

POINT OF EXCELLENCE *Beauty Academy, LLC*

Student Catalog

**3616 Marriotts Lane
Windsor Mill, Maryland 21244**

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“You dared to set your sights on something big.”

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
OWNERSHIP/FOUNDER.....	3
STAFF	4
FACILITY	5-7
MISSION STATEMENT	8
ADMISSIONS	9-11
CLASS SCHEDULES	12
SCHOOL CALENDAR.....	13
TRANSFER STUDENTS	14
CURRICULUM OVERVIEW	15-16
PROGRAM PERFORMANCE.....	17
GRADING SYSTEM.....	17
PERFORMANCE POLICY	18-19
PROGRAM COSTS	20
ATTENDANCE POLICY.....	21
LEAVE OF ABSENCE	22
REFUND POLICY	23
STUDENT RESPONSIBILITIES.....	24
STUDENT DRESS CODE AND DECORUM	25
STUDENT GRIEVANCE PROCEDURES	26
STUDENT RIGHTS	26-28
REQUIREMENTS FOR GRADUATION.....	29
STATE LICENSING	29
EXAM INFORMATION	30
ACADEMIC RECORDS	31
STUDENT SERVICES.....	31
NONDISCRIMINATORY POLICY	31
ENROLLMENT AGREEMENT	32-36
PROGRAM COMPLETION CERTIFICATE SAMPLE.....	37

OWNERSHIP/FOUNDER

Alleen V. Coleman has 100% ownership of Point of Excellence Beauty Academy, LLC. She has been a hair stylist for over 44 years. She graduated from Calvinade Beauty Academy with the title of Student of the Year. Her love for the industry has continued to increase. She has been a successful salon owner for more than 40 years.

Alleen has always recognized the importance of professionalism in the field, ensuring that each and every client receives top quality service. She realized early in her career her gift as a motivator. She used that gift to mentor many cosmetology students matriculating at local high schools in Baltimore County as well as recent cosmetology graduates. As a result of Alleen's guidance, a number of graduates have gone on to become very successful beauty salon owners.

Because of her professionalism and commitment to clientele, Alleen has a long list of clients who have been with her for almost as long as she has been in the industry. She has continued her education by attending advanced classes in New York, New Jersey, Philadelphia, Chicago, Atlanta, and Cleveland. Her studies in London, England inspired her love for hair coloring.

Alleen's dedication to the industry continues with the opening of Point of Excellence Beauty Academy, an environment which will focus on academics related to healthy hair care, the science and art of hair care, stressing professionalism required in the industry to maintain a satisfied client base.

Achieving educational success should be the ultimate goal for every student. Staff will stress the importance of becoming an outstanding beauty culture professional as well as a lifelong learner of each phase of this ever-evolving industry. We will also stress the importance of embracing all opportunities available for success in the industry. By doing this our students will develop and maintain a competitive edge.

STAFF

Chief Executive Officer/Director – Alleen V. Coleman

Account Manager/Administrative Assistant – Lillian J. Farrell

2 Full Time Instructors

2 Part-Time Instructors

1 Substitute Instructor

Consultant For Academic Affairs

Consultant For Student Advocacy – Evelyn J. Chatmon

Arbitrator For Student Appeals – Alma V. Jarrett

FACILITY

Point of Excellence Beauty Academy, LLC (POEBA, LLC) is located at 3616 Marriotts Lane, Windsor Mill, MD 21244. It is approximately one block east of Liberty Road and Marriotts Lane. This location offers convenient access to public transportation with transit stops one short block from the academy. Convenient free on-site parking. The parking lot is well-maintained and well-lit. The property has been newly renovated to ensure compliance with safety standards and local code regulations. Internet Wi-Fi access is available. The interior of the facility is brightly lit with 29 windows which provide excellent natural light and good ventilation. The facility includes four clearly marked building exits, one hour fire rated walls, fire extinguishers on every floor (inspected yearly by Baltimore County Fire Department Department) and the 2nd Floor is equipped with a stationary fire escape.

CLASSROOMS FOR THEORY AND PRACTICAL INSTRUCTION

Theory and practical classes will be held on the 2nd Floor of the facility and clinics will be held on the 1st Floor. New students will commence their cosmetology training with theory classes (2nd Floor).

Classroom 1:	19' x 11'	209 Square Feet
Classroom 2:	19'5 x 12'6	244 Square Feet
Office of Director:	13'6" x 6'3'	

The Office of the Director allows students to meet privately with the director on a scheduled appointment for any needed help/ consultation. The 1st Floor is Americans with Disabilities Act (ADA) accessible. Special accommodations can be made to anyone with disabilities to provide the same equipment on the 1st Floor as available on the 2nd Floor, to ensure all theory practical and clinical performance are mastered. There are restrooms on both floors.

Theory (2nd Floor) -- INSTRUCTIONAL EQUIPMENT

- White Board
- Tables and Chairs
- Facial Bed
- Technician Roll-About Chair
- Digital Projector
- High Frequency Unit
- Magnifying Lamp
- Dry-O-Matic Sterilizer
- Facial Vapor Steamer
- Facial Sink with Storage Cabinets
- 6 Styling Stations and 6 Styling Chairs
- 3 Shampoo Stations w/ Storage Cabinets and 3 Shampoo Chairs
- Hair Dryers
- Wall-to-Wall Cabinet for sanitation of all products used for skin care
- Manicure Station with 2 Roll-About Chairs
- Pedicure Station with Roll-About Chair
- Two Chromebooks available for student use

Clinic (1st Floor) - INSTRUCTIONAL EQUIPMENT

After completion of 320 combined Theory and Practical Hours, the student will advance to the clinic floor. At this juncture, students will provide complete services on members of the general public with their consent. Upon entry to the clinic, glass walls surround the foyer. The floor is marble. Beautiful interior plants give a feeling of warmth to complement the clinic experience.

Shampoo Room:	12' x 13.9'	156 Square Feet
Hooded Hair Dryer Room:	20' x 20.9'	240 Square Feet
Artistry Room:	34' x 12.6'	425 Square Feet
Administrative Office:	6.3' x 13.9'	88 Square Feet
Reception Area:	19' x 12.7'	225 Square Feet
Student Lounge	13.6' x 13'	176 Square Feet

- 8 Styling Stations and 8 Styling Chairs
- 5 Shampoo Stations w/ Storage Cabinets and 5 Shampoo Chairs
- 9 Hooded Hair Dryers w/ 9 Chairs
- Two Manicure Tables and 4 Chairs
- Two Pedicure Stations w/ 2 Roll-About Chairs
- Flat Screen TV
- Retail Shelves w/ Down-Lighting
- Reception Desk w/ Roll-About Chair
- State of the Art Computer
- Entertainment Unit
- L-Shaped Sectional Wraps Around Two Walls
- 2 Accent Tables
- Facial Bed
- Technician Roll-About Chair
- High Frequency Unit
- Magnifying Lamp
- Dry-O-Matic Sterilizer
- Facial Vapor Steamer
- Facial Station w/ Sink and Storage Cabinets

MISSION STATEMENT

The mission of the Point of Excellence Beauty Academy is to provide a creative, educational environment that will develop a pragmatic and professional graduate with competency in the field of cosmetology.

The Academy will focus on academics and personal development as well as professionalism, integrity and honesty.

Achieving educational success is the ultimate goal for the prospective student. The academy will stress to each student the importance of becoming a lifelong learner.

The academy strives continuously to improve its operations to keep abreast with the ever-changing developments and techniques in cosmetology.

The academy's atmosphere will be warm, friendly and supportive. Point of Excellence Beauty Academy's staff desires to create in each student a willingness to become a beauty professional who will embrace every opportunity that is presented to them to become successful in the cosmetology industry.

Point of Excellence Beauty Academy is seeking creative people who are unemployed, underemployed or want a change in careers to improve their position in life.

Point of Excellence Beauty Academy will challenge students to open their minds to the excitement of learning and to be willing to embrace the journey.

ADMISSIONS

Applications and Acceptance

To enroll in this program the applicant must:

- Be 17 years of age or older and provide a valid Maryland Driver's License or a U.S. Government-issued photo ID that includes date of birth.
- Provide a copy of the high school diploma, or a General Education Developmental Certificate (GED) or will have passed a High School Equivalency Test.
- Take a Wonderlic Cognitive Test at the time of the scheduled in-person interview at the Academy.

Applicant should visit **www.pointofexcellencebeauty.com** to complete and submit the online application. Applicant can also download the Academy's Catalog. If internet is not available to the prospective student, they may contact our Administrative Assistant at **410.922.8282** to schedule a time to come in and obtain a copy of the Catalog.

When the application has been received by the Academy, the prospective student will receive a call from the Academy within 24 hours of the next business day, to acknowledge receipt of their application. At that time, an agreed upon date, (not to exceed ten business days) will be established between both parties, indicating the date all required enrollment documents, listed in the admission section of the catalog, should be received by the Academy. As soon as all documents are received by the Academy and deemed complete, the administrative assistant will call the prospective student to schedule an in-person interview with the Academy Director. The prospective student will be notified if any additional documents are needed.

The in-person visit will include a virtual tour of the Academy (virtual tour will ensure no interruption to classroom studies), an overview of the school's catalog and a discussion of the educational environment that POEBA, LLC strives to maintain and the expectations of each incoming student. The prospective student will then take the Wonderlic Cognitive Test.

Note: The Wonderlic Cognitive Test measures the mental action or process of acquiring knowledge and understanding through thought and experience. A "FREE" Wonderlic practice test is available online at www.wonderlic.com/aptitudetest. We suggest applicant take the full 50 question test. Testing time is 12 minutes. You will receive one point per question. Wonderlic has suggested a minimum score of 20 points out of 50 as a passing score. No points are deducted for wrong answers or skipped questions. Wonderlic, Inc., states that a person who scores an average of 10 points and above on their test, is considered literate, however, it is their position that anyone scoring less than 20 points on their test is suitable for a less demanding profession.

The field of Cosmetology requires a thorough understanding of Anatomy, Physiology, Electrical Current, and Chemistry. Without this understanding the cosmetologist could damage hair, cause loss of hair or harm to client and themselves. For this reason, POEBA, LLC has chosen 20 points as an acceptable passing score. Additional information and suggestions on how to achieve a 20 point or higher score on the Wonderlic test are listed on their website.

The Applicant will receive a phone call of acceptance or denial from the Academy within ten business days of their in-person interview. If we are unable to reach you by phone, the notice of acceptance or denial will be mailed to the address on the application. Please call the Academy if you do not receive the notice of acceptance or denial within ten business days after your interview. The academy's Administrative Assistant will try again by phone to contact the prospective student, if no reply is received from prospective student after ten business days, the Academy will no longer hold a space for student in the next enrollment cycle.

Once the prospective student receives a notice of acceptance, they will have seven business days to sign the Enrollment Agreement, and pay the down payment.

The student will be given the class start date and two uniform tops with school logo. The textbook and student kit (If purchased from the Academy) will also be given to the student at that time.

The first weekly installment payment will be due seven days after start date. The first monthly installment payment will be due 30 days after start date.

The applicant who receives a notice of denial may request a second opportunity to take the Wonderlic Test. The applicant may call the Academy and request from the Administrative Assistant an appointment for the opportunity to retake the test. This will be the second and final attempt to obtain a score of 20 points or higher. The prospective student will be denied admission to the Academy if they are not successful in receiving a 20 point or higher score.

POINT OF EXCELLENCE BEAUTY ACADEMY, LLC
OFFICE HOURS: Monday Through Friday 9 a.m.–5 p.m.

Phone: 410.922.8282

Fax: 410.922.8283

Email: pointofexcellence@gmail.com

Website: www.pointofexcellencebeauty.com

CLASS SCHEDULES

(50 minutes equals one clock hour)

FULL-TIME: 60 Week Program

Days	Scheduled Time	Clock Hours		Breaks	Lunch
Mon-Fri	9:00 AM-2:50 PM	Per Session	Per Week	2 Breaks 10 minutes each	30 minutes
		6	30		

PART-TIME: 75 Week Program

Days	Scheduled Time	Clock Hours		Breaks	Lunch
Mon-Fri	5:00 PM-9:20 PM	Per Session	Per Week	1 Break for 10 minutes	N/A
		5	25		

SATURDAY THEORY MAKE UP AND STUDENT SALON

Days	Scheduled Time	Clock Hours		Breaks	Lunch
Saturday	9:00 AM-2:40 PM	Per Session	Per Week	1 Break for 10 minutes	30 minutes
		6	1		

Note: School is open on Saturday for exam makeups, theory class makeup and clinical hours.

SCHOOL CALENDAR

New classes start every 45 days beginning on Mondays, unless there is an observed holiday. If there is an observed holiday on Monday, classes will begin on the next business day.

HOLIDAYS OBSERVED

The school will be closed on Sundays and on the following holidays:

New Year's Eve
New Year's Day
Martin Luther King Day
Memorial Day
Independence Day

Labor Day
Thanksgiving Day
(and the Friday after Thanksgiving)
Christmas Eve
Christmas Day

TRANSFER STUDENTS

Tuition for transfer students will be prorated based on per hours previously completed.

Transfer students are accepted at the discretion of the School's Director.

Applicants must notify the Director in writing of their desire to transfer credits prior to signing an Enrollment Agreement. A transcript of previous coursework is required, mailed directly from their previous school. A maximum of 409 clock hours will be considered for acceptance. Course credits that were received more than 2 years ago will not be accepted.

If the student has the current textbooks the school is using and the Kit, the only additional fee will be \$70.00 for two uniform tops with school logo. If the students need to purchase the textbooks and kit from the Academy, they will be charged the current market value for each. The applicant must notify Point of Excellence Beauty Academy, LLC that she/he is intending to transfer credit hours prior to submitting their application.

MAIL OFFICIAL TRANSCRIPT TO:

**Point of Excellence Beauty Academy, LLC
Attn: Alleen V. Coleman
Chief Executive Officer/Director
3616 Marriotts Lane
Windsor Mills, Maryland 21244**

POINT OF EXCELLENCE *Beauty Academy, LLC*

CURRICULUM FOR COSMETOLOGY COURSE

1,500 Clock Hour Program

A combination of Lecture, Hands-on Laboratories and Clinics will prepare students for the actual client experience.

The student must complete a combination of 350 Theory and Practical Hours prior to being allowed to work on clients from outside of the school on the Clinic Floor.

Once on the Clinic Floor, students will begin to incorporate their knowledge and practical skills to achieve independence and self-fulfillment, and interact with the public.

THEORY: Includes lecture, demonstration and classroom participation.

PRACTICAL: The performance by a student of a complete service on a mannequin or classmate.

CLINICAL: The performance by the student of a complete service on a member of the general public with their consent.

After successful completion of the Cosmetology Program, every graduate is provided the foundation of training to pursue many exciting job opportunities as a licensed Cosmetologist:

- ◆ Hairstylist*
- ◆ Hair Colorist*
- ◆ Platform Artist*
- ◆ Makeup Artist*
- ◆ Nail Technician*
- ◆ Product Educator*
- ◆ Sales and Marketing Representative*

[These and many other possible related professions may require continuing education after completion of this initial Cosmetology Coursework.]

POINT OF EXCELLENCE

Beauty Academy, LLC

COSMETOLOGY CURRICULUM OVERVIEW—1,500 CLOCK HOURS

Subject Unit	Theory	Practical	Clinical
<u>ORIENTATION</u>			
History & Career Opportunities in personal beautification for a Licensed Cosmetologist	10 Hours		
Life Skills underscoring effective self-management, contributing to achievement of life goals	10 Hours		
Your Professional Image and optimal personal hygiene, and dressing for success	10 Hours		5 Hours
Communicating for Success to build successful client and co-worker relationships	10 Hours		5 Hours
<u>GENERAL SCIENCES</u>			
Infection Control: Principles & Practices involving cleaning, disinfecting and sterilizing	20 Hours		20 Hours
General Anatomy & Physiology and their importance in the field of Cosmetology	20 Hours		10 Hours
Skin Structure, Growth, Nutrition and how each impacts overall health and beauty	20 Hours		10 Hours
Skin Disorders & Diseases and the recognition of issues such as dermatitis and skin cancer	10 Hours		10 Hours
Nail Structure & Growth by studying the structure and composition of nails	10 Hours		10 Hours
Nail Disorders & Diseases focusing on irregularities that should not be treated in the salon	10 Hours		10 Hours
Properties of the Hair & Scalp contributing to growth, possible hair loss and scalp disorders	10 Hours		10 Hours
Basics of Chemistry involving different forms of matter, differences in pH, chemical reactions	10 Hours	5 Hours	10 Hours
Basics of Electricity including principles of equipment safety modalities, benefits of light therapy	10 Hours	5 Hours	10 Hours
<u>HAIR CARE</u>			
Principles of Hair Design recognizing the sources of hair design inspiration and influences	15 Hours		
Scalp Care Shampooing, and Conditioning with different products to best treat hair/scalp	10 Hours	10 Hours	10 Hours
Haircutting and definition of angles, elevations, guidelines/importance of posture, and head form	20 Hours	30 Hours	105 Hours
Hairstyling including the mastery of finger waving, pin curls, roller setting, hair wrapping, pressing	10 Hours	30 Hours	65 Hours
Braiding & Braid Extensions and the importance of preparing the hair for braiding/cornrowing	10 Hours	10 Hours	50 Hours
Wig & Hair Additions outlining differences between human/synthetic hair, attaching extensions	10 Hours	10 Hours	50 Hours
Chemical & Textures Services detailing chemical processes of permanent waves and relaxers	20 Hours	20 Hours	120 Hours
Hair Coloring recognizing hair's porosity affecting hair color and safety precautions during process	10 Hours	45 Hours	100 Hours
<u>SKIN CARE</u>			
Hair Removal including conditions that contraindicate hair removal in the salon, and best methods	5 Hours	5 Hours	10 Hours
Facials and importance of skin analysis and client consultation, focusing on skin types/conditions	10 Hours	10 Hours	20 Hours
Facial Makeup detailing approaches for any occasion and facial type, basic corrective techniques	10 Hours	10 Hours	10 Hours
<u>NAIL CARE</u>			
Manicuring spotlighting the 5 basic nail shapes for women, hand/arm massage, and best procedures	10 Hours	10 Hours	20 Hours
Pedicuring using steps proven for optimal results, and including disinfection of basins and equipment	10 Hours	10 Hours	20 Hours
Nail Tips & Wraps application and fabrics and supplies yielding top-notch results	10 Hours	10 Hours	20 Hours
Monomer Liquid /Polymer Powder/Nail Enhancements using structural analysis, crack repair	5 Hours	5 Hours	20 Hours
Light Cured Gels and the use of ingredients for UV gels, application guidelines, UV light units/lamps	10 Hours	10 Hours	10 Hours
<u>BUSINESS SKILLS</u>			
Preparing for Licensure & Employment identifying different salons/job markets, networking	20 Hours		
On the Job habits for an excellent salon team player, compensation, building a strong client base	10 Hours		20 Hours
The Salon Business successful practices, salon ownership, record keeping, sales of products/services	10 Hours		30 Hours
Hours to be Applied by the Instructor to strengthen performance, Supervised Field Trips, Trade Shows, Seminars, & other related training outside of School	100 Hours		
TOTAL:	475 HOURS	235 HOURS	790 HOURS

1,500 HOURS

PROGRAM PERFORMANCE

Students must obtain a score of at least 75% in all three instructional areas, while maintaining an 80% attendance rate. In addition, students must complete 1,500 clock hours. As required by the Maryland State Board of Cosmetology. If the student fails to achieve the minimum 75% grade requirement in any instructional area the student will have the opportunity to re-take the failed exams on Saturday.

TESTING

Full time students are tested at 14-day intervals. Part-time students are tested at 21-day intervals.

Note: Testing intervals may need to be adjusted due weather issues or other unforeseen circumstances. Students will be notified if such adjustments are made.

GRADING SYSTEM

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning.

Students must maintain a cumulative academic average of 75% or better. All students will receive a numerical academic average in Theory (classroom lectures) and S or NI (satisfactory or need improvement) in Practical (training).

Students are evaluated by testing in theory and their ability to demonstrate and perform practical assignments. Grades are reviewed with students at each evaluation period and the academy will record the students' daily attendance and a record of academic achievements on their permanent record card. The following represents the equivalencies of the grades assigned.

Theory

95-100=Excellent

85-94=Above Average

75-84=Average

0-74=Below Average

Practical

S=Satisfactory

NI= Need Improvement

PERFORMANCE POLICY

Students and prospective students may contact the Maryland Higher Education Commission to obtain information regarding the approval of this cosmetology Program, offered at Point of Excellence Beauty Academy, by contacting:

Maryland Higher Education Commission

Attn: Secretary of Higher Education

6 N. Liberty Street

Baltimore, MD 21201

www.mhec.state.md.us

Students and prospective students may also contact the aforementioned agency about the performance of the cosmetology program at Point of Excellence Beauty Academy.

COSMETOLOGY PROGRAM (1,500 hours)

<u>Evaluation Period</u>	<u>Required Academic Performance</u>	<u>Attendance Rate</u>
450 Actual Hours	75%	80%
900 Actual Hours	75%	80%
1,200 Actual Hours	75%	80%
1,400 Actual Hours	75%	80%

The goal is for students to perform comfortably at a satisfactory level.

As outlined in our Curriculum Overview, the clock hours are broken down into Theory, Practical and Clinical sections. When a new subject is introduced, that begins the Theory portion of that section. Approximately 40 minutes will be devoted to that new content, with the last 10 minutes of the 50-minute clock hour being devoted to additional or expanded questions and discussion of topics touched upon.

The next phase of training will be to carry the topics covered in the Theory portion to the Practical Stage, which allows each student to practice methods and techniques on their mannequin head or on fellow classmates, with their consent. Finally, the last phase of training is the Student Salon experience. The students' skills will be demonstrated on consenting, paying members of the public. The instructor will oversee the students' methods and techniques.

The school will be open to students on Saturday for theory class makeup and clinic hours. Students must advise their instructor on the Monday of that week if they would like a theory class makeup on the following Saturday.

Students will be scheduled on a first come first availability for all Saturday classes. There will be a class for theory makeup and a class for making up clinic hours.

A student must complete 1,500 combined clock hours of theory, practical, and clinical hours to graduate. After classroom instruction, students will move to the practical phase where they will practice methods and techniques on their mannequin head or on a fellow classmate who has given their consent. The final phase of training is the clinical phase where skills are demonstrated on consenting members of the public and successful methods and techniques are reinforced by instructors.

PROGRAM COSTS

1,500 Clock Hour Cosmetology Program

TUITION **\$16,875.00**

DOWN PAYMENT **\$1,700.00**

[Includes textbooks, kit, and 2 uniform tops]

This cost will be broken down into weekly payments of **\$255.00** for full-time students and **\$202.00** for part-time students, or monthly payments of **\$1,080.00** for full-time students and **\$940.00** for part-time students: see Pages 33 and 34 for exact breakdowns of payments.

- * Students may purchase textbooks on the open market if they choose. The uniform tops can only be purchased from the school. Students may purchase additional uniform tops for an additional **\$35.00** per top. The Kit may be purchased on the open market. Textbook costs **(\$250)** and Kit costs **(\$400)** will be deducted from the down payment if provided by the student.
- * (Milady Standard Cosmetology, Milady Theory Workbook, Milady Practical Workbook)

Each Cosmetology Student Kit consists of:

- 2 Mannequin Heads 100% Human
- Standard Mannequin Holding Clamp
- Hair Hot Tools Blow Dryer 1875 Watts
- Magnetic Roller Set
- Double Prong Steel Clips (80ct)
- Metal Duck Clips (12ct)
- Porcelain Ceramic ¾” Curling Iron
- Hair Shaper and Hair Shaper Blades
- Neck Duster
- Stylist Apron
- Cutting Sheers
- Thinning Sheers
- Styling Brush
- (2) 7 Inch Styling Combs
- Large Butterfly Clip
- Water Spray Bottle
- (12) All Purpose Combs
- (7) Long Tooth Sectioning Combs
- 6 Piece Manicure Implement Set
- Manicure Bowl
- 2-Way Foot File
- 28 Inch Tote Bag

ATTENDANCE POLICY

The Maryland State Board of Cosmetology requires all students to complete 1,500 clock hours in order to take the licensing exam. Attendance will be monitored daily by the instructor. A warning of excessive tardiness will be given to each student who arrives 15 minutes late or later on three different occasions, within a 14-day period. The warning of excessive tardiness will be given verbally and in writing to the student, as well as documented in writing in the student's academic progress report. A warning of excessive absences will be given to each student who has missed more than 16 clock hours in 14 days. Any student who misses more than five consecutive days, with no notice to the school, will be withdrawn. The student is responsible for contacting the instructor and making arrangements to make up missed hours. Students will be required to sign- in or out with the administrative assistant at the front desk when they arrive or leave from school. Failure to sign-in or out may result in loss of hours and incorrect reporting of hours. Students who forget to sign in or out must report to the administrative assistant to verify attendance. Attendance will be monitored daily by the instructor. Students must report to class on time. Late arrival for any reason must be communicated, explained to the instructor, and hours must be made up.

TARDINESS POLICY

Tardiness will be clocked at the nearest 1/4 hour. All missed time due to arriving late or leaving early must be made up. Conferences will be held for students who have an inordinate number of absences, excessive tardiness, and continual early leaving early practices. An 80% of attendance must be maintained in order to complete the 1,500 clock hour requirement by Maryland Higher Education Commission. Dismissal from the program could occur if attendance issues persist.

MAKE UP CLASSES AND EXAMS

To receive the appropriate educational training experience for our cosmetology program, it is essential for each student to make a concerted effort to attend classes per their schedule. Success in our program demands student accountability, dependability, and promptness. These qualities will determine the level of return on the investment. All missed classes and exams **MUST** be made up within a 14-day time frame from the date of the original exam.

The make-up exam date and time will be agreed upon between the instructor and the student and can take place on Saturday with time and date agreed upon between student and instructor. It is the student's responsibility to initiate a request with the instructor to make up classwork and exams. The successful completion of classwork and exams are a prerequisite for accessing subsequent exams that will be scheduled with the student at future dates. The instructor will record all student make-up class work and exam grades.

LEAVE OF ABSENCE

A leave of absence (LOA) may be permitted for documented medical, or family reasons and for a period of time not to exceed 180 days. If the leave exceeds this time period, the student must restart the program. A student is required to submit a formal letter requesting leave and to schedule an appointment with the school's director. The director and student will discuss altering the students class schedule in lieu of an LOA. If the best option for the student is an LOA, the student will be advised of the conditions under which they might resume their studies. This agreement will be signed by the director and the student, and the student will receive a copy. The payment of tuition of any student on LOA will be suspended until the date of the student's return. However, it does not excuse, alter, abate, or nullify the student's obligation for tuition. If the student decides not to return to POEBA, the tuition refund will be in accordance to the refund schedule

REFUND POLICY

If the school closes or discontinues a course or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees. All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract. [This involves all fees paid to the school by the student or on behalf of the student.] If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the enrollment fee. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total tuition paid. The price for the course shall include all fees, except the application or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws or is dismissed after the 7-day cancellation period has expired is as follows:

Proportion of total course or program taught by date of withdrawal	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund

The date of withdrawal or dismissal is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or dismissal and paid within 60 days from the date of withdrawal or dismissal. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or dismissal and paid within 60 days of the scheduled last day of the leave of absence. Non-refundable item and applicable criteria [e.g books must be returned in like-new condition].

STUDENT RESPONSIBILITIES

Having been enrolled, the student agrees to the following:

1. To make regular tuition payments as scheduled above to the office at the school in a timely fashion. If thirty (30) days has passed since the student has not made a payment on their account, the student will be placed on suspension. The student will have three months to bring their account current. When the account is current, the student will be allowed to return to school. If the student has been on suspension for over thirty days, student must take a test to determine their skill retention. If the student passes that test, they may continue at the juncture prior to their suspension. If they fail the skills test, they must repeat the failed chapter before moving forward.

IF THREE MONTHS HAVE PASSED AND THESE STIPULATIONS HAVE NOT BEEN MET, THE STUDENT SHALL BE WITHDRAWN AND NO TUITION WILL BE REFUNDED.

2. To be a TEAM PLAYER who is open to receiving CONSTRUCTIVE suggestions to enhance their knowledge of the industry thus launching a successful career.

3. The student understands that Point of Excellence Beauty Academy, LLC's ultimate goal is for he/she to successfully complete the 1,500-hour Cosmetology Course and pass the Maryland state board exam.

4. Students are responsible for their assigned work station clean-up. Periodically, a student will be asked to sweep the entire salon floor. A clean floor will enhance the appearance of the work area and is essential for customer and staff safety. Also, assisting with salon cleaning and washing towels will mean you are a team player. This will promote camaraderie and mutual respect with your future fellow co-workers.

5. Students are responsible for their personal property.

A locker will be available to each student and it is the responsibility of the student to provide the lock for their locker. Locks must be removed from the locker daily. All electronic devices may only be used during your break or at lunch. They must be used in the break room. All snacks must be eaten during your break and lunch, also in the break room.

STUDENT DRESS CODE AND DECORUM

Point of Excellence Beauty Academy logo top, black slacks or capris, black skirts not shorter than 1" above the knee, closed-toe footwear. Hair neatly combed, facial hair trimmed, and make-up (if applicable) neatly applied prior to start of class.

Unacceptable Attire for Point of Excellence Beauty Academy, LLC's Professional Atmosphere:

Crop-tops or midriff exposing tops, hats, head scarves, (head scarves worn for religious observance are permitted) revealing necklines, jeans of any type and color, sweat suits or jogging outfits, hoodies, gym shoes and open-toed shoes.

TERMINATIONS:

Grounds for possible termination of a student's contract include:

- Cheating on a quiz or exam
- Bullying
- Stealing
- Falsifying documents
- Vulgar language
- Refusing to service a client without prior discussion and approval from instructor
- Disorderly conduct (inside and on campus grounds)
- Physical violence (inside and on campus grounds)
- Gambling (Inside and on campus grounds)
- Possession and/ or use of alcohol/ or illicit drugs (inside and on campus grounds)
- Possession of a weapon gun/knife/ any object that will potentially cause bodily harm

STUDENT GRIEVANCE PROCEDURES

Statement of Student Rights

Students have the right to:

An education subject to provisions of state law and the bylaws, rules and regulations of the Maryland Higher Education Commission.

An education in a learning environment that is safe, drug-free and conducive to learning where high standards are stressed.

Expect due process for academic, attendance and disciplinary measures.

Inspect, review, and seek to amend personal educational records as appropriate.

Access to interventions which may help to ensure student educational success.

Statement of Student Responsibilities

1. Maintain a safe and orderly academic environment conducive to teaching and learning.
2. Know and comply with all academy rules and regulations relating to student conduct and achievement.
3. Be fully present during instructional time.
4. Arrive at the Academy on time.
5. Work to your fullest potential in all academic and any related extracurricular activities.

6. Respect the authority of Academy personnel, which includes not only obeying school rules and regulations, but also conforming to the laws of the community, and state, always respecting oneself, Academy personnel and other students.
7. Comply with all lawful instructions from all employees in a positive and respectful manner.
8. Dress in accordance with the dress code for the Academy.
9. Utilize school resources to develop required skills. Ask questions to ensure understanding.
10. Accept responsibility for actions.
11. Maintain and uphold the highest standards of conduct.
12. Show respect and consideration for the personal and property rights of others and understand the need for cooperation with all members of the Academy's community.
13. Bring to school only those items and materials which are appropriate for Point of Excellence Beauty Academy's instructional program.
14. Keep cell phones turned off during instructional time and clinic hours.

Point of Excellence Beauty Academy, LLC is committed to providing a safe, professional, and respectful educational environment. Students with concerns, issues, or grievances should first contact their instructor directly within 2 days (Monday through Saturday excluding holidays) of the incident. If a grievance is filed and not been resolved to the student's satisfaction, she/ he can seek resolution by contacting

and appealing to the Director in writing within six days (Monday through Saturday excluding holidays) of the initial discussion with the instructor. Written grievance must include date, time, location, and name of witness(es), description of incident, person/people involved, and student's requested outcome of the grievance.

Students may request a joint meeting with the Director and the instructor to voice their concerns. If the student does not agree with the results of the meeting, the student can request a conference with the instructor, the Director, and the school's arbitrator, Alma V. Jarrett. Ms. Jarrett has worked for the Appeals Unit of Child Protection Services, as a part of her prior career experience. Point of Excellence Beauty Academy follows a grievance process where Ms. Jarrett will be in the conference with the student, instructor, and Director. She will listen to everyone and will take notes on the concerns of all. Within 7 business days of the meeting. Ms. Jarrett will then present a written analysis of the meeting and make a recommendation for an amicable resolution. Should the recommendation not be acceptable to the student or Director, the student may file a written appeal to:

**Maryland Higher Education Commission
Attn: Secretary of Higher Education
6 N. Liberty Street
Baltimore, MD 21201**

The student can also contact the agencies listed below with their complaint:

**Maryland State Board of Cosmetology
500 N. Calvert Street
Baltimore, MD 21202
Phone: 410-230-6320**

**Maryland Office of the Attorney General
(Consumer Affairs)
200 St. Paul Place
Baltimore MD 21202
Phone: 888-743-0023 / 410- 528-8662**

REQUIREMENTS FOR GRADUATION

1. Academic: Students must have at least a 75% cumulative grade point average. Students must also achieve a satisfactory performance rating on all practical assessments by their instructor.
2. Attendance: Must complete 1,500 clock hours while maintaining an 80% attendance rate, with all missed class content made up.
3. Financial: All tuition and fees due Point of Excellence Beauty Academy, LLC must be paid in full.

STATE LICENSING

In order to sit for the Maryland Cosmetology Licensing Exam, students must:

1. Fulfill all graduation obligations to Point of Excellence Beauty School.
2. Contact the address below to schedule the Cosmetology Licensing Exam.
3. As of the date on this catalog, the cost is **\$79.00** to take the practical and theory exam.

**Maryland Board of Cosmetologists
500 N. Calvert Street, 3rd Floor
Baltimore, Maryland 21202-3651**

To schedule a test date call: 1-800-733-9267

Web address: www.dllr.state.md/license/cos/cosexam.shtml

Students may also register online to take the PSI exam at www.psiexams.com

BE ADVISED: Criminal convictions may affect a student's ability to be licensed, certified, or registered.

Taking the Exam - Maryland Board of Cosmetologists - Division of Occupational and Professional Licensing

Boards & Commissions

Occupational and Professional Licensing home page

Taking the Exam - Cosmetologists

Examination Services

PSI Services provides examination services for the State Board of Cosmetologists.
Their telephone number is 1-855-898-0714 and their website is PSI Exams at www.psiexams.com.

Exam Titles

Applicants for cosmetologist, esthetician, nail technician, and senior cosmetologist must pass an examination in order to qualify for a license.



- **Cosmetologist:** Practical and Theory - \$79; Practical Only - \$49; Theory Only - \$49
- **Nail Technician:** Practical and Theory - \$79; Practical Only - \$49; Theory Only - \$49
- **Esthetician:** Practical and Theory - \$79; Practical Only - \$49; Theory Only - \$49
- **Senior Cosmetologist:** Theory - \$49

To Schedule Test Dates

Contact PSI Exams at www.psiexams.com or at 1-855-898-0714

** All costs subject to change **

ACADEMIC RECORDS

Point of Excellence Beauty Academy, LLC will maintain permanent records of student grades, performance, attendance, and account payments and charges for as long as the school exists.

If the school closes, it is the school's responsibility to provide all academic records to Maryland Higher Education Commission.

STUDENT SERVICES

Career Advising

Point of Excellence Beauty Academy, LLC, as with all cosmetology instructional entities, is unable to guarantee employment to students. However, we will work closely with job developers to determine opportunities for students to acquire employment or apprenticeship in personal grooming establishments.

NONDISCRIMINATORY POLICY

Point of Excellence Beauty Academy, LLC admits students of any race, color, nationality, or ethnic origin. Each student has all rights and privileges to participate in any programs and activities generally accorded or made available to students at the Academy.

POINT OF EXCELLENCE Beauty Academy, LLC

3616 Marriotts Lane Windsor Mill, Maryland 21244 410-922-8282

Enrollment Agreement

Enrollment # _____ Start Date: _____ End Date: _____

Student Name _____

Social Security _____ - _____ - _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email Address _____

Birthdate ____ / ____ / ____ Age _____

Full Time students complete in 60 weeks

Part Time students complete in 75 weeks

Program: Cosmetology

Program Clock Hours: 1,500

Mon – Fri	Scheduled Time	Hours per week	Break	Lunch
DAY: MON-FRI	9:00 AM – 2:50 PM	30	2 breaks 10 min each	1/2 HR
EVENING: Part-Time				
MON-FRI	5:00 PM-9:20 PM	25	1 break for 10 min	N/A

Saturdays available for clinical hours and theory exam makeup:

SATURDAY	9:00 AM-2:40 PM	6	1 break for 10 min	1/2 HR
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FEE ASSESSMENT & PAYMENT SCHEDULE

Total Tuition Cost	Down Payment (Includes textbooks, kit and 2 uniform tops)	Value of Textbooks	Value of Kit	Uniform Tops (2)	
\$16,875	\$1,700	\$250	\$400	\$70	
Payment Schedule as Follows:					
Weekly Payment Amount: FT: 59 Wkly Pmts of \$255 PT: 74 Wkly Pmts of \$202					
with 1 Final Payment of \$130 with 1 Final Payment of \$227					

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3616 Marriotts Lane Windsor Mill, Maryland 21244 410-922-8282

Monthly Payment Amount: FT: 14 Monthly Pmts of \$1,080 with 1 Final Payment of \$55	PT: 16 Monthly Pmts of \$940 with 1 Final Payment of \$135
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For weekly payments, the first payment is due 7 days after the student's agreed upon start date.
For monthly payments, the first payment is due 30 days after the student's agreed upon start date.

Notes on Uniforms and Textbooks:

--Additional uniforms with school logo may be purchased at the cost of \$25 each.

--The books to be used for the curriculum are as follow:

Milady Standard Cosmetology Textbook 14th Edition.
Print Number 04 Print Year 2016
Textbook ISBN #9781285769417

Milady Theory Workbook.
Print Number 02 Print Year 2015
Milady Theory Workbook ISBN #9781285769455

Milady Practical Workbook.
Print Number 02 Print Year 2016
Milady Practical Workbook ISBN #9781285769479

Student Agreement

HAVING BEEN ENROLLED, THE STUDENT AGREES TO THE FOLLOWING:

- 1.) To make regular tuition payments as scheduled above to the office at the school in a timely fashion. If THIRTY (30) days has passed since the student has made a payment on their account, the student will be placed on suspension. When the account is current, the student will be allowed to return to school. If the student has been on suspension for over THIRTY DAYS, they must take a test to determine their skill retention. If the student passes that test, they may continue at the juncture prior to their suspension. If they fail the skills test, they must repeat the failed chapter before moving forward.
- 2.) To be a TEAM PLAYER who is open to receiving CONSTRUCTIVE suggestions to enhance their knowledge of the industry thus launching a successful career.
- 3.) The student understands that Point of Excellence Beauty Academy, LLC's ultimate goal is for them to successfully complete the Cosmetology Course and pass the Maryland state board exam.

POINT OF EXCELLENCE *Beauty Academy, LLC*

3616 Marriotts Lane Windsor Mill, Maryland 21244 410-922-8282

- 4.) Must maintain SATISFACTORY PROGRESS during the duration of the program.
- 5.) A warning of excessive absences will be given to each student who has missed more than 16 clock hours in 14 days.
- 6.) The student understands that no changes in this contract will be recognized, unless in writing and signed by both the student and school official.
- 7.) The student will obey ALL RULES AND REGULATIONS in the school's CATALOG/HANDBOOK. Changes in the rules and regulations will be posted on the school bulletin board.
- 8.) FAILURE TO COMPLY WITH SCHOOL POLICY MAY RESULT IN PROBATION AND/OR TERMINATION.
- 9.) The student and parent/guardian (if student is under 18 years of age) authorize Point of Excellence Beauty Academy to post photos and/or videos of students participation during the time of attendance.
- 10.) The Academy does not guarantee job placement or salaries.

Graduation Requirements

A certificate is awarded upon SATISFACTORY COMPLETION of the program. The student cannot miss more than 300 CLOCK Hours. To receive this certificate, ALL FINANCIAL OBLIGATIONS must be fulfilled, including extra charges (if applicable), and achieve a cumulative grade average of 80% or above, with Satisfactory rating on all practical assessments.

Refund Policy

If the school closes or discontinues a course or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees. All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from the school within 7 calendar days after having signed a contract. [This involves all fees paid to the school by the student or on behalf of the student.] If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the enrollment fee. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refund shall be based on the total course tuition paid. The minimum refund that the school shall pay a student who withdraws or is dismissed after the 7-day cancellation period has expired and after instruction has begun, is as follows:

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Proportion of total course or program taught by date of withdrawal	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund

The date of withdrawal or dismissal is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or dismissal and paid within 60 days from the date of withdrawal or termination. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.

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A Market Demand Report is available at The Academy's reception area upon request, for industry wide analysis of salaries according to the Bureau of Labor Statistics.

Student shall keep all documents regarding enrollment and financial obligations.

In order for the enrollment contract to be binding the contract must be signed by the applicant, and the school official and may only be extended or modified with the written consent of both.

Acknowledgement

I have READ and have RECEIVED a copy of this Enrollment Agreement and a current issue of the CATALOG/HANDBOOK. I agree to all policies and practices contained in both. I understand that a \$35 fee will be charged for any returned checks. This Enrollment Agreement may be extended **ONLY WITH THE WRITTEN CONSENT OF BOTH THE STUDENT AND THE SCHOOL OFFICIAL.**

STUDENT _____
PRINT

STUDENT _____ DATE: ____/____/20__
SIGNATURE

GUARDIAN (Required if student is under 18 years of age)

SIGNATURE DATE: ____/____/20__

SCHOOL OFFICIAL _____
PRINT

SCHOOL OFFICIAL _____ DATE: ____/____/20__
SIGNATURE

POINT OF EXCELLENCE
Beauty Academy
presents

Student Name

with this

**CERTIFICATE OF COMPLETION
OF 1,500 HOURS OF
COSMETOLOGY TRAINING**

Date

Alleen V. Coleman, Chief Executive Officer/Director

POINT OF EXCELLENCE
Beauty Academy, LLC

3616 Marriotts Lane
Windsor Mill, Maryland 21244

Phone: 410-922-8282

Fax: 410-922-8283

Email: pointofexcellence@gmail.com

Website: www.pointofexcellencebeauty.com