasure of resort living, the choice is yours to make. For the really true adventurer there are openings around the globe and the airlines to take you there.

## CAREER OPPORTUNITIES

### CAREER OPPORTUNITIES FOR COSMETOLOGISTS

Stylist, Manicurist, Salon Owner, Skin Care Specialist, Makeup Artist, Salon Manager, Hair Color Technician

### CAREER OPPORTUNITIES FOR ESTHETICIANS

Esthetician, Assistant to Dermatologists, Salon or Spa Manager, Salon or Spa Owner, Product Demonstrator, Microdermabrasion Specialist, Cosmetic Buyer, Make-up Artist

### CAREER OPPORTUNITIES FOR NAIL TECHNICIANS

Manicurist, Sculptured Nail Tech, Salon Owner, Salon Manager, Spa Nail Specialist/Technician

IN ADDITION, ...

### CAREER OPPORTUNITIES FOR COSMETOLOGISTS, ESTHETICIANS, AND NAIL TECHNICIANS...

Beauty Editor, Editorial Assistant, Technical Support, Educational Assistant, Buyer, School Owner, Free Lance Writer, School Manager, Guest Artist Teacher/Instructor, Sales Representative, Educational Demonstrator, Missouri Board of Cosmetology and Barber Examiners Inspector, Missouri Board of Cosmetology and Barber Examiners Member, Research Assistant School Director

### CAREER OPPORTUNITIES FOR INSTRUCTORS

All of the above listed opportunities plus Cosmetology, Nail Technology or Esthetics Instructor.

## EXPECTATIONS OF COSMETOLOGY AND ITS RELATED SCIENCES

**Physical Demands:** Although the fields of cosmetology and its related sciences are not considered physically demanding, you will find that it does require a certain amount of physical stamina. Due to the nature of the fields of cosmetology, prolonged periods of standing, sitting and bending at the waist will be required. Lifting and periods of manual dexterity will be required.

**Salary and Compensation** The salary structure within the fields of cosmetology is very diverse. Actual income on such factors as the particular fields you have chosen, the area you choose to work, whether you will work full time or part time, commission, salary, bonus or other incentive system, or whether you choose to own your own business will vary your salary. For current information in your area, consult the JOB OUTLOOK INDEX at your local library, or visit <http://online.onetcenter.org/> or <http://careeronestop.org>

**Licensing:** Missouri Board of Cosmetology and Barber Examiners requires a student to acquire no less than 1500 hours for Cosmetology, 750 hours for Esthetics and 400 hours for Nail Technology, Barber program 1000 hrs., Barber Cross over 45 hours If you are transferring from another state, you may be able to transfer all or part of your hours from the state you were attending. The Missouri Board of Cosmetology and Barber Examiners will determine the number of hours that will be accepted. You must be at least 17 years of age to take the exam and must have successful completion of the 10th grade including 10 high school credits. Instructor licensing requires high school completion or a GED, a current cosmetology, esthetics or nail technology license in the state of Missouri and successful completion of 600 theory and practical hours in teaching methodology. The hours needed may be reduced in certain cases determined

by the Missouri Board of Cosmetology and Barber Examiners. Barber students are required to have a physical examination. Criminal history may be examined and considered by The Missouri Board of Cosmetology and Barber Examiners **Hazards:** The Missouri Board of Cosmetology and Barber Examiners has taken great care in ensuring students will be provided with a safe working environment, including stringent sanitary procedures. Therefore, there are very few hazards to be encountered during training. Schools often adopt even more stringent rules and requirements to be followed by students, staff, employees and customers to ensure a safe learning facility.

**Licenses:** are issued by the Missouri Board of Cosmetology and Barber Examiners when completion of hours required for your chosen course are completed and exams are passed, both practical and written. Licenses must be renewed every two years on September 30th, of the odd years. You do not have to take an exam to renew your license.

## SCHOLARSHIPS

Scholarships for the Cosmetology course may be available to current year high school seniors. House of Heavilin Beauty College also offers scholarships to students who achieved Missouri A+ status upon graduating high school. Please inquire at House of Heavilin Beauty College for requirements and availability.

For more scholarships available please visit the website:

<https://www.beautyschools.org/students/grants-scholarships/>

## FINANCIAL AID AND PAYMENT ASSISTANCE

For your convenience, numerous payment arrangements are available. You may wish to apply for Federal assistance through the school's financial aid office. Federal Pell Grants and Direct Student Loans are available to those who qualify at all locations for eligible programs. Anyone applying for Pell Grants or Federal Direct loans must begin by completing a FAFSA (Federal Application for Student Aid) online at <https://fafsa.ed.gov/>. Any type of loan funds used to finance your course must be repaid whether or not you graduate or find a job. For information on financial assistance or consumer information, please contact our Admissions/Financial Aid office at any location. Once there is a valid ISIR (Student Aid Report), the financial aid office will determine the amounts if any that you are eligible for. House of Heavilin Beauty College defines its academic year as 900 hours/30 weeks. If eligible for federal aid, an application may come up for verification by the Department of Education. The applicant may have to provide additional information. This will be discussed during your financial aid appointment. House of Heavilin Beauty College does not participate in Campus Based Aid.

All students applying for Title IV funding must complete Entrance Counseling and Master Promissory Notes (MPN) at [www.studentloans.gov](http://www.studentloans.gov). Upon a student graduating or withdrawing from school Exit Counseling must be completed at [www.studentloans.gov](http://www.studentloans.gov).

Should the student complete the program earlier than the estimated timeframe stated on this agreement, the student's financial aid package may be recalculated, this may result in liabilities owed by the student and/or the institution, if applicable.

House of Heavilin Beauty College has partnered with TFC, Tuition Financing, to provide payment options. If at any time during the student's enrollment their account becomes delinquent, House of Heavilin Beauty Colleges reserves the right to terminate the student's enrollment.

## GRADUATION REQUIREMENTS FOR ALL COURSES

Complete a minimum of the contracted actual hours.

Complete with a final average grade of no less than 75%.

Complete a pre-determined minimum number of services.

A diploma will be issued upon completion.

## PLACEMENT ASSISTANCE

As a House of Heavilin Beauty College graduate, you can look forward to an interesting, well-paid career with financial independence through the school's placement assistance program. This service is available not only at graduation, but at any time later. This is not to be interpreted as guaranteed placement, but full assistance will be given. A "Placement Request" form will be provided to you upon graduation. If you desire assistance, complete the form and return it to the office.



## ADMISSION REQUIREMENTS

House of Heavilin Beauty College is an Institution of Higher Education and admits as regular students only persons having a "Valid" high school diploma or its recognized equivalent.

### Cosmetology, Esthetics, Nail Technology and Barber Course:

1. You must have written approval of parents if under 18 years of age and must be 17 years of age upon completing the program to be eligible for the Missouri State Board exam.
2. Your personal interview must indicate that you meet minimum requirements and establish a definite interest in a professional career in the industry.
3. You must provide:
  - o Proof of age (valid government issued ID or birth certificate)
  - o "Valid" Diploma or documentation of high school completion/GED
  - o Change of name documentation (marriage license/court documentation) if name on proof of age is different than name on proof of high school completion.
4. Application fee of \$25.00.
5. Your criminal history may be examined and considered by the State Board. Documentation may be required.

### Barber/Cosmetology Crossover to Barbering (additional requirements):

1. A Cosmetology All or Cosmetology Hairdressing license in good standing for minimum of 1 year.
2. A medical examination and completed Barber Student Medical Exam Form found at the following link:  
<https://pr.mo.gov/boards/cosmetology/Application%20Forms/4%20ENROLLMENT-TERMINATION%20APPLICATIONS/Barber%20Student%20Medical%20Exam.pdf>

No vaccinations are required by House of Heavilin Beauty Colleges to enroll. "Valid" is determined by the school's policy on accepted proof of education. Questions? Please contact the admissions office. \*A potential foreign student with his/her high school diploma received outside of the United States is required to submit that diploma and /or required documents to *Educational Credentials Evaluators* for authentication.

## RE-ADMISSION POLICY

Students may apply to be re-admitted to the institution as a result of being dismissed (not expelled), after a waiting period of 6 months, and after review of past enrollment. Acceptance for re-enrollment is at the discretion of the school management and directors.

Returning students will be readmitted only one time.

Re-entering students will be charged at the current hourly rate of tuition for the remaining hours and any previous balance along with any necessary supplies. Students re-entering after termination or withdrawal will be given full credit for all previous hours received provided the Missouri Board of Cosmetology will accept those hours. Returning students will resume the same satisfactory progress status as determined prior to withdrawal.

The above may be appealed by formal written request to the Director of Operations, Lisa Davis or Director of Education, Jason Barnett.

The institution offers no non-credit remedial courses and course in-completes and repetition are not applicable and have no effect on satisfactory progress standards.

## TRANSFER HOURS ACCEPTED POLICY

The following hours will be accepted by House of Heavilin Beauty College as transfer hours and must be approved by Missouri Board of Cosmetology and Barber Examiners prior to enrolling for remaining hours.

Cosmetology	UP TO 1000 HOURS ACCEPTED
Esthetics	UP TO 250 HOURS ACCEPTED
Nail Technology	UP TO 100 HOURS ACCEPTED
Instructor Training	UP TO 300 HOURS ACCEPTED

Partial hours will be rounded down to the next lower hour. Instructor Training hours will be credited based on license verification through the Missouri Board

of Cosmetology and Barber Examiner's office. Questions about the credit for hours or the expiration date of hours must be directed to the Missouri Board of Cosmetology and Barber Examiners office at (866) 762-9432 for accuracy. Costs of training aids, books, kit, and other fees will be determined prior to enrollment and addressed on the transfer addendum to the enrollment agreement. If licensed in another state and hours are accepted by Missouri, House of Heavilin Beauty College will only require the additional hours the state of Missouri requires. The applicant has the right to appeal this policy.

## PROCEDURE FOR APPEAL

Applicants must have documentation approving their hours from the Missouri Division of Registration – Cosmetology. The Director of Operations and the Director of Education will review hours. All decisions are final.

## LICENSING AND MISSOURI BOARD OF COSMETOLOGY AND BARBER EXAMINERS

All contractual fees that a student owes to any cosmetology school shall be paid before such student may be allowed to apply for any examination required to be taken by an applicant applying for a license. (§329.040)

## WHEN CONSIDERING A SCHOOL.....

Even though all schools must meet certain state requirements for a license, they are not all the same in educational standards. To be successful in this fascinating profession, you need to learn a proven method in a school with a reputation for outstanding training. To help you select a school, here are some things to consider:

- The reputation of the school.
- Is it accredited?
- Ability and achievement of the staff.
- The educational program.
- The training facilities.
- Does the school function as an educational institution, or an on the job training program?

There is no bargain in education. Education is valuable, and you want the best training you can get.

## Remember... IT'S YOUR FUTURE!

### WHY ACCREDITATION?

Good's Dictionary of Education says an accrediting agency is, "an organization that sets up criteria for judging the quality of educational institutions and programs, determines the extent to which the institutions and programs meet these criteria, and issues some sort of public announcement concerning the institutions and programs found to be of acceptable quality..."

### WHAT DOES ACCREDITATION DO?

Accreditation assures the student that the student is going to a school offering training that is recognized by the U.S. Department of Education.

Accreditation assures parents that their young people are receiving training in an ethical school of high integrity.

Accreditation identifies cosmetology schools worthy of the recommendation of guidance counselors and school officials.

Accreditation assures salons that graduates are well-trained entry-level stylists.

Accreditation stimulates schools to strive for improvement and helps good cosmetology schools to become even better.

**HOUSE OF HEAVILIN BEAUTY COLLEGES** are nationally accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA, 22314 (703) 600-7600, and licensed by the Missouri Board of Cosmetology and Barber Examiners, P.O. Box 1062, Jefferson City, MO 65102 (573) 751-1052. All accreditation, approvals and licenses are posted in the office. Upon request, a student may review all credentials with the school manager. For more information on House of Heavilin Beauty Colleges visit <https://nces.ed.gov/collegenavigator/>. A paper copy of this catalog is available at each location.

## HOUSE OF HEAVILIN BEAUTY COLLEGE CODE OF ETHICS

This school has as its principal objective the training of qualified professionals to render the best possible service to patrons.

This school strives continuously to improve its operation in order to keep abreast with the ever-changing developments and the new techniques in cosmetology and its related sciences.

This school observes all rules and regulations issued by the Missouri Board of Cosmetology and Barber Examiners of Cosmetology.

This school encourages its instructors to keep abreast of the latest techniques in teaching, in the way of reading educational books and attending teacher refresher or advanced courses, workshops and trade shows.

This school takes part in educational conferences and regional meetings in order to advance the cosmetology profession.

This school makes use of acceptable teaching techniques and training aids in order to provide the best possible training for its students.

This school purchases only high-grade standard equipment, cosmetics and supplies to be used for instruction of its students.

This school maintains honest and fair relationships with its staff, students, patrons, Missouri Board of Cosmetology and Barber Examiners and other schools. This school does not recruit students already attending or admitted to another institution offering a similar program.

## STUDENT/PROFESSIONAL ETHICS

Students are expected to put forth every effort to develop a truly professional attitude toward their fellow students, staff and patrons. Students are also expected to exert special effort to develop themselves in the area of personal appearance and professionalism.

## RIGHT TO PRIVACY

It is the policy of House of Heavilin Beauty College not to release information about any student without prior written consent from the student, and if a dependent minor, the consent of parent or guardian for each third party request. House of Heavilin Beauty College will permit access to student records as required for any accreditation process or as required by law. Directory information is not published. Written permission would be requested prior to publication.

## STUDENT RECORDS

House of Heavilin Beauty College guarantees the right of the student to view their cumulative records with 24 hours written notice and under proper supervision (school manager, or President).

## STUDENT HOUSING

Apartments are usually available in close proximity to any House of Heavilin Beauty College location. House of Heavilin Beauty Colleges do not have campus housing.

## CAMPUS SECURITY

All information on campus security for House of Heavilin Beauty Colleges may be found by visiting the World Wide Web at the following address:

Internet Address: <http://ope.ed.gov/security/>

You may obtain a paper copy of this information from Jason Barnett, 2000 SW 7 Hwy, Blue Springs, MO 64014. Also, you will receive a copy of the Campus Security Handbook prior to your orientation.

## NACCAS ANNUAL REPORT

BLUE SPRINGS/WI	RAYMORE	KANSAS CITY
Graduation Rate 77.46%	Graduation Rate: 74.19%	Graduation Rate: 69.57%
Placement Rate: 65.98%	Placement Rate: 60.87%	Placement Rate: 68.75%
Licensure Rate: 97.97%	Licensure Rate: 88.89%	Licensure Rate: 100.00%

## VOTER REGISTRATION

Missouri voter registration forms are available in each school office. Missouri is also a Motor Voter State, which means you may register when you renew your driver's license.

<https://www.sos.mo.gov/elections/govotemissouri/print>

## ACCESSIBILITY FOR DISABLED

Handicapped parking and public restrooms are available at the Blue Springs and Raymore Campuses.

## OFFICE OF THE OMBUDSMAN FOR STUDENT LOANS

Via on-line assistance: <http://studentaid.gov/repay-loans/disputes/prepare>

Phone # 877-557-2575 Fax 202-275-0549

US Department of Education

FSA Ombudsman Group

830 First St, NE, Mail Stop 5144

Washington, D.C. 20202-5144

## SEX OFFENDER LIST IN MISSOURI

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>

## COPYRIGHT INFRINGEMENT

Any applicant, student or staff member prosecuted for violating copyright laws will solely be responsible for all fines and fees. Complete policy will be discussed during your course review or you may request a copy from House of Heavilin Beauty College Admission's Office.

## SEXUAL HARASSMENT – VAWA- Title IX

Students, instructors, and staff are entitled to learn and work in an environment free of sexual harassment. Sexual harassment is prohibited in any school-related activity. Sexual harassment is defined as unwelcome sexual advances (including sexual assault, requests for sexual favors, and/or physical, verbal or written conduct of sexual nature when): Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment education or participation in the school's programs or activities, or, Submission to or rejection of such conduct by an individual is used as a basis for decisions pertaining to an individual's employment, education, or participation in our school's programs or activities, or Such speech or conduct is directed against another and is abusive or humiliating and persists after the objection of the person targeted by the speech or conduct, or such conduct would be regarded by a reasonable person as creating an intimidating, hostile, or offensive environment that substantially interferes with an individual's work, education, or participation in our programs or activities. Our complete policy on harassment and violence against women act along with crime statistics will be discussed during orientation. **Our Title IX Coordinator is Jason Barnett 816-229-9000 x 233. His address is the Blue Springs Campus.** For more information on sexual harassment and women against violence, visit <https://www.justice.gov/ovw/protecting-students-sexual-assault>

## STUDENT RIGHT-TO-KNOW ACT

<https://www.congress.gov/bill/101st-congress/senate-bill/580>

## EXTRA INSTRUCTIONAL CHARGES

Extra instructional charges will be assessed at the rate of \$9.00 per absent hour when the student's absent hours exceed 16% of the total contracted hours.

## **HOUSE OF HEAVILIN BEAUTY COLLEGE RULES OF CONDUCT**

1. Attendance must be at least 67% of the scheduled monthly hours. Termination or suspension may result if monthly attendance falls below the required minimum.
2. Tardy and Absent Policy: All students who are to be absent, arriving late or leaving early will have their time rounded to the nearest quarter hour. Students who are absent or arriving late will be subject to rules established by the School Manager at each campus. Each student is allotted 16% of total program hours for absences. There are no excused or unexcused absences.
3. Students must look, act and talk professionally. You must follow the required dress code, as per campus. Gum chewing and refreshments/food are not permitted except in the student lounge or designated areas. Smoking is not allowed in the building. Students should be properly groomed before 9:00 am
4. All students must give their full cooperation to all staff at all times.
5. Students are responsible for their own ID number and must time in and out. All students must clock out when leaving the building and time in when returning. Leaving school premises while clocked in could result in disciplinary action, up to and including termination.
6. Students are responsible for their personal property. Books and personal items not in use should be stored in lockers or vehicle. The school is not responsible or liable for lost or stolen items.
7. Student beauty service is to be done only with the permission of an Instructor. Charges will be made for materials used on the following: color, permanent waves, relaxers, curls, reconstructors, artificial nails, and Esthetics services. These service prices are only valid while you are a currently attending student. Students are not allowed to have personal services on a day of absence.
8. School Dress Code must be followed as per campus.
9. No personal telephone calls will be taken at the front desk during school hours except in an emergency.
10. All cell phone ringers are to be turned to silent in the building. Cell phones are allowed in designated areas established by the School Manager at each campus.
11. Cellphone use, texting or earbud use while in class is not acceptable classroom behavior. Facetime, any form of video chat or filming is not allowed in the building. All students are to give full attention to their education. Blatant disregard of policy will not be tolerated, and could result in disciplinary action, up to and including termination.
12. Students are expected to follow the class schedule and be punctual.
13. All classrooms will be in proper order before any student clocks out at the end of the day. Students are responsible for joint work areas, their own work area and any assigned clean up duties.
14. Make up work: Those students who arrive after the theory test or are absent from class will be allowed to make up missed work.
15. Students are not to criticize other students.
16. Students are not to harass, bully or threaten verbal or physical abuse to staff and / or students. Failure to abide by the rules outlined in the Title IX, Clery or VAWA act could result in disciplinary action, up to and including termination.
17. To qualify for graduation, you must complete the program with not less than 1500 hours for Cosmetology, 750 hours for Esthetics, 600 hours for Instructor Training, 400 hours for Nail Technology, have a final average grade of not less than 75% and complete a pre-determined minimum number of services.
18. All required clinic services must be completed. All Students, while clocked in, must be readily available to serve clients. Refusal of any clinic ticket is grounds for disciplinary action, up to and including termination.
19. Disciplinary action may be taken against a student who violates any school rule. Disciplinary action may include but may not be limited to: A) Student being clocked out for the day (B) Suspension for a specific period of time (C) Termination.
20. Grounds for termination: (A) Violation of school rules (B) Possession, use or distribution of illicit drugs and/or alcohol during school hours (C) Noncompliance with satisfactory progress standards.



## COSMETOLOGY

The Cosmetology Program at House of Heavilin Beauty College is designed to prepare you for licensing as a Missouri Cosmetologist. The program consists of 1500 clock hours to be spent in the following manner:

Shampooing of all kinds	40 hrs.
Hair coloring, bleaches and rinses	130 hrs.
Hair cutting and shaping	130 hrs.
Permanent Waving and Relaxing	125 hrs.
Hair setting, pin curls, finger waves and thermal curling	225 hrs.
Comb outs and hair styling techniques	105 hrs.
Anatomy	20 hrs.
Scalp Treatments and scalp diseases	30 hrs.
Facials, eyebrows and arches	40 hrs.
Manicuring, hand & arm massage, & treatment of nails	110 hrs.
Cosmetic chemistry	25 hrs.
Salesmanship and shop management	10 hrs.
Sanitation and sterilization	30 hrs.
State Law	10 hrs.
Misc. lectures and test review	470 hrs.
<b>TOTAL HOURS</b>	<b>1500</b>

### COST:

(Course Includes hair, skin, and nails)

Tuition	\$18,925.00
Registration	\$100.00
<b>Total Cost</b>	<b>\$18,925.00</b>

A down payment of \$400.00 may be due at least 2 weeks prior to class start unless prior arrangements are made.

Federal student aid is available to those who qualify. Methods of payment: cash, credit card, money order, check, payment plan and/or Title IV aid.

Classes begin monthly.

Course Length: 1500 Clock Hours: 50-58 weeks.

Book ISBN # used for this course is:

Milady Standard Cosmetology 9780357477

Electives are offered at various points throughout the course and are intended to enhance subjects that are covered on a more basic level in the Cosmetology course. Not all electives are offered at all locations. Electives are scheduled based on interest. These electives are each priced separately and are not included in the tuition. (See page 11 for descriptions and costs)

ELECTIVE	LOCATION
Nail Elective	K.C., Blue Springs, Raymore
Make-Up/Lash	K.C., Blue Springs, Raymore
Airbrush Make-Up	K.C., Blue Springs, Raymore
Waxing	K.C., Blue Springs, Raymore
Facial/Machine	Blue Springs, Raymore
Thermafuse	K.C., Blue Springs, Raymore
Men's Haircutting	K.C., Blue Springs, Raymore

Return/Transfer students will be charged the current hourly rate of tuition for hours needed in addition to any training aids needed to complete the course.

### FRESHMAN CLASSROOM SET

Full Book Set, 4 Marianna Mannequins and Electronic Device \$786.00

### A LA CARTE

Marianna Mannequin \$62.00  
Electronic Device (tablet) \$250.00  
Cosmetology Full Book Set \$288.00

Course: Cosmetology

Course Codes:

Blue Springs	022775 12.0403 01
CIP CODE 12.0401	SOC code 39-5012
Raymore	031109 12.0403 01
CIP CODE 12.0401	SOC code 39-5012
Kansas City	009607 12.0403 01
CIP CODE 12.0401	SOC code 39-5012

### Completion Rates

Blue Springs	54.00%
Raymore	74.00%
Kansas City	59.00%

### Licensure Rates

Blue Springs	100.00%
Raymore	95.00%
Kansas City	100.00%

### Job Placement Rates

Blue Springs	72.00%
Raymore	59.00%
Kansas City	50.00%

For more information visit:

<http://www.onetonline.org/>

## INSTRUCTOR TRAINING

The Instructor Training Program at House of Heavilin Beauty College is designed to prepare you for licensing as a Missouri Cosmetology Instructor. The program consists of 600 hours to be spent in the following manner:

### HOURS

Basic Principals of Student Teaching	200 hours
Psychology	50 hours
Business Experience or Management	50 hours
Practice Teaching	300 hours
Total	600 hours

### ADMISSION REQUIREMENTS:

A valid High School Diploma or GED. Prerequisite: Current Cosmetology, Esthetics or Nail Technology license, and accepted by House of Heavilin Beauty College based on the evaluation process. The applicant must have an entrance interview with the Director of Operations. It is the student's responsibility to contact Missouri Board of Cosmetology and Barber Examiners to verify the Missouri Board of Cosmetology and Barber Examiner's acceptance hours towards completion of course prior to enrollment.

### COST:

Tuition Fee	\$ 4,200.00
Books	\$ 250.00
Registration	\$ 100.00
Total Cost	\$ 4,550.00

Upon enrollment the school earns the registration fee. Book fees are due when training begins. Tuition is due on the first day of school unless prior arrangements are made. Methods of payment: cash, credit card, money order, check, payment plan and/or Title IV aid. If you choose to purchase your book and workbook elsewhere, you must have them the first day and they must be in excellent condition with no writing or markups.

### SCHOLARSHIPS AND FINANCIAL AID FOR INSTRUCTOR TRAINING

Scholarships for the Instructor Training course may be issued to House of Heavilin Beauty College Cosmetology graduates who exhibited qualities of excellence during their course training and follow through with their Instructor training. During your entrance interview you will be advised of the requirements for receiving the House of Heavilin Beauty College Instructor Training Scholarship. Financial aid is available to those who qualify.

Book ISBN # used for this course is:

Milady Master Educator textbook and workbook 9781285713762

Return/Transfer students will be charged the current hourly rate of tuition for hours needed in addition to books needed to complete the course.

### A LA CARTE

Milady Master Educator Textbook and Workbook	\$ 250.00
---	-----------

Course: Instructor Training

### Course Codes:

Blue Springs	22775	12.0403 01	
CIP CODE	12.0413	SOC code	39-1199
Raymore	031109	12.0403 01	
CIP CODE	12.0413	SOC code	39-1199
Kansas City	009607	12.0403 01	
CIP CODE	12.0413	SOC code	39-1199

Course Length: 600 Clock Hours: 20-23.2 weeks

### Completion Rates

Blue Springs	100.00%
Raymore	100.00%
Kansas City	100.00%

### Licensure Rates

Blue Springs	100.00%
Raymore	00.00%
Kansas City	100.00%

### Job Placement Rates

Blue Springs	100.00%
Raymore	100.00%
Kansas City	100.00%

For more information visit:

<http://www.onetonline.org/>

## ESTHETICS

The Esthetics Program at House of Heavilin Beauty College is designed to prepare you for licensing as a Missouri Esthetician. The program consists of 750 clock hours to be spent in the following manner:

Facials cleansing toning massaging	120 hours
Makeup Application all phases	100 hours
Hair removal	30 hours
Body treatments aromatherapy wraps	120 hours
Reflexology	35 hours
Cosmetic sciences structure condition disorders	85 hours
Cosmetic chemistry products and ingredients	75 hours
Salon management and salesmanship	55 hours
Sanitation and sterilization safety	45 hours
State law	10 hours
Curriculum to be defined by school	75 hours
<b>Total Hours</b>	<b>750 hours</b>

### COST:

Tuition	\$ 12,835.00
Registration	\$100.00
<b>Total Cost</b>	<b>\$12,935.00</b>

A down payment of \$400.00 may be due at least 2 weeks prior to class start unless prior arrangements are made.

Tuition is due on the first day of school unless prior arrangements are made. Federal student aid is available to those who qualify. Methods of payment: cash, credit card, money order, check, payment plan and/or Title IV aid.

The Books and kit are prepared and packaged especially for House of Heavilin Beauty Colleges. GlyMed Products are not available to the public for purchase in back bar quantities that are required in the kit.

Class Start Dates (Blue Springs only): The first Tuesday in the months of January, March, May, July, September and November.

Course Length: 750 Clock Hours: 26-30 weeks

Book ISBN #'s used for this course are:

Milady Esthetics Fundamental and Advanced Mindtap  
9780357292020

Return/Transfer students will be charged the current hourly rate of tuition for hours needed in addition to any training aids needed to complete the course.

### FRESHMAN CLASSROOM SET

Esthetics Standard Textbook, Advanced Mindtap, Student Kit and Electronic Device \$1480.00

### A LA CARTE

Student Kit	\$750.00
Electronic Device (tablet)	\$250.00
Standard Textbook & Advanced Mindtap	\$480.00

Course: Esthetics Course Codes:

Blue Springs 022775 12.0403 01 CIP CODE 12.0409

SOC code 39-5094

Completion Rates	88.00%
Licensure Rates	98.00%
Job Placement Rates	53.00%

For more information visit:

<http://www.onetonline.org/>

## NAIL TECHNOLOGY

The Nail Technology program at House of Heavilin Beauty College is designed to prepare you for licensing as a Missouri Manicurist. This course is offered at the Blue Springs Campus. The program consists of 400 clock hours to be spent in the following manner:

Manicuring Hand & Arm Massage Treatment of Nails	220 hours
Salesmanship/Shop Management	20 hours
Sanitation & Sterilization	20 hours
State Law	10 hours
Anatomy	10 hours
Study/use/application of certain chemicals	40 hours
Misc. Lectures Tests Review	80 hours
<b>Total Hours</b>	<b>400 hours</b>

### COST:

Tuition	\$2,675.00
Books & Kit	\$ 450.00
Registration	\$ 100.00
<b>Total Cost</b>	<b>\$3,225.00</b>

Upon enrollment the school earns the registration fee. Book/Kit fee are due prior to the beginning of training. Tuition is due on the first day of school unless prior arrangements are made. Due to the length of the course, Title IV Financial Aid is not available for this course.

Methods of payment: cash, credit card, money order, check or payment plan.

The Books and kit are prepared and packaged especially for House of Heavilin Beauty Colleges. Milady books and Harmony Products are not available to the public for purchase.

Nail Technology (Blue Springs only) – Programs begin on the first Tuesday of February, June and October.

The length of the course is from 13.33 weeks to 15.50 weeks.

Book ISBN #'s used for this course are:

Milady Standard Nail Technology textbook and workbook  
9781305701076

Return/Transfer students will be charged the current hourly rate of tuition for hours needed in addition to any training aids needed to complete the course.

### A LA CARTE

Student Kit	\$285.00
Standard Nail Technology Textbook and Workbook	\$165.00

Completion Rates	91.00%
Licensure Rates	100.00%
Job Placement Rates	31.00%

For more information visit:

<http://www.onetonline.org/>

## COSMETOLOGY CROSSOVER TO BARBERING

The Cosmetology Crossover to Barbering Program at House of Heavilin Beauty College is designed to prepare an already licensed Cosmetologist for state testing to become licensed in Missouri for Hairdressing & Manicuring/Barber. The Program consists of 45 clock hours to be spent in the following manner:

History of Barbering	5 hrs.
Shaving	40 hrs.
Total Hours	45 hrs.

### COST:

Tuition	\$337.50
Books & Kit	\$145.00
Registration	\$100.00
Testing	\$ 55.00
Total Cost	\$637.50

### Prerequisites:

- A Medical Physical Examination is part of the admissions requirements.
- A Medical Physical Examination, the Medical Examination form can be found at the following link: <https://pr.mo.gov/boards/cosmetology/Application%20Forms/4%20ENROLLMENT-TERMINATION%20APPLICATIONS/Barber%20Student%20Medical%20Exam.pdf>
- A current Missouri Cosmetology license for at least 1 year.

Upon enrollment the school earns the registration fee. Book/Kit fee are due prior to the beginning of training. Tuition is due on the first day of school unless prior arrangements are made.

Methods of payment: cash, credit card, money order, check and/or payment plan.

The Cosmetology Crossover to Barbering course begins the second Monday of February, May, August and November. The hours are Monday and Tuesday, 9:00am to 5:00pm and consist of 45 hours. Length in weeks is 3 to 4.

**This course is only offered at the Troost location.**

**Classes that do not meet minimum participation requirements will be cancelled. Register early!**

Book ISBN #'s used for this course are:  
Milady's Standard Professional Barbering  
9781435497153

Completion Rates	100%
Licensure Rates	100%
Job Placement Rates	89%

If you choose to purchase your book elsewhere, you must have it the first day and it must be in excellent condition no markups or notations.

For more information on visit:  
<http://www.onetonline.org/>

## ELECTIVE CLASSES

This is a general list of electives you may be interested in attending. Each course will focus on a skill that will enhance your education and career. Your eligibility for the classes is determined by the course you enroll for. These classes are offered at different times and will not increase your total contract hours. These are full (6 hours) classes. If you are a part-time student, you will have to compensate time to attend. There is a minimum participation required for the class to be held.

### Nail Course- 3 Day Course

- Natural Nails: 1 day will introduce spa manicures and spa pedicures focusing on specialty masks and treatments.
- Acrylic Nails: 1 day will introduce acrylic application over nail tips.
- Gel Nails: 1 day will go more into creating a simple gel nail vs. the gel polish.

*Course and Kit Cost: \$475.00 This cost includes Harmony Gelish, Morgan Taylor kits for Spa Manicures and Pedicures and Harmony Acrylic kit.*

### Advanced Makeup Course- 2 Day Course

This course will offer the techniques to create beautiful faces that radiate confidence and style. Learn trend styles and consultation skills to give your clients the look they desire. Focus lessons will be day makeup, evening looks, contouring and highlighting and simple corrective makeup.

*Course and Kit Cost: \$400.00 Including OFRA Salon Professional's makeup kit, brushes, mirror and Mega Lash Kit.*

### Waxing and Brow Design Course- 2 Day Course

- Leg and Arm Waxing Techniques: Learn the correct and efficient ways to create a satisfying result for your guest.
- Brow Design Waxing Techniques: Learn brow design to create the perfect symmetrical brow to enhance different eye and facial features.
- Wow Brow Kit and Stencils: Design and create brows for the client who struggles with thin brows.

*Course and Kit Cost: \$400.00 with complete Deplieve Waxing System and Wow Brow Design Kit.*

### Facial Classes- 2 Day Course

*Basic Facial Techniques: 1 Day*

- Learn important theory and safety information.
- Product knowledge.
- Relaxation techniques and the fundamentals of creating a relaxing experience for your guest.

*Machine Facial Technique: 1 Day*

- Understand the use, safety and benefits.
- Learn galvanic and high frequency modalities.

*Course and Kit Cost: \$500.00 with complete Bio-elements professional use product kit.*

### Thermafuse f450 Hair Straightening Course- 2 Day Course

Based on the synergy of amino acids bio-compatible with the hair fiber, one treatment will provide exceptional manageability, shine and control for up to 12 weeks. The "ultimate smooth" for all types of hair.

*Course and Kit Cost: \$650.00 with professional use kit and special high heat flat iron.*

### Advanced Men's Haircutting Course- 2 Day Course

Class will focus on 6 popular men's haircut styles, using shears and clippers to create long styles to clipper fade. Mannequin features long beard to practice facial hair trimming techniques. Haircuts: Roman textured, Short Layered, Short Layered Wedge, Basic Businessman, Long Top/Clipped Sides (with hard part), High and Tight Military Fade.

*Course and Kit Cost- \$550.00 with professional use kit to include clippers, trimmers, barber shears and thinners, razor, combs, attachment guards and cape. Also, full head and face haired mannequin.*



**SATISFACTORY ACADEMIC PROGRESS POLICY**

The satisfactory progress policy at House of Heavilin Beauty College consistently applies to all enrolled students. The maximum time frame for completion of a course is one and a half times (150%) the scheduled hours. Students who fail to complete their program within the maximum time frame may be allowed to complete the course but will not be eligible for Title IV funding. Students who leave the program for any reason will return at the same status as when they left. Transfer hours that are accepted are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual hours attended at the institution. Students at House of Heavilin Beauty College must maintain at least a 75% cumulative average on theory and practical tests to satisfy the academic portion of this standard as well as a minimum cumulative attendance of 67%. This policy is published in the catalog issued prior to enrollment. House of Heavilin Beauty College measures clock hours in a 900 hour academic year. Attendance and academic evaluations will be made at the following actual hours checkpoints in order to make a determination of satisfactory progress: Cosmetology (1500 total hours) at 450, 900, and 1200 hours, Instructor (600 total hours) at 300 hours, Nail Technology (400 total hours Blue Springs location only) at 200 hours, and Esthetics (750 total hours Blue Springs location only) at 375 hours in written form. When a student has completed each of the above increments, the school will check to determine if she/he has successfully met the standard for satisfactory progress. Students meeting the minimum requirements at evaluation will be considered making satisfactory progress until the next scheduled evaluation. Students making satisfactory progress will be eligible for aid. If a student was unsuccessful, she/he will be notified and placed on Title IV warning until the next scheduled checkpoint. Title IV aid will be disbursed during the warning period. Satisfactory progress may be re-established by attaining at least a 75% cumulative average on theory and practical tests and meeting a cumulative total of at least 67% attendance.

**WARNING**

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

**PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. An appeal may be filed by the student to the school administrator outlining the reason for appeal such as death of a family member, serious illness or injury of the student or family member or other extenuating circumstances. An appeal should be in writing and outline the details of the special circumstances causing the student to fail SAP standards and how those circumstances have changed. The appeal and the school's response will be maintained in the student file. 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. Or 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 funds.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC 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. If for any reason a student becomes ineligible for Title IV aid, suitable arrangements must be made for all unpaid tuition. Course incompletes, repetitions, and non-credit remedial courses have no effect on House of Heavilin Beauty College's satisfactory academic progress standards. SAP records are maintained in the student file and can be viewed following the standard file review procedures. The following hours will be accepted by House of Heavilin Beauty College as transfer hours and must be approved by Missouri State Board prior to enrolling for remaining hours.

Cosmetology	UP TO 1000 HOURS ACCEPTED
Esthetics	UP TO 250 HOURS ACCEPTED
Nail Technology	UP TO 100 HOURS ACCEPTED

Partial hours will be rounded down to the next lower hour. It is the responsibility of student to transfer and/or check for accuracy. Costs of training aids, books,

kit, and other fees will be determined prior to enrollment and addressed on the transfer addendum to the enrollment agreement. If licensed in another state and hours are accepted by Missouri, House of Heavilin will only require the additional hours the state of Missouri requires. The applicant has the right to appeal this policy.

**LEAVE OF ABSENCE**

A student can request a leave of absence at any time during their enrollment period. The student must follow the institution's policy for requesting a leave of absence. House of Heavilin Beauty College only recognizes medical leaves of absence. Only one leave is granted during a student's enrollment. A medical leave of absence may be granted to a student for a period no less than 7 calendar days and not more than 45 calendar days in an enrollment period. A request for a leave must be made in advance, in writing, stating reason for request of LOA i.e. illness, surgery or medical reason, and signed by the student prior to the leave. The exception in policy would be unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the leave in advance. The institution may grant the unforeseen leave with documentation of the decision and a documented formal request from the student. The institution may request information at a later date. In the previous example, the beginning date of the approved leave would be determined by the institution to be the first date the student was unable to attend because of the incident. It is reasonable to expect the student WILL return after the leave. A student granted a leave that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. Under documented medical circumstances, additional medical leave time not to exceed 45 days may be requested and approved. If additional leave time is approved, it must be consecutive and not exceed a total of 90 calendar days in an enrollment. While on leave, the student will not accrue any additional charges or absent hours, therefore not affecting satisfactory progress. An executed leave of absence form is considered an addendum to the enrollment contract and must be signed by all parties. The leave of absence will extend the student's contract period and maximum timeframe by the same number of days in the leave of absence. The satisfactory progress status prior to the leave will be reinstated upon return from the leave. If a student does not return to the institution at the expiration of an approved leave (or a student takes an unapproved leave), the student's withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

**ATTENDANCE STANDARDS**

All students at House of Heavilin Beauty College are required to maintain a minimum of 67% attendance or termination may result. Students who fall below 67% attendance in three separate months may be suspended or terminated.

**EVALUATION STANDARDS**

Student's achievements are evaluated by means of written and practical examinations. The examinations are based on the theory and practice of cosmetology as taught in the classroom. These testing situations give the student the opportunity to demonstrate competency.

The written tests require the student to demonstrate competency in the required comprehension and knowledge of the theory, principles and practice of cosmetology by responding to questions related to the subject. The most current test score is used to calculate progress. The student's progress will be observed and evaluated during each class session. Satisfactory progress must be maintained. Written and practical examinations are scheduled in the curriculum. To maintain satisfactory academic progress, the average of theory tests must not be below 75%. All SAP evaluations are maintained in the student file that can be accessed by the student following normal file access procedures.

Grading Scale:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

**PROGRESS REPORTS**

Progress reports are issued two times during the course and cover the clinic and theory progress as well as accumulated hours.

**VETERAN'S, VOCATIONAL REHABILITATION**

Vocational Rehabilitation students will adhere to the same attendance policy as it applies to other students. The attendance policy may only be waived for a VR client by mutual assent of the client's VR Counselor and the appropriate training official. This attendance waiver shall be in writing and signed by the VR Counselor and the training institution official. The waiver shall then be placed in client's VR folder. Veteran's benefits will not extend beyond completion date of enrollment certification unless approved by the Veterans administration. Active duty students will not accumulate absent hours during days missed for required training as long as the student brings in written documentation. House of Heavilin Beauty College will not impose any penalty, including assessment of late fees, the denial of access to classes or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the US Department of Veterans Affairs.



## REFUND POLICY

- a. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back in writing, within three business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student has actually started training. The postmark on the written notification will determine the cancellation date, or date said information is delivered to the school administrator/owner in person. If a student cancels his/her enrollment after three business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a registration fee of \$100.00.
- b. Prior to applying the following refund policy, unearned Title IV aid must be calculated based on a formula as required by the United States Department of Education. Title IV regulations require the return of any unearned funds to the United States Department of Education.
- c. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized. All other items are non-refundable.

PERCENTAGE TIME TO AMOUNT OF TOTAL TIME OF COURSE	TOTAL TUITION OWED TO THE SCHOOL
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

For purposes of section c, enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance and based on scheduled hours. A termination fee of \$150.00 will be assessed.

Allocation of refunds: (1) To eliminate outstanding balances on Federal Stafford loans and or Direct loans (2) To eliminate outstanding balances on Federal PLUS loans and or Direct PLUS loans (3) To eliminate any amount of Federal Pell Grants awarded to the student for the period of enrollment for which he/she was charged (4) To repay required refunds of other Federal, State, private or institutional student financial assistance received by the student (5) To the student.

d. An applicant rejected by the school shall be entitled to a refund of all monies paid except a nonrefundable application fee.

e. Any monies due the applicant or student shall be refunded within 45 days of official or unofficial cancellation by the student as defined in item a, or formal termination by the school, which shall occur after 14 calendar days of continual absence, the student is expelled by the school, or the student notifies the school. In the case of a student who does not return from a leave of absence, the earlier of documented expected date of return or the date the student notifies the school that they will not be returning will become the date of withdrawal. Unofficial withdrawals are determined by the school through monitoring clock hour attendance at least every thirty (30) days.

f. 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: a) Provide full refund of all monies paid; or b) Provide completion of the course and/or program.

g. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: a) Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or b) Provide completion of the course and/or program; or c) Participate in a Teach-Out-Agreement; or d) Provide a full refund of all monies paid.

h. If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its option: a) Provide a pro rata refund; or b) Participate in a Teach-Out-Agreement.

i. In case of disabling illness, disabling accident or death, the school will make a settlement, which is reasonable and fair to both. Collection procedures by House of Heavilin Beauty Colleges reflect good tastes and sound, and ethical business practices. Our accreditors and/or approving agencies' names will not be used in collection efforts. Any applicable refund policy will be applied prior to collection efforts. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers or any other third parties representing the institution clearly acknowledges the existence of the withdrawal and settlement policy. If a contract is sold to a third party, the third party must comply with the cancellation and settlement policy of the institution.

## GRIEVANCE POLICY

The complaint procedure is published in the school's catalog, which is provided to the student prior to the first day of classes. The procedure will outline the steps to file a complaint and will state that the complainant is required to try and resolve the problem through the school's complaint process, prior to filing a complaint with any regulatory agency. The school will maintain written records of all complaints filed through two complete accreditation cycles.

### PROCEDURE

A student, teacher or interested party may file a complaint against the school. The complaint must be in writing to the school owner/director and must outline the allegations or the nature of the complaint. No adverse action will be taken against a person for filing a formal complaint. A complaint may be filed with Jason Barnett 2000 SW State Route 7, Blue Springs, MO 64014 via U.S. Mail.

The complaint committee is comprised of Jason Barnett, Director of Education, Mandy Gross, Director of Financial Aid, Shara Burgess, Bursar. Substitutions may be made as needed.

The complaint committee will meet within twenty-one calendar days of receipt of the complaint and review the allegations along with any information gathered by the committee.

If more information from the complainant is needed, a letter will be written outlining the additional information. If no further information is needed the complaint committee will act on the allegations. A letter will be sent to the complainant within fifteen calendar days of the meeting stating the decision of the committee. The complainant is required to try and resolve the problem through the school's complaint process prior to filing a complaint with the Missouri Board of Cosmetology and Barber Examiners or the school's accrediting agency, NACCAS.

**Missouri Board of Cosmetology and Barber Examiners (573) 751-1052**

P.O. Box 1062

Jefferson City, MO 65102

**NACCAS (703) 600-7600**

3015 Colvin St

Alexandria, VA 22314

## REASONABLE ACCOMMODATIONS

House of Heavilin Beauty College is committed to providing reasonable accommodations and academic adjustments to allow qualified individuals the opportunity to participate in programs, activities and employment. House of Heavilin Beauty College recognizes that there may be times when students and their instructors, can resolve accommodation requests informally. However, in many cases, such requests require a more formal process with the request being made to and considered by a designated decision-maker, with the opportunity for an appeal. House of Heavilin Beauty College will assist with reasonable accommodations and academic adjustments in connection with:

- a disability
- pregnancy, childbirth, or a medical condition related to pregnancy or childbirth
- religious practices
- status as a victim of domestic violence, sex offense or stalking

If you feel any of above considerations pertain to you and would like to present a formal request, please contact the Director of School Operations, Lisa Davis. There may be an intake form for you to complete, as to make a fair and knowledgeable decision.

House of Heavilin Beauty College will thoroughly review all requests on a case-by-case basis in accordance with applicable federal, state and city law.

House Of Heavilin Beauty College prohibits retaliation against individuals for requesting reasonable accommodations or academic adjustments, appealing decisions concerning such requests, or for making or participating in claims of discrimination.

All requests for accommodations and academic adjustments, and all supporting documentation, including but not limited to medical information, are considered confidential and will be shared with college officials only on a need-to-know basis. Such documentation will only be used to evaluate the requested accommodation. Employee and applicant accommodation documentation will be kept in a separate file in the office of Director of School Operations. Student accommodation documentation will be kept in the office of Students Accounts Manager.

## NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Right of 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 House of Heavilin beauty College receives a request for access. A student should submit to the Director of Operations (Lisa Davis) or campus manager, a written request that identifies the records 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 a violation of the student's privacy rights under FERPA. A student who wishes to ask House of Heavilin Beauty College to amend a record shall write, Lisa Davis, clearly identify the part of the record the student wants changed, and specify why it should be changed. If House of Heavilin Beauty College decides not to amend the record as requested, House of Heavilin 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 provide to the student when notified of the right to a hearing.

3) The right to provide written consent before House of Heavilin Beauty College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

House of Heavilin 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 typically includes a person employed by House of Heavilin 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 House of Heavilin 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 House of Heavilin Beauty College.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failure by House of Heavilin 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 Ave, SW  
Washington, DC 20202

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

FERPA permits the disclosure of PII from students; education records, without consent of the student, if the disclosure meets certain conditions. 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, FERPA regulations require 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 the institution 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.
- 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.
- To authorized representatives of the US Comptroller General, the US Attorney General, the US Secretary of Education, or State and local educational authorities, such as 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.
- 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.
- 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.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- Information the school has designated as a "directory information" under §99.37.
- 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 the respect to that alleged crime or offense, regardless of the finding.
- 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.
- 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.

## **ADMISSIONS TEAM**

**Justine Rich**  
Admissions Advisor  
816-229-9000 x217  
jrich@kc-hair.com

**Madeline Walker**  
Admissions Advisor  
816-229-9000 x216  
mwalker@kc-hair.com

**Mandy Gross**  
Director of Financial Aid  
816-229-9000 x250  
mandy@kc-hair.com

## **DIRECTOR OF OPERATIONS**

**Lisa Davis**  
816-229-9000 x 215  
ldavis@kc-hair.com

## **CAMPUS ADDRESSES AND MANAGERS**

**Blue Springs Main Campus**  
2000 St Rte. 7, Blue Springs, MO 64014  
**Campus Manager – Shannon Camacho**  
**scamacho@kc-hair.com**  
816-229-9000 x 220

\*\*\*<https://www.facebook.com/groups/HouseofHeavilinBlueSprings>

**Blue Springs Annex**  
1405 Smith  
Blue Springs, MO 64015  
816-229-9000 x 253

\*\*\*<https://www.facebook.com/groups/houseofheavilinannex>

**Raymore Campus**  
800 W Foxwood Drive, Raymore, MO 64083  
**Campus Manager – Missy Peterson**  
**mpeterson@kc-hair.com**  
816-229-9000 x 230

\*\*\*<https://www.facebook.com/groups/HouseofHeavilinRaymore>

**Kansas City Campus**  
5720 Troost, Kansas City, MO 64110  
**Campus Manager – Danielle Womack**  
**dwomack@kc-hair.com**  
816-229-9000 x 210

\*\*\*<https://www.facebook.com/groups/HouseofHeavilinKansasCity>

[www.kc-hair.com](http://www.kc-hair.com)  
<https://www.facebook.com/houseofheavilinbeautycollege>

\*\*\* **Facebook groups** are for communication between students and staff