

Marketti

Academy of Cosmetology

School Catalog
September, 2016



4390 Dixie Highway
Waterford, MI 48329
248.618.6394
www.marketticosmetology.com

Mission Statement

The mission of Marketti Academy of Cosmetology is to provide students with a quality education in the fields of cosmetology, manicuring, esthetics, and instructor training as to prepare them for careers in these fields. Marketti Academy utilizes both traditional and hands-on learning environments to suit the different learning styles of its students. Instructors and staff are dedicated to creating an energetic atmosphere in which to bring out the full potential of every student.

Facility

Marketti Academy of Cosmetology is situated in a 10,000 square foot building, centrally located in Waterford, Michigan. We offer large classrooms for our cosmetology, manicuring, and esthetics programs. Class sizes are small to offer students more individualized attention. Our clinic floor is designed to accommodate 50 students. We have a large student lounge area for breaks, lunch, and dinner. There is plenty of parking for both students and clients.

Admission Requirements – Cosmetology, Manicuring, and Esthetics

Requirements for admission into Marketti Academy are in compliance with the minimum standards set by the Michigan State Board of Cosmetology. Individuals must have a certificate of graduation from a secondary education school or GED. We do not accept the Ability-To-Benefit test. The individual must be over the age of 16. Potential students must also write an essay—500 words or less on one of the following topics:

- What inspired you to want to enter the beauty industry
- What uniqueness will you bring to the beauty industry
- What are you hoping to achieve through your training

Admission Requirements – Instructor Training

Individuals interested in becoming a licensed instructor must 1) be at least 17 years of age, 2) have a high school diploma, and 3) have a current cosmetology license.

Admission Requirements – Re-entry

Students who have dropped from the program and wish to return within 180 days of their last day of attendance will continue their program where they left off. Students gone for more than 180 days will need to complete an entrance exam to determine their hours.

Admission Requirements -Transfer Students

Marketti Academy, in compliance with the regulations of the Michigan State Board of Cosmetology, may grant transfer hours. A transfer student will need to have a copy of their previous hours, MPA's, and sign up for an entrance exam. The maximum number of hours granted for all programs will be determined by the student's entrance exam. Students may or may not receive all of their hours.

Non-Discrimination Policy

Marketti Academy in its admissions, instruction, and graduation policies does not practice any discrimination on the basis of race, creed, religion, financial status, origin of country or residence, sex, age, ethnic origin, or color.

Graduation Requirements

In order to graduate, a student must complete the required hours of training for their respective program. The student must have an average grade of 75% in academics and

67% in attendance. The student must also complete all minimum lab sheet assignments and minimum practical applications as laid out by the Michigan State Board of Cosmetology. All tuition must be paid in full to Marketti Academy. A student will receive his or her diploma once he or she has received his or her license.

Cosmetology Course Objective

To train and prepare students for the State Board licensing exam and to gain entry into the field of cosmetology as a hair stylist, hair color specialist, platform artist, manicurist, and facial specialist.

Cosmetology Curriculum

Subject	Theory Hours	Practical Hours	Unassigned Hours	Total Hours	Minimum Practical Application
Sanitation/Patron Protection	90	40	0	130	585
	Laws and rules, Personal hygiene, Salon management, Mechanical and Electrical equipment safety				(Sanitation and patron protection shall be included in all services)
Facials	35	80	0	115	40
	Skin analysis and care, Manipulation, Massage, Electricity, Removal of hair by the use of wax, tweezers, or depilatories				(A minimum of 5 services in each category)
Hairdressing	125	400	0	525	300
	Arranging, Cutting, Dressing, Curling, Pressing, Artificial hair, Finger waving, and Natural hair cultivation				(a minimum of 20 services in each category)
Scalp and Hair Treatments	10	15	0	25	30
Hair Coloring	40	170	0	210	80
	Temporary, Semi-permanent, Permanent, Bleaching and dimensional coloring, Color mixing				(a minimum of 80 services in each category)
Chemical Hair Restructuring	40	180	0	220	80
	Permanent waving, Straightening, Relaxing				(a minimum of 15 services in each category)
Salon Management, Mechanical and Applied Chemistry	20	10	0	30	5
	Occupational safety and health administration as related to skin, hair, nails, and scalp				
Applied Anatomy	45	0	0	45	0
	Physiology and histology of the human head, hands, nails, skin, and hair				
Manicuring/Pedicuring	15	55	0	70	35
Artificial Nails	5	15	0	20	5
Unassigned Hours	0	0	110	0	0
Total	425	965	110	1500	1160

Manicuring Course Objective

To train and prepare students for the State Board licensing exam and to gain entry into the field of manicuring as a nail technician with an emphasis in artificial nails and nail care.

Manicuring Curriculum

Subject	Theory Hours	Practical Hours	Unassigned Hours	Total Hours	Minimum Practical Application
Sanitation/Patron Protection	50	50	0	100	100
Laws and rules, Personal hygiene, Salon management, Mechanical and Electrical equipment safety					(Sanitation and patron protection shall be included in all services)
Anatomy and Disorders	25	0	0	25	0
Artistic Principles	10	0	0	10	0
Manicuring/Pedicuring Techniques	20	50	0	70	40
Chemistry/Occupational Safety and Health Administration	15	0	0	15	0
Artificial Nails/Extensions/Repairs	25	105	0	130	50
Unassigned Hours	0	0	50	50	0
Total	145	205	50	400	190

Esthetics Course Objective

To train and prepare students for the State Board licensing exam so that they may gain entry into the field of esthetics as a skin care, make-up, facialist and wax specialist.

Esthetics Curriculum

Subject	Theory Hours	Practical Hours	Unassigned Hours	Total Hours	Minimum Practical Application
Sanitation/Patron Protection	25	25	0	50	90
Laws, and rules, Personal hygiene, Salon management					(Sanitation and patron protection shall be included in all services)
Mechanical and Electrical Equipment Safety	25	25	0	50	15
Anatomy and Disorders	40	0	0	40	0
Artistic Principles/Make-Up	20	20	0	40	0
Facial/Skin Care Techniques	20	125	0	145	50
Chemistry/Occupational Safety and Health Administration	15	0	0	15	0
Temporary Removal of Hair	5	5	0	10	5
Unassigned Hours	0	0	50	50	0
Total	150	200	50	400	160

Instructor Course Objective

To train and prepare licensed cosmetology, manicuring, and esthetics students for the State Board licensing exam so that they may gain entry into the field of instructing as a knowledgeable instructor with high teaching standards.

Instructor Curriculum – Cosmetology – 500 Hour Program

Subject	Theory Hours	Practical Hours	Total Hours	Minimum Practical Application
Orientation and review of the cosmetology curriculum	25	50	75	20
Instruction to teaching	30	0	30	0
Course outlining and development	80	85	165	20
Lesson planning, Teaching techniques, Teaching aids, Developing, administering, and grading examinations				(a minimum of 5 services in each category)
Laws and Rules	15	10	25	70
Record keeping and School administration				
Teaching	0	75	75	15
Assisting in clinic and theory classrooms, Practice teaching in clinic and theory rooms				
Total	150	350	500	150

Instructor Curriculum – Manicuring and Esthetics – 300 Hour Programs

Subject	Theory Hours	Practical Hours	Total Hours	Minimum Practical Application
Orientation and review of the cosmetology curriculum	10	15	25	10
Instruction to teaching	30	0	30	0
Course outlining and development	80	85	165	20
Lesson planning, Teaching techniques, Teaching aids, Developing, administering, and grading examinations				(a minimum of 5 services in each category)
Laws and Rules	15	10	25	40
Record keeping and School administration				
Teaching	0	55	55	15
Assisting in clinic and theory classrooms, Practice teaching in clinic and theory rooms				
Total	135	165	300	85

The language of all programs will be taught in English.

Grading Policy for All Curriculums

100% - 93%	=	A	82% - 80%	=	B-
92% - 90%	=	A-	79% - 75%	=	C+
89% - 87%	=	B+	74% and below	=	Fail
86% - 83%	=	B			

Satisfactory Academic Progress Policy

Marketti Academy prides itself on the progress of our students. In compliance with the administrative rules of the State Board of Cosmetology, students must have no less than a 75% in academics in any academic period for the duration of their program and 67% in attendance.

Start Dates – Cosmetology Day Classes-Approx. Length of Course 60 weeks

August 16, 2016	May 16, 2017
September 13, 2016	June 13, 2017
October 11, 2016	July 18, 2017
November 8, 2016	August 15, 2017
January 17, 2017	September 12, 2017
February 14, 2017	October 10, 2017
March 14, 2017	November 7, 2017
April 18, 2017	December 12, 2017

Start Dates – Manicuring Day Classes- Approx. Length of Course 19 weeks

August 16, 2016	May 16, 2017
September 13, 2016	June 13, 2017
October 11, 2016	July 18, 2017
November 8, 2016	August 15, 2017
January 17, 2017	September 12, 2017
February 14, 2017	October 10, 2017
March 14, 2017	November 7, 2017
April 18, 2017	December 12, 2017

Start Dates – Esthetics Day Classes- Approx. Length of Course 19 weeks

August 16, 2016	May 16, 2017
September 13, 2016	June 13, 2017
October 11, 2016	July 18, 2017
November 8, 2016	August 15, 2017
January 17, 2017	September 12, 2017
February 14, 2017	October 10, 2017
March 14, 2017	November 7, 2017
April 18, 2017	December 12, 2017

Start Dates – Instructor Training Approx. Length of Course 14weeks/28 weeks

Instructor training start dates coincide with the start dates of the particular program the student will be instructor for (see above).

Class Schedules

Cosmetology-Days:	Tuesday through Friday	8:30am-3:30pm
	Saturday (mandatory after 350 hours)	9:00am-2:00pm
Manicuring:	Tuesday through Friday	8:30am-1:30pm
	Saturday (mandatory after 100 hours)	9:00am-2:00pm
Esthetics:	Tuesday through Friday	8:30am-3:30pm
Instructor Training:	Tuesday through Friday	8:30am-3:30pm

Holidays –2016- 2017

September 3, 2016	May 27, 2017
*November 24 – 28, 2016	July 1 – 5, 2017
December 24, 2016 –January 2, 2017	September 1- 2, 2017
March 10, 2017	October 31, 2017 closing at 3:30
April 4 - 8, 2017	November 23 – 27, 2017
April 14 – 15, 2017	December 26, 2016 – January 2, 2108

* School will close at 3:30pm on November 23, 2016 and November 22, 2107.
 School closures for inclement weather will follow Waterford School District. School closures can also be viewed on channel 2 (WJBK), 4 (WDIV) and channel 7 (WXYZ) and our facebook page.

Tuition

Cosmetology:	Application fee	\$ 100.00
	Kit and Books	\$ 1100.00
	State fee	\$ 15.00
	Tuition	<u>\$ 14900.00</u>
		\$ 16115.00

Manicuring:	Application fee	\$ 100.00
	Kit and Books	\$ 500.00
	State fee	\$ 15.00
	Tuition	<u>\$ 2000.00</u>
		\$ 2615.00

Esthetics:	Application fee	\$ 100.00
	Kit and Books	\$ 790.00
	State fee	\$ 15.00
	Tuition	<u>\$ 3000.00</u>
		\$ 3905.00

Instructor Training: (500 hours)	Application fee	\$ 100.00
	Books	\$ 300.00
	State fee	\$ 15.00
	Tuition	<u>\$ 2200.00</u>
		\$ 2615.00

Instructor Training: (300 hours)	Application fee	\$ 100.00
	Books	\$ 300.00
	State fee	\$ 15.00
	Tuition	<u>\$ 1500.00</u>
		\$ 1915.00

Scholarship

Marketti Academy may offer scholarships for our Cosmetology, Manicuring, and Esthetics programs. See the Admissions Director for more details.

Saturday Policy

Students may miss a total of three (3) Saturdays during their time on the Senior Clinic Floor. Any student who misses more than three Saturdays will incur an additional fee per missed Saturday to be added onto their tuition. All tuition is to be paid in full to graduate.

Missed Saturday fee:

Cosmetology	\$50.00
Manicuring	\$25.00

Tardiness Policy

Students are given until 8:45am/5:15pm to arrive to class. If you are to be late please call the School and let them know the reason for your delay—this information will then be forwarded to your instructor. However, frequent tardiness (past 8:38am/5:08pm) will require a meeting with a Marketti staff member and could result in a 3-day suspension (if three tardies in one month).

Missed Time Policy

Cosmetology students are given a 10% missed time allowance. This means that you are given an additional 150 hours to complete your course. This can be used as a bank of hours to draw from for vacations, illnesses, etc. If you are to be absent for more than 14 days it is up to you to fill out a leave of absence form; if you do not, you will be dropped from the program.

Manicuring students are given a 10% missed time allowance. This means that you are given an additional 40 hours to complete your course. This can be used as a bank of hours to draw from for vacations, illnesses, etc. If you are to be absent for more than 14 days it is up to you to fill out a leave of absence form; if you do not, you will be dropped from the program.

Esthetics students are given a 10% missed time allowance. This means that you are given an additional 42 hours to complete your course. This can be used as a bank of hours to draw from for vacations, illnesses, etc. If you are to be absent for more than 14 days it is up to you to fill out a leave of absence form; if you do not, you will be dropped from the program.

Student instructors are given a 10% missed time allowance. This means that you are given an additional 50/30 hours to complete your course. This can be used as a bank of hours to draw from for vacations, illnesses, etc. If you are to be absent for more than 14 days it is up to you to fill out a leave of absence form; if you do not, you will be dropped from the program.

Make-Up Policy

All students may make-up time missed when they are a senior student. Day senior students may stay from 3:30pm-4:30pm. Academics must be made up before a student progresses to their next level. All students need to inform their instructor if they will be making up time.

Over Contract Policy

If a student goes over contract, meaning you do not finish by your end date on your Student Enrollment Agreement, you will be charged an over contract hourly fee. This fee can be found on the Student Enrollment Agreement. You will also sign a new Student Enrollment Agreement in which you will receive a new end date.

Leave of Absence Policy

Students are entitled to a leave of absence (LOA). A student is allowed a combined total of 180 calendar days in any 12 month period for an official leave of absence. A leave of absence will be considered for medical, funeral or any unforeseen situation beyond your control. A proper leave of absence form needs to be filled out and turned in to the main office prior to your leave and with the appropriate documentation attached. If a situation occurs beyond your control and you are not able to fill out the leave of absence form before your absence you are to call the school and inform them of the situation, and when you will return. Upon returning you are to fill out the LOA form and attach the appropriate documentation. All leaves must be approved by the main office. Not all leaves will be approved.

Students returning from a leave of absence or other official interruption of training must return to school in the same satisfactory progress status they had prior to their departure. If a student is gone longer than 180 days they will be terminated from Marketti Academy of Cosmetology. A leave of absence will extend a student's contract period and maximum time frame by the same number of days in the leave of absence.

Tuition Payment Policy

Tuition payments are due on the first of the month. You will have until the 7th of the month before a \$20.00 late fee is added to your account balance. Payments can be made in the form of a check, money order, cash, or credit card. Checks or money orders are to be made payable to Marketti Academy of Cosmetology and turned into the main office. If you fall behind in your payments please see the main office.

Student File Policy

Guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records. Require written consent from the student or guardian for release of records in response to each third party request otherwise required by law. Before publishing and/or selling directory information for either the student or guardian such as the name, address, phone number and e-mail address(es) of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, allow student or guardian to deny authority to publish one or more of those items. Provide access to student and other school record as required for any accreditation process initiated by the institution or by the NACCAS, or in response to a directive of the Commission.

Release of Student Information

Student records are the property of the Academy. Students have the right to inspect and review their records. Access to the students' records is only granted by written request. If a parent or legal guardian wishes to review a student's file, ledger, or requests any information about a student, the student must fill out a Release of Student Information Form. These forms are available in the main office. This is in accordance with the Family Educational Rights and Privacy Act (FERPA).

Campus Safety and Security Report

Every student enrolled at Marketti Academy will receive a copy of our annual campus safety and security report for the last three years. The crime statistics include any incidents that occurred on campus at our physical location including the side walk and parking lot. If you, a prospective student would like a copy of this report we will send you one upon request.

Refund Policy

In the event a student terminates classes for whatever reason, student will be subject to a termination fee of \$150.00.

- A. Enrollment time is defined as hours the student should have attended from the actual starting date through to the last day of attendance.
- B. Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal by the student.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

- C. An applicant is not accepted by the school and is entitled to a refund of all monies except a non-refundable \$100.00 application fee.
- D. A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by the school are refunded except a non-refundable \$100.00 application fee.
- E. A student cancels the contract after three business days of signing, but prior to entering classes. In this case, student is entitled to a refund of all monies paid to the school less a non-refundable \$100.00 application fee.
- F. A student notifies the institution of his/her withdrawal.
- G. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
- H. A student is expelled by the school.
- I. In type D, E, F, or G official cancellation or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

This policy requires that:

- J. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) days.
- K. Any monies due a student who withdraws from the institution shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially.
- L. Extra costs are as followed; non-refundable application fee of \$100.00, non-refundable State fee of \$15.00, non-refundable kit and books fee; \$1100.00 for Cosmetology, \$790.00 for esthetics, \$500.00 for manicuring, \$300.00 for Instructor training, PSI exam fee \$161.00 payable to PSI, \$39.00 State licensing fee payable to the State of Michigan/LARA. Extra supplies at student discretion.

If a Program is cancelled:

- M. If a program is canceled subsequent to a student's enrollment, and before instruction in the program has begun, the school shall provide a full refund of all monies paid.

Collection Policy:

- N. Any balance left owing will be placed with our collection agency after 90 days. All collection procedures reflect good taste and sound, ethical business practices.

School Closure Policy:

If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school will make arrangements for;

- O. A pro-rata refund of tuition.

For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the minimum standards for refunds.

PERCENTAGE TIME TO TOTAL OF COURSE	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
.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% to over	100%

Enrollment time is defined as hours the student should have attended from the actual starting date through to the last day of attendance.

Counseling Services Policy

Marketti Academy has upon request a list of counseling centers for issues that may arise while you are in school. Marketti Academy staff are not counselors.

Employment Assistance

Graduates of Marketti Academy are assisted in finding employment through job postings on the student bulletin board. Marketti Academy of Cosmetology does not guarantee employment.

Discipline Policy

Any student who is having a problem needs to follow the following steps to solve their problem:

1. Speak to your immediate instructor, explain your situation and try to work it out with them.
2. Speak to the head instructor.
3. Put in writing what the situation is and what steps you have taken to handle the situation and submit it to the main office. You will then be contacted within 24 hours to schedule an appointment to handle the situation.

Termination Policy

Marketti Academy will terminate students for any of the following reasons:

- Stealing
- Violence against a fellow student or staff member

- Using or selling illegal drugs
- Failing to meet satisfactory progress in attendance and academics
- Missing more than 14 consecutive days without being on a leave of absence

Students must follow all rules and regulations of the school. Failure to do so may result in termination from Marketti Academy.

Marketti Academy of Cosmetology is licensed by: Michigan Department of Licensing and Regulatory Affairs, Board of Cosmetology, P.O. Box 30244, Lansing, MI 48909, (517) 241-9258

Marketti Academy of Cosmetology is accredited by: NACCAS (National Accrediting Commission of Career Arts and Sciences, Inc.), is recognized by the United States Department of Education as a national accreditation agency for postsecondary schools and programs of cosmetology arts and sciences, electrology, and massage), 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432, (703) 600-7600

Staff

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Co-Owner/Director of Education
 Co-Owner/Director of Admissions
 Instructor
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