Student Handbook

Welcome to City Pointe Beauty Academy

We thank you for choosing our school. We are proud of our school. All our programs are designed to focused on your success. It is our commitment to you to maintain a professional atmosphere that will help you develop professional habits. The following information, policies and rules are necessary to assist in the delivery of your education but ultimately the development of you as a professional. Your appearance is important and it is a reflection of you. One way you demonstrate your professional knowledge is through your own appearance.

Since we are regulated by U.S. Department of Education, the Missouri Department of Higher Education and Workforce Development, the Missouri Board of Cosmetology, and the Missouri Board of Therapeutic Massage all rules and regulations must be adhered to. If you have any questions about any of the policies or procedures, please ask any staff member about them. These policies and procedures are subject to change as the need arises. Students will be notified of changes as they occur.

OCTOBER 2026
501 SOUTH MADISON STREET
Webb City, , MO 64870
417•673•8828

City Pointe Beauty Academy

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**City Pointe Beauty Academy, furthermore, also known in this document as CPBA and The Academy.*

MISSION, COMMUNITY, FACILITY

Mission Statement

City Pointe Beauty Academy's objective is to produce highly trained, well-prepared graduates for salons, spas and schools. We are committed to excellence in cosmetology arts and sciences education. Educational systems and programs are updated constantly to keep the students' interests first and our educational quality high.

Community

The Academy is located in Webb City, Missouri, a neighbor to Joplin, Missouri, which has a market area population of 400,000 within a 40-mile radius. There are many great places to visit within minutes of The Academy.

The Facility

City Pointe Beauty Academy is a beautiful 10,750 square foot educational facility with state-of-the-art equipment and spacious; styling, nail technology, skin care, massage, student lounge, classroom and office areas located in a strip mall at 501 South Madison Street, Webb City, Missouri.

Responsibility for Catalog Info

- Each student is responsible for knowing the information in this catalog. The Academy reserves the right to update policies and/or to revise curricula. All programs are offered in English only.

IMPORTANT INFORMATION

How to Enroll

- Submit the enrollment application.
- Submit high school transcripts with high school completion date to The Academy. *(must show completion date)*
- Schedule an interview and tour.
- Pay $100 application fee.
- Sign contract.

Educational Requirements

A student must have a high school diploma or HiSET equivalency certificate/GED. Students are admitted on the basis of educational background, aptitude and commitment. The Academy does not admit ability-to-benefit students.

Admissions Requirements *(must be complete prior to start date)*

The following are required for admission to all programs at The Academy:

- Submit Enrollment Application and pay $100 application fee
- Proof of age—copy of a birth certificate or driver's license *(applicant must be seventeen (17) years of age by the time application is made for licensure examination)*
    - Pursuant to Missouri Code of State Regulations Department 2197 *20 CSR 2197-2.010 a (massage therapy) applicant must be at least eighteen (18) years of age.*
- Educated in U.S., copy of student's high school transcript or with the high school completion date *(must show completion date)*; HiSET equivalency certificate/GED, completed a home-schooling program meeting the requirements of the state in which it occurred *(provide a written notarized statement from the students' principal instructor demonstrating completion of at least twelve (12) high school credits).* All foreign documents or documents not in the English language must be certified by a board-approved credential evaluating service. ***The transcript/diploma must be on file the first day of class.*** The school does not participate in any teach-out plans with other institutions.
- Educated outside U.S., your education documents will be evaluated by Educational Credential Evaluators "ECE" at your expense. Complete the online application: https://www.ece.org and attach a copy of your credential report to your application. This report must verify completion of an education equivalent to a U.S. high school diploma. If it does not, a HiSET equivalency certificate/GED will be required for admission. For additional information: (Educational Credential Evaluators, P.O. Box 514070, Milwaukee, WI 53203-3470, phone: 414-289-3400, email: eval@ece.org.
- Copy of the student's photo ID with proof of age (examples: driver's license, passport)
- Signed contract
- Completed State of Missouri student license application and pay application fee of $38 for Cosmetology, Esthetics, Nail Technology, Instructor, and Massage Therapy.

**The institution currently does not have any distance learning programs and therefore there is no charge for verifying student identity.*

- Alumni seeking enrollment in subsequent programs must be fully licensed in previously completed programs before enrollment in second program will be allowed.

Withdrawal & Re-Entry Policy

Withdrawal

A student deciding to withdraw from any Academy program after completing any number of hours will need to inform The Academy in the following way:

- inform the financial aid representative of the students' intentions.
- Schedule an exit interview with the financial aid representative
- Complete the exit interview process

Terms of Re-entry with Satisfactory Academic Progress

A student who must withdraw temporarily may re-enter The Academy under the following conditions:

- Student had satisfactory progress in academics and attendance when the temporary withdrawal began.
- Student had extraordinary personal circumstances that made academic progress or attendance extremely difficult;
- Student or the student's family member required medical attention that required the student to temporarily withdraw.

Under any one or combination of these conditions the student will be re-admitted without prejudice.

Terms of Re-entry without Satisfactory Academic Progress

For a student who did not have satisfactory academic or attendance progress at the time of withdrawal the following are required:

- A letter from the student explaining why the student should be readmitted.
- Three letters from individuals explaining why the student should be readmitted *(one of the three letters may be from a longtime adult friend, and at least two must be from a professional, like a teacher, counselor, pastor etc. who have known the student for a long time).*
- The determination will be made by the owners and reported to the student within two weeks after all documents have been received.

A student wishing to re-enter after termination will do so under the Re-Entry without Satisfactory Academic Progress policy.

We do not recruit students already attending or admitted to other schools offering similar programs.

Photo Release

Student photos may be used in marketing. If you do not wish to be in such materials advise the admissions office.

Transfers/Course Equivalency

A transfer student may be accepted after careful evaluation of the student's academic records. The Academy will accept no more than 300 hours for Cosmetology, 200 hours for Barber, 150 hours for Esthetics and 80 hours for Nail Technology. Each transfer will be evaluated individually.

No transfer hours/course equivalency for Massage Therapy, Barber Crossover and the Instructor programs will be accepted.

Objective

The Academy trains students to become personal service professionals in cosmetology, esthetics, nails, massage therapy and barbering and instructors for cosmetology, esthetics, nails and barbering.

Orientation

All programs have a complete orientation the first day of class.

Class Size

The Academy limits the class size for all programs. Early enrollment is encouraged.

Hours

The Academy is open Monday through Saturday, evenings Tuesday through Thursday. Hours of attendance are assigned according to the program taken.

Holidays

The Academy is closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Break.

Class Starting Dates

See Programs of Study *(starting pg. 21) for* class starting dates, and for description of class schedules.

Books and Kits *(subject to change)*

Textbooks and kits costs are included in the total tuition to the student, are provided by the academy and distributed to the student throughout the program *(Tools come with manufacturer's warranty for replacement if needed).* Students provide their own basic school supplies.

School Supplies *(provided by student)*

- **CLIPBOARD**
- **PENS/PENCILS**
- **NOTEBOOK**
- **HIGHLIGHTERS**
- **INDEX CARDS 3X5**
- **3-RING BINDER *(FOR HANDOUTS)***
- **COLORED MARKERS OR PENCILS**
- **ONE SET OF TWIN SHEETS *(MASSAGE THERAPY & ESTHETICS ONLY)***

ACADEMIC INFORMATION

Graduation Requirements

City Pointe Beauty Academy will grant a diploma of graduation and Official Transcript of Hours for the applicable course when:

- the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written exam.
- completed the program of study according to State requirements
- and having an 85% GPA and 85% attendance average;
- completed all exit paperwork; attended an exit interview and
- made satisfactory arrangements for payment of all debts owed to the Academy.

Graduation

Graduates earn a diploma/certificate at the completion of program hours. An exit interview is scheduled by the student with admissions at the completion of program hours. At the conclusion of the exit having verified and completed all assignments, test projects/grade sheets, and met minimum GPA average, minimum attendance, cleared all financial aid obligation and completed an exit survey a diploma/certificate will be awarded.

Grades

The Academy uses a 100-point grading scale: 93-100% = A,85-92% = B. Below 85% is not passing. Grades are given for classroom work, projects and styling area performance. A student must be above average *(85% or better)* to graduate from the Academy. For more information see Programs of Study.

Student Grade Report Policy

Students are provided with at least two written report cards during the program. The report evaluates the students' performance in theory, practical work and attendance.

Transcript Issuance Policy

Each student completing their program hours will be issued one official transcript at their exit interview at no charge once they have completed their exit interview and satisfied financial responsibilities to the school.

An official transcript will be placed in their school file. In the event the student does not show for their exit interview The Academy will keep all copies of transcripts.

After leaving The Academy a student may request a transcript in writing and pay a $10 processing fee.

CAREER PLANNING

Placement

The Academy assists students with job placement. Employers are encouraged to interview students, and every effort is made to secure a job opportunity for each graduate.

Students are prepared in the latter part of training to seek employment. Job opportunities are posted.

The Academy cannot guarantee placement.

Reciprocity*

Licensed cosmetologists, estheticians, nail technologists,

instructors and massage therapists from Missouri may apply for licenses in their field of expertise in other states and must comply with each state's laws and rules to become licensed in that state.

Additional reciprocity information may be obtained in the Admissions office. See page 6 of this catalog for more information.

Licensing Requirements

To be licensed in **cosmetology** in Missouri, students must complete 1500 hours of board approved training, graduate from an approved school and pass both a practical and a written state board exam.

To become licensed in **esthetics** in Missouri, a student must complete 750 hours of approved training, graduate from an approved school and pass both a practical and a written state board exam.

To become licensed in **nail technologist** in Missouri, a student must complete 400 hours of board approved training, graduate from an approved school and pass both a practical and written state board exam.

To become a licensed **instructor** in Missouri, a student must complete 600 hours of board approved training, graduate from an approved school and pass both a practical and written state board exam.

To become a licensed **barber** in Missouri, a student must complete 1000 hours of board approved training, graduate from an approved school and pass both a practical and a written state board exam.

To become licensed in **massage therapy** in Missouri, a student must complete 625 hours of approved training, graduate from an approved school, review of the results of a criminal background check ($40-$55 cost to the applicant) by the Missouri Board of Therapeutic Massage and pass a written state board exam (MBLEx).

Career Opportunities

There are many opportunities open to licensed cosmetologists, estheticians, nail technologists, instructors and massage therapists.

The Academy prepares all graduates for the licensing exam and entry-level positions in hair studios, salons, spas and destination spas. Additional industry experience could lead to employment as a manufacturer sales/education person, a distributor sales consultant and in admissions and financial aid in cosmetology schools.

Additional licenses are usually required to become an educator in a school of cosmetology arts and sciences.

Tuition & Fees

See Page #21 – 29.

STUDENT POLICIES

These policies are important to your success at The Academy and are a condition of your enrollment. Your attitude must be positive to attract guests and friends. Demonstrate maturity and tolerance in the handling of difficult people and situations.

Learning

Subjects being taught are reviewed and built upon constantly. If you don't understand a subject or a process, seek help from an educator. Our goal is to assist your learning. You are a student and not an employee; therefore, will not be paid a wage. Students' education and a large part of the learning process include the performance of services on guests as well as duties such as laundry, learning sanitation/cleaning, and keeping supplies stocked *(other such activities will be included in your syllabus given at orientation)*. You will learn a great deal through these activities. Your goal is to learn as much as you can through many different means. Learning and memorizing are not the same. Learning means you take what is covered in your thinking and can use it. Memorizing is short term and will not last.

Dress Code/Appearance

We want our students to look the utmost professional while also reflecting a clean and effective learning/working environment.

Our dress code is strictly scrubs only. On Fridays, denim jeans can be worn if there are no holes above the knee. They can be worn ONLY if they are worn with a shirt that is your team color or a City Pointe Beauty Academy T-Shirt.

Personal hygiene is essential professional behavior as it promotes a positive image, fosters respect among your fellow students, prevents the spread of illness, contributes to confidence, makes a better first impression and can even improve productivity by promoting a healthy work environment. Students must demonstrate proper cleanliness and self-care throughout their training.

Scrubs:

- **Red**, **Black**, Or Grey Colored Scrubs
- Scrub Matching Tops & Pants (Any style)
- Scrub Skirts
- Fashion Shirts Underneath
- Accessories
- **Black** Jackets

Shoes:

- Any shoes that are clean.
- Any Shoes that are in good repair
- Only Tennis Shoes in Spa

Prohibited list:

- Crocs
- Flip Flops

Community Service

Part of being a professional and a good citizen is giving back to the community. Students at City Pointe Beauty Academy are encouraged but not required to contribute time to a community service organization while in school. We recommend our students donate 12 hours, Esthetics, Nail Technology and Massage Therapy students donate 6 hours and Barbers donate 9 hours.

Our goal is to help graduates look at the communities they will grow their careers in and find opportunities to give something back after they are out of school.

Housing

Contact admissions for assistance in locating housing.

Extra Education

Extra educational events are held at The Academy.

Personal Services are a Privilege

To ensure that there are students available to provide services for walk-in guests The Academy has the following policy regarding students receiving or performing services on each other. The Academy requires that all involved with student services, the student receiving and the student performing receive permission from the educator in the student-training area for that day.

To be eligible for student services students must have an 85% gpa and 91% attendance. No student services will be performed on Friday or Saturday. After the foundational period, students are eligible for vouchers called City Bucks that can be redeemed for services only. Students may receive $40 in City Bucks for 100% attendance.

Students may receive $30 in City Bucks for 95% attendance and up. If the students service exceeds the amount of City Bucks the student has, the student must pay an additional amount. Student services are to be performed with other students only. Educators do not perform services for students.

Interruptions

When a class is being held in any room of The Academy, it is important that class **is not** interrupted. Please stay in the classroom or styling area where you are assigned for the day.

Conduct

Students at City Pointe Beauty Academy are expected to conduct themselves with Integrity. Integrity is important, because it builds trust, fosters strong relationships, and guides ethical decision-making in both your personal and professional life. It is a cornerstone of good character, promoting emotional stability, a positive reputation, and the ability to lead effectively. In society, a collective commitment to integrity is crucial for a stable cohesive social fabric with higher levels of trust and cooperation.

Disrespect for the Academy's instructional process and its learning environment by a student's misconduct will not be tolerated. Any student whose inappropriate behavior disrupts classroom, instruction, student-training area training, clocks in and leaves campus or any student who refuses to perform a skill when and as directed by the educator in the student-training area may be subject to suspension from the classroom or student-training area and will be sent home for the remainder of the day. The hours that the student misses because of the suspension must be made up and the over contract fee will be applied to those hours. Any student who commits a second instance of unacceptable behavior in either the salon, the spa or the classroom is subject to termination.

Standards

Students must be an example of good grooming and should be in the best of health. All cosmetology/barber/massage laws and rules are practiced and taught. Lack of basic honesty and integrity will result in termination.

Testing Policy

During examinations, you must do your own work. Cell phones will be put away. Any collaborative behavior or cell phone use during the examinations will result in zero on the test for all parties involved and Academy disciplinary action up to and including dismissal from the program.

Phones and Cell Phones

Students may not use The Academy's phones for personal calls. Personal calls using your cell phone are restricted to the lounge or outside on breaks or lunch periods. Cell phone use in the student-training area is restricted to professional use.

Complaint Procedure

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1) The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of grievance occurred.

2) The complaint form will be given to the school Director.

3) The complaint will be reviewed by management, and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution to the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

4) If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.

5) Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

6) In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting their case followed by the school's response. The hearing committee will be allowed to ask questions of all Involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7) Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

8) In the event a student feels a complaint may need further attention they may address a complaint to the Missouri Board of Cosmetology & Barber Examiners, P.O. Box 1062, Jefferson City, MO 65102, phone 573-751-1052, the Missouri Board of Therapeutic Massage, P.O. Box 1335, Jefferson City, MO 65102, phone 573-522-6277,the Missouri Department of Higher Education, P.O. Box 1469 Jefferson City, MO 65102, phone 573-751-2361, which certifies the school to operate or the National Accrediting Commission of Career Arts & Sciences, Inc., 3015 Colvin Street, Alexandria, VA 22314, Phone 703-600-7600 which is the schools is accrediting agency.

Attendance Policy

Regular attendance and punctuality are important to maintain as professional. Our goal is for each student to graduate on time, ready for the real world. Students must clock in and out each time they enter or leave the campus on the provided time clock computer. Failure to clock in and out properly may result in loss of credit for the day. It is the responsibility of the student to monitor their attendance on their Prestige log in and report any errors to their educators within 7 calendar days of the error or it will remain as is on the attendance record. Students are expected to come during their contracted hours. A student must maintain an attendance percentage of 85% or above to graduate from The Academy. To avoid over-contract fees, a student must graduate by their contract grad date. (over-contract policy page 5) Team leaders are routinely checking their team members' attendance to coach the student to graduate by this date. All students are required to take at least a 15-minute break when clocked in for 4 hours or more.

Extra hours

Students will be allowed a 15-minute early to start to allow for setting up for the day as well as a 15-minute part for cleanup and the end of a shift. Some extra hours may occur naturally such as services running into a student's break or lunch, services running over at the end of a shift, extra team meetings or educational events.

If it is determined that a student is below 85% attendance and attending their regularly scheduled hours is not enough to bring the attendance percentage to 85% a student will be placed on a specific extra hour's plan to remediate the poor attendance.

Excused absences may be made up with a specific plan made with students' team leader within 30 days of absence.

All extra hours are supervised by instructors in accordance with the Missouri State Board student to educator ratio.

Absences and Tardies

A tardy is arriving late to your scheduled shift. The following is a list of possible excused absences or tardies.

1. Illness of student or immediate student family – living within the household *(child, spouse, parent, significant other)* with a doctor's excuse.
2. Funeral of a family member *(child, spouse, parent, sibling, grandparent, significant other*) with documentation from Funeral Home or Crematory – *(death certificate)* that can be verified.
3. Car accident, car trouble, or moving violation, with Police report/ticket or proof of car failure.
4. All doctor appointments require a doctor's written excuse.
5. A student who is set to graduate by their contract grad date may request an absence 2 weeks in advance and have it considered excused.

No Call – No Show. A student must call into the front desk 417-673-8828 or post to our student attendance page at least 30 minutes before their scheduled shift or they can be considered a no call no show. A student may be suspended per school suspension policy **and may lose scholarship** *(if applicable)* **for "NO CALL – NO SHOW".**

A student may be dismissed from the program after the third ***"No Call – No Show".***

Any school suspension will result in loss of any scholarship that has been awarded to any student in attendance at City Pointe Beauty Academy (if applicable).

If Absent, documentation for the absence must be provided upon returning to school. *If no documentation is provided, it will be considered an unapproved absence and will result in hours that must be made up after contract graduation.*

Suspension Policy

Students may be suspended for poor performance, excessive absence, excessive tardiness, insufficient progress, disrespect or inappropriate behavior. If a student is suspended, the student will be advised about the problem and what the student must do to correct the problem.

It Is the Intent of The Academy to prepare professional people for a career. If a student has limited likelihood of success in this career, it is the responsibility of The Academy to advise the student how deficiencies could be corrected.

Termination

A student may be terminated for inadequate grades, failure to comply with attendance policies or failure to comply with any of the student policies of The Academy as outlined in the student policies *(part of the contract)* and this catalog. If at any point during students' time at the Academy their attendance reaches 77% or less the student shall be terminated from City Pointe Beauty Academy. Decisions to terminate may be appealed. *See Appeal Procedure pg. 17. A student wishing to re-enter after termination will do so under the Re-Entry without Satisfactory Progress Policy.

Over Contract Charges

Each program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and program. If a student does not graduate within the contract period, additional training will be billed at the rate of $20 per hour, payable in advance until graduation. ***Students will not be allowed to clock in until payments arrangements are made.***

Program	***Contract Completion Hours*** *(prg. hrs.plus 10%)*
Cosmetology	*1650 hrs.*
Barber	*1320 hrs.*
Barber Crossover	*50 hrs.*
Esthetics	*825 hrs.*
Massage Therapy	*687.5 hrs.*
Instructor	*660 hrs.*

Care of Texts and Equipment:

Texts and kits are provided. Have them in The Academy **every day**. If an item is lost or broken, replace it promptly. An educator will order replacements for you at cost. Borrowing is not allowed. Lock up your professional tools. Your texts are your personal, professional library. Keep notes to aid your learning.

Keep your work area ***(classroom or styling area)*** clean and neat at all times. Clean up all workspaces after using them. You will be responsible for sanitation duties daily. An educator must check these duties before leaving each day. Academy equipment is not to leave the building at any time.

Supplemental Educational Materials

Students have access to professional reference materials, DVDs, dictionaries, online materials, magazines and product knowledge information that support and supplement the program of study. The library is found in The Academy's conference room and is available to be checked out. Items must be checked out with an educator.

Students will have an opportunity to customize their education with an additional Certificate. Students at City Pointe Beauty Academy will have an opportunity to take advanced classes in their chosen areas of interest, taught by an educator who specializes in that area, such as:

- **Advanced color**
  - **Theory**
  - **Lived-in color**
  - **Blonding**
  - **Vivid color**
  - **Corrective color**
- **Advanced skin techniques**
- **Advanced nail techniques**
- **Textured hair cutting**
- **Hair extensions**
- **Beard and mustache design**

Once completing the classes, showing skills mastery, and turning in all required projects, the student will be awarded a Certificate in their chosen area of study.

Hours

Academy hours are assigned according to the program taken. Your schedule is part of your enrollment agreement and is subject to change. The electronic scanner time clock tracks your hours and records in minutes. Even one minute late is considered tardy!

Smokers

The Academy is a smoke-free campus.

Lockers

Students will use a locker to store personal items. Students are provided with a padlock that must be returned in working condition or a $5 fee will be charged. Keep your locker clean.

Grades

All training must be completed with an 85% average. Any student who does not earn this average will be assigned remedial work to continue with their program.

Incompletes

Incompletes are given only at the discretion of the educators. When the student is making every attempt to learn a skill or subject but requires additional time to complete the work successfully the educator discretion will be used in determining how long the student will have to complete the work. The student will be given notice of the deadline and work that must be completed when/if an incomplete is given.

Inadequate Grades

When a student is weak in one or more areas of study or skill, the educators will determine a period of time the student will have to complete the work satisfactorily. The student will be informed immediately after a grading period how a weakness can be corrected. The student will be advised of progress during the grading period.

Food and Beverages

Keep eating and drinking confined to the student lounge. Water in bottles is allowed in the classroom during class. No beverages or food are allowed at any of the workstations–hair, skin, nails or massage areas.

Parking Area

Please Park in the back lot or away from the front of the building ***(northeast lot is for Academy student parking)***. The closer parking spots are reserved for our guests.

Educator in Charge

While you are working on practical skills, either in the classroom or the styling area, please work with the educator who has responsibility for that area.

Constitution Day

City Pointe Beauty Academy celebrates Constitution Day on or near September 17 of each year.

Student Property in Event of Drop or Termination

If a student drops, does not return from a leave of absence or is terminated by the academy, the student has 10 business days *(excluding Saturday, Sunday & holidays)* to claim personal property, including books and kit. If such property is not claimed within that time frame, the property will be destroyed.

CONSUMER INFORMATION AND DISCLOSURES

Student and prospective students can obtain additional information about The Academy by contacting the school directly. General information – may be found on the website: www.citypointebeauty.com or by calling (417) 673-8828.

Financial Aid Information

For information relating to financial aid contact the Financial Aid office by email at: justin@citypointebeauty.com or by calling (417) 673-8828.

Admissions Information

Information regarding admissions may be obtained by contacting our Admissions Office at (417) 673-8828 or by email at: admissions@citypointebeauty.com.

Title IX Coordinator

Information regarding campus security may be obtained by contacting the campus coordinator at (417) 673-8828 or email darcy@citypointebeauty.com or see Title IX Disclosures insert.

PRE-ENROLLMENT INFORMATION

Cosmetology–Class CA-hairdressing and manicuring (SOC 39-5012)

Compensation Expected

A cosmetology graduate can expect an entry-level salary ranging from about $22,500 to $35,000 per year plus gratuities, this can vary significantly based on location, employer, and individual skill and experience. While the national average for experienced cosmetologists is higher, new graduates may earn less until they build their client base and reputation. Some work on commission and others work as independent stylists.

Physical Demands of Cosmetology

Cosmetology can be considered strenuous. It does require a good level of physical endurance and can be demanding due to the nature of the work involved. In cosmetology care must be taken to protect your back, legs and feet. One way to do this is strength training to enhance your back, abdomen and leg muscles. Regular weightlifting exercises will benefit individuals in this profession. Regular exercise will help to promote all over body conditioning and improve circulation in your legs and feet. Consult your doctor before beginning any exercise program. Because this job requires that you stand for long periods of time, it is suggested that you wear proper fitting, supportive shoes and support hose. These are not a requirement but will help to increase your chances of longevity in the profession.

Safety Requirements of Cosmetology

Safety suggestions for this profession include wearing shoes that would not be slippery when walking on a damp floor. Because you will always be working with water, there is a risk of water spills. Damp hair lying on the floor can also pose a chance of slipping. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each stylist to promote a safe work environment. Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals. Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

Licensing Requirements for Cosmetology in Missouri

Cosmetology graduates completing 1500 hours and all course work may take the state board exam to receive a Class CA-hairdressing and manicuring license in Missouri. The exam covers cosmetology theory, Missouri law and rules related to cosmetology. The exam includes both a written and practical portion.

Barber (SOC 39-5011)

Compensation Expected

A new barber's salary after graduation will vary, but they can expect to make between $20,000 and $40,000 per year on average, plus gratuities, with potential to earn significantly more with experience, location, additional skills, and by owning their own shop. Factors like working full-time, building a strong client base, and working in high-cost areas will increase earning potential.

Physical Demands of Barber

Barbering Is Physically Demanding. Long hours on your feet, bending over clients, and using tools for extended periods can be tiring. The nature of the job means that you are constantly in motion if you are cutting, styling, or shaving. While physical demands are placed on the body in any career, in barbering, care must be taken to protect your hands, back, legs and feet. One way to do this is strength training to enhance your back, abdomen and leg muscles. Regular weightlifting exercises will benefit individuals in this profession. Regular exercise will help to promote all over body conditioning and improve circulation in your legs and feet. Consult your doctor before beginning any exercise program. Because this job requires that you stand for long periods of time, it is suggested that you wear proper fitting, supportive shoes and support socks. These are not a requirement but will help to increase your chances of longevity in the profession.

Safety Requirements of Barber

Safety suggestions for this profession include wearing shoes that would not be slippery when walking on a damp floor. Because you will always be working with water, there is a risk of water spills. Damp hair lying on the floor can also pose a chance of slipping. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each stylist to promote a safe work environment. Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals. Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

Licensing Requirements for Barber Missouri

Barbering graduates completing 1000 hours and all course work may take the state board exam to receive a Class CA-hairdressing and

manicuring license in Missouri. The exam covers barber theory, Missouri law and rules related to barbering. The exam includes both a written and practical portion.

Esthetics – Class E-esthetician (SOC 39-5094)

Compensation Expected

Esthetics graduates earn from $30,000 to $35,000 annually plus gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay estheticians resulting in much higher pay after an introductory period of several months. Retail commissions are also common. Many salons/spas now offer benefits resulting in higher earnings.

Physical Demands of Esthetics

An esthetician is required to sit or stand and lean forward while providing most services. While physical demands are placed on the body in any career, in esthetics, care must be taken to protect your hands, back, legs and feet. One way to do this is strength training to enhance your back, abdomen and leg muscles. Regular exercise will help to promote all over body conditioning. Consult your doctor before beginning any exercise program.

Safety Requirements of Esthetics

Safety suggestions for this profession include wearing shoes that would not be slippery when walking on a damp floor, because you will always be working with water and there is a risk of water spills. All water spilled should be wiped up as quickly as possible. It is the responsibility of each esthetician to promote a safe work environment. This job requires that your hands need protection from chemicals and continuous exposure to water and cleaning agents. Hand-care products are recommended to all service professionals. Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals. Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

Licensing Requirements for Esthetics in Missouri

Esthetics graduates completing 750 hours and all course work, may take the state board exam to receive a Class E-esthetician license in Missouri. The exam covers esthetics theory and Missouri law and rules related to esthetics. The exam has both a written and practical portion.

Nail Technology – Class MO-manicurist (SOC 39-5092)

Compensation Expected

Nail Technology graduates typically range in earnings from $20,000 to $25,000 ($15-$25 per hr.) in salary plus gratuities in an entry-level position depending on the work schedule and the area population. A commission scale is commonly used to pay nail technologists, resulting in much higher pay after an introductory period of several months. Retail commissions are also common. Many salons now offer benefits resulting in higher earnings.

Physical Demands of Nail Technologists

Physical demands placed on the body in any career, in Nail Technology, care must be taken to protect your wrists, hands and fingers. Repetitive movements, such as filing, polishing, and painting nails, can strain your hands and wrists. Regular exercises and stretches will help strengthen and prevent problems. Regular exercise will help promote overall body conditioning. Consult your doctor before beginning any exercise program.

Safety Requirements of Nail Technologists

Safety suggestions for this profession include keeping chemicals away from your eyes or your client's eyes. If a product should get into the eyes, flush the eyes with water immediately and call a doctor. Keep small children away from the nail tables at all times. A mask may be worn during the filing of artificial nails to prevent dust particles from being inhaled. The use of a low-dust product will also alleviate this problem.

Licensing Requirements for Nail Technologists in Missouri

Nail Technology graduates completing 400 hours and all course work, may take the state board exam to receive a Class MO-manicurist license in Missouri. The exam covers nail technology theory and Missouri law and rules related to nail technology. The exam consists of both a written and practical portion.

Instructor (SOC 25-1194)

Compensation Expected

Instructor graduates earn from $32,000 to $47,000 in salary in an entry-level position depending on the work schedule and the area population. Entry-level instructors with little teaching experience typically fall into the lower end of the pay scale, starting around $32,000 to $35,000 annually.

Physical Demands of Instructors

Physical demands are placed on the body in any career, an Instructor, must be take care to protect back, legs and feet. Regular exercise will help to promote all over body conditioning and improve circulation in your legs and back, abdomen and leg muscles. Regular weightlifting exercises will benefit individuals in this profession. We recommend consulting your doctor before beginning any exercise program. Because this job requires that you stand for long periods of time, it is suggested that you wear proper fitting, supportive shoes and support hose. These are not a requirement but will help to increase your chances of longevity in the profession.

Safety Requirements of Instructors

Safety suggestions for this profession include wearing shoes that would not be slippery when walking on a damp floor, because you will always be working with water and there is a risk of water spills. Damp hair lying on the floor can also pose a chance of slipping. Hair needs to be swept up following each haircut to minimize accidents. Water spilled should be wiped up as quickly as possible. It is the responsibility of each instructor to promote a safe work environment. Gloves should be worn during chemical services to reduce any allergic reaction an individual may have to chemicals. Any product that might accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

Licensing Requirements for Instructors in Missouri

Instructor graduates completing 600 hours and all course work may take the state board exam to receive an instructor license in Missouri. The exam covers instructor theory and Missouri law and rules related to instructors. The exam has both a written and practical portion.

Massage Therapy– LMT-licensed massage therapist (SOC 31-9011)

Compensation Expected

A graduate massage therapist can expect an entry-level annual salary around $37,000 to $42,000, though this can vary significantly based on location and employment setting. A therapist working for an employer might start at an hourly rate of $9 to $32, while a self-employed therapist may set their own rates, generally aiming for around $1 per minute of massage, or $50-$65 per hour for a session.

Physical Demands of Massage Therapy

Physical demands are placed on the body in any career, in massage therapy, care must be taken to protect your back, legs and feet. One way to do this is strength training to enhance your back, abdomen and leg muscles. Regular exercise will help to promote all over body conditioning and will improve circulation in your legs and feet. Consult a doctor before beginning any exercise program. Because this job requires you to stand for long periods of time, it is suggested that you wear proper fitting, supportive shoes. These are not a requirement but will help increase longevity in the profession.

Safety Requirements of Massage Therapy

Safety suggestions for this profession include wearing shoes that grip the floor and would not slip if walking on a damp floor. Any

product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

Licensing Requirements for Massage Therapy in Missouri

Massage Therapy graduates completing 625 hours and all course work may take the Massage and Bodywork Licensing Exam (MBLEx). To receive an LMT- licensed massage therapist in Missouri the applicant must complete a criminal background check ($40-$55 cost to the applicant), to be reviewed by the State Board of Therapeutic Massage, in addition to graduating from an approved program, and passing the Massage and Bodywork Licensing Exam (MBLEx). The exam covers massage theory, Missouri law and rules.

Research Occupations

Further information may be found at: www.onetonline.org

Professional License Reciprocity Disclosure

City Pointe Beauty Academy provides programs of study that meets curriculum requirements as approved by the State of Missouri. For states outside of Missouri the institution has not made a determination as to whether the programs meet other states' educational/licensure requirements. Information concerning other states' requirements can be found:

https://www.beautyschoolsdirectory.com/faq/license-requirements

All programs offered at City Pointe Beauty Academy led to professional licensure in the State of Missouri. The institution does not provide training specific to other state regulations. All students, including those who live in bordering states, are informed prior to enrollment that the education received here at City Pointe Beauty Academy follows the Missouri State Board of Cosmetology & Barber Examiners regulations as well as the Missouri Board of Therapeutic Massage. Missouri State Board of Cosmetology & Barber Examiners regulations require 1500 hours for Cosmetology, 750 hours for Esthetics, 600 hours for Instructor Training, 400 hours for Nail Technology and Barber which requires 1000 hours. The Missouri Board of Therapeutic Massage requires 625 hours for a Massage Therapist to be licensed. Prospective students are provided with information regarding hour requirements in other states by means of Student Handbook and can be found on our website. Prospective students and students are advised to review other states' regulations that pertain to their future decisions.

Students are required to complete all practices on campus, as we do not offer any form of distance education

As well the Academy cannot guarantee the transferability of hours to another institution. Our curriculums have not been reviewed for compliance with other states' professional licensure requirements.

Curriculum used by the Academy for the Cosmetology Esthetic Nail Technology and Barber programs is Pivot Point. For the Massage program is Mosby's Fundamentals of Therapeutic Massage and Essential Sciences. Milady is utilized for the Instructor program. All curriculum textbooks are recognized as nationally standardized curriculum through National Interstate Counsel. (NIC)

REGULATORY INFORMATION

Owners

City Pointe Beauty Academy (dba), 501 South Madison Street, Webb City, Missouri 64870 is owned by SPBK Enterprises, Inc., a Missouri corporation owned by Darlene Shepherd, Sherry Porter, Justin Porter and/or Carley Porter, Darcy Kisling and Amanda Lansford.

Licensure & Organizations

The Missouri Department of Higher Education and Workforce Development, P.O. Box 1469 Jefferson City, MO 65102, phone 573-751-2361 certifies the academy to operate in the State of Missouri. They are also licensed by the Missouri Board of Cosmetology & Barber Examiners, P.O. Box 1062, Jefferson City, MO 65102, phone 573-751-1052 as well as the Missouri Board of Therapeutic Massage, P.O. Box 1335, Jefferson City, MO 65102, phone 573-522- 6277.

Accreditation

The Academy is accredited by the National Accrediting Commission of Career Arts & Sciences, Inc., located at 3015 Colvin St., Alexandria, VA 22314 and phone 703-600-7600.

FINANCIAL AID INFORMATION

Financial Aid

Federal Student Aid is available to those who qualify. The Academy is approved for the Federal Student Aid Program, VA Education Benefits, Vocational Rehabilitation, Tribal funding, as well as the Workforce Investment Act (WIA) benefits for those who qualify.

Code of Conduct

(Based on Federal Regulations and the Higher Education Opportunity Act)

Personnel Affected

1. This code of conduct applies to all financial aid employees and all other employees and agents who have responsibilities with respect to educational loans or who have contact with guaranty agencies or lenders (either federal or private loan lenders). All decisions and **Student Choice -** All students must be given an equal and fair opportunity to choose from all lenders and loans, federal and private. These choices will not be limited to lenders or loans that are available through or recommended by City Pointe Beauty Academy. The Academy does not have a preferred lenders list.
2. **Student Interests** - City Pointe Beauty Academy - will seek relationships with lenders, which can provide the best benefits for students such as interest rates, fees, payment terms and services.
3. **Avoidance of Conflict of Interest -** A conflict of interest is created when an employee's personal situation interferes with their judgment, which can make him/her unable to act in the best interest of City Pointe Beauty Academy or the students attending the institution. All employees must avoid conflicts of interest. No employee shall have any relationship with any lender guaranty agency, nor accept any fees or anything of value, other than token marketing items and nominal conference refreshments, from any lender.

City Pointe Beauty Academy will not accept any service or anything of value from any lender or guaranty agency with exception of the following services: loan processing materials and financial literacy materials, training of financial aid staff related to loan processing, entrance and exit counseling services conducted under the supervision of a financial aid officer from City Pointe Beauty Academy, emergency staffing services and/or reimbursement of reasonable costs for domestic travel and training conferences hosted by lenders and/or guaranty agencies. All financial aid employees and all other employees and agents are required to comply with all the following rules *(prohibited relationships)* in this Code of Conduct regarding lender relationships and loans. In addition, they are required to notify the director/owner if they become aware of facts indicating that there may have been a violation of the Code of Conduct regarding lender relationships and loans. actions must be consistent with the following principle:

- *No financial aid employee or any other employee or agent shall act as an employee, consultant or sales representative or officer for any lender or guaranty agency.*
- *No financial aid employee or other employee shall serve on the Board of Directors (compensated or uncompensated) for any lender or guarantee agency.*
- *No financial aid employee or any other employee shall serve on any lender or guaranty agency's advisory board.*
- *No agent of City Pointe Beauty Academy will be allowed to serve on a lender or guaranty agency's advisory board*

without written approval from the director/owner to ensure the agent will comply with this policy.

WHO RECEIVES FEDERAL STUDENT AID?

Our most basic eligibility requirements are that you must:

- Demonstrate financial need
- Be a US citizen or an eligible noncitizen
- Have a valid Social Security number
- Maintain satisfactory academic progress in a postsecondary
- school and show you are qualified to obtain a post-secondary
- education by:
  - having a high school diploma or HiSET equivalency certificate
  - completing a high school education in a home school setting approved under state law

Types of Financial Aid Available

Federal Pell Grant

Pell Grants are the foundation of federal student aid. These grants are awarded based on a student's Expected Family Contribution (SAI), Cost of Attendance, Enrollment Status and are need based. Award amounts are not affected by other aid sources. The student should work with the school's **Financial Aid** Department for assistance in completing the application.

Federal Student Loans

Federal Student Loans are available as a subsidized, unsubsidized or a combination of both types. Students are not required to make payments on either type of loan while enrolled at least half time at an eligible educational institution. However, students may choose to make regular or interest-only payments while enrolled.

Subsidized Student Loans are awarded based on a students demonstrated financial need, as determined by City Pointe Beauty Academy's Financial Aid Director and the FAFSA. These loans are interest free while the student is enrolled at least halftime at an eligible educational institution or during authorized grace and deferment periods. Interest is charged when the loan is in a repayment or forbearance status.

Unsubsidized Student Loans are awarded regardless of students demonstrated financial need. These loans begin to generate interest charges immediately after disbursement. These charges may be deferred during at least half-time enrollment, grace and deferment periods, but they will be capitalized *(added to the outstanding loan balance).*

Federal Direct Loan Amounts

Federal Student Loan funding will vary for each student. The type and amount of each loan is determined by the City Pointe Beauty Academy's Financial Aid Office based on demonstrated financial need, class level, other financial aid and previous borrowing totals. The Maximum borrowing amount and clock hours may vary from state to state. For more information, please contact the Financial Aid Officer, by emailing justin@citypointebeauty.com or by calling 1 877-673-8822 ext.15.

Federal PLUS Loans

PLUS, Loans are federal loans that graduates, professional degree students and parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the Direct Loan

Eligibility for a PLUS Loan

To qualify for a PLUS loan, the student for whom the funds are intended must attend school on at least a half-time basis in an approved program. Eligibility is also based on the borrower's creditworthiness. Students whose parents are unable to obtain credit approval for a PLUS loan may qualify for additional funding through the Federal Student Loan program. Applicants who are denied a PLUS loan based on an adverse credit decision may contact the **Financial Aid Director** to request an account review.

Federal PLUS Loan Amounts

The amount available in Federal PLUS Loan funding will vary for each borrower. The maximum amount of each loan is determined by the City Pointe Beauty Academy's Financial Aid Office based on the students' expected costs and other financial aid amounts.

Alternative Student Loans

When applying for financial aid, you need to be aware of the various types of loans available to you and the terms and conditions of such a loan. You may be eligible for a private education loan through your local bank; however, you may also qualify for Title IV grants and loans and that the terms and conditions of Title IV loans may be more favorable than the terms and conditions of private education loans. Be aware of the terms and conditions of any loans that you take out and make a choice that best suits your needs and ability to pay back the money borrowed. Please contact the school at 877-673-8822 ext. 102 for further information regarding alternative student loan lenders.

How to Apply Pell Grants and Federal Student Loans

All students who have submitted a valid Free Application for Federal Student Aid (FAFSA) will be considered for Federal Pell Grant. Students should complete the following steps to apply for Pell Grants and Federal Student Loans:

1. Students will first need to create a fsa username and password to complete the **Federal Student Aid Identification** at **studentaid.gov.**
2. Complete the **Free Application for Federal Student Aid (FAFSA) www.fafsa.ed.gov** include our Federal School code # 042184 when submitting your application.
3. Contact City Pointe Beauty Academy's Admissions Coordinator to notify us that your application has been submitted.
4. Check your e-mail for your financial award notification. Financial aid offers come through the Financial Aid office.
5. Students accepting a Federal Student Loan for the first time at City Pointe Beauty Academy will be assigned by Direct Loans**:**
   - Complete **Federal Student Loan Entrance Counseling** online
   - Complete and sign Master Promissory Note
   - Upon graduation students will complete **Exit Counseling** online.

PLEASE NOTE: *A Master Promissory Note (MPN) can be completed and printed by going to www.studentaid.gov. If you choose not to complete the MPN electronically, you may complete it using the paper process by going to www.studentaid.gov. If you are using this method, please return the completed form to the Financial Director. At that time your loan will be electronically processed. The school's* ***OPEID# is 04218400*** *and should be used for loan processing.*

How to Apply for a Federal PLUS Loan

Parents of a undergraduate student should complete the following steps to apply for a Federal PLUS Loan:

- The student must complete the **Free Application for Federal Student Aid (FAFSA).** City Pointe Beauty Academy must have completed FAFSA before funds for a Parent Plus Loan can be disbursed.

Complete and return the Consent to Obtain credit form from Financial Aid Department.

1. *Complete entrance counseling*
2. *Complete and sign Master Promissory Note*

PLEASE NOTE: *A Master Promissory Note (MPN) can be completed and printed by going to www.studentaid.gov. If you choose not to complete the MPN electronically, you may complete it using the paper process by going to www.studentaid.gov. If you are using this method, please return the completed form to the Financial Aid*

Director. At that time your loan will be electronically processed. You may also apply electronically from many websites. The school's ***OPEID# is 04218400*** *and should be used for loan processing.*

Financial Aid Director

For assistance or to discuss payment options please call Financial Aid office at 417-673-8822 ext. 102 or you may email using justin@citypointebeauty.com. Our school's FAFSA code is **042184**. The FAFSA web site can be found at www.fafsa.gov.

Other Financial Resources

Other potential resources you should consider for financing your education include Scholarship aid, it is often available from high school organizations, church groups and social, civic and fraternal organizations with which you or your parents may be affiliated. Many companies provide scholarship aid for children of employees, while others provide tuition assistance to students who work for them part-time or full-time.

Veteran Educational Benefits

City Pointe Beauty Academy is approved for VA Educational Benefits for the training of veterans and veterans' children in accordance with the rules and regulations administered by the United States Department of Veterans Affairs. Representatives of the Department of Veterans Affairs, the individual State Approving Agencies and the Financial Aid Office, are available to advise you on eligibility for veterans' educational benefits. Contact the financial aid office for information about the filing of proper forms to plan your benefits well in advance of the start date for the class in which you desire to enroll.

The Department of Veterans Affairs may pay monthly educational allowances to qualified students to help defray the cost of tuition and living expenses. For further information, contact the Department of Veterans Affairs, the State Approving Agency or the financial aid director at City Pointe Beauty Academy. **PLEASE NOTE:** *Under Montgomery GI Bill Chapter 1606, and Survivor' and Dependents' Educational Assistance Chapter 35 students are paid directly by the VA. It is the students' responsibility to make any payments to CPBA for tuition and fees not covered by VA funds. Post 9/11 Chapter 33 and Vocational Rehabilitation and Employment Programs Chapter 31 see below. http://www.gibill.va.gov/*

Veterans Benefits and Transitions Act of 2018

City Pointe Beauty Academy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 of this title and ending on the earlier of the following dates:

- The date on which the Secretary provides payment for such course of education to such institution.
- The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.

As set forth in Section 103 of the Veterans Benefits and Transitions Act of 2018, City Pointe Beauty Academy shall not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries 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 U.S. Department of Veterans Affairs.

Workforce Investment Act (WIA) & Vocational Rehabilitation

At the **Missouri Career Centers** the staff can assist you in determining your eligibility for assistance with the costs of training through several available programs for those who qualify. http://jobs.mo.gov/jobseeker/find-a-career-center

Joplin Office
730 South Wall Avenue
Joplin, MO 64801-4542 Phone: (417) 629-3000

Institutional Financial Assistance

Scholarships are available to those who qualify. See page #33.

High School Achievement Scholarships are awarded to qualified students who have just completed or are finishing their senior year in a Missouri high school. One scholarship per high school is available each year for students entering in the next January, June, July or September class. See page 33.

Kenya Storm Memorial Scholarship See page 33.

Second Program See page 33.

Loan Disclosures

Student Loan Information is published by the U.S. Department of Education (The Guide to Federal Student Aid) and is available in the Financial Aid Office.

NSLDS (National Student Loan Data System) – student loans will be submitted to the NSLDS and will be accessible by guaranty agencies lenders and schools determined to be authorized users of the data system.

Fees

Federal Student Loans may be subject to an Origination and Default fee of a percentage that will be taken from the value of the loan; at the time it is disbursed to the school. Students should consider the fees charged when taking out Federal Student Loans.

Federal PLUS Loans may be subject to an origination and insurance fee of a percentage that will be taken from the value of the loan at the time it is disbursed to the school. Borrowers should consider the fees charged when taking out Federal Student Loans.

Repayment

Standard loan repayment begins after the loan grace period, 6 months after the student graduates, leaves school or drops below half-time enrollment. Standard repayment will be scheduled for fixed monthly payments over a 10-year period. Other repayment options are available to fit students' individual needs.

Standard PLUS loan repayment begins 60 days after the loan has been fully disbursed for the academic year. Interest will begin to accrue at the time of the first loan disbursement. Repayment will initially be scheduled for fixed monthly payments over a 10- year period.

Parents have the choice of making payments while the student is in school or deferring payments until the student graduates. If you choose to pay after graduation, interest will accrue from the time of full disbursement. You can choose to pay the interest monthly or you can defer payments for a period of 6 months on both interest and principal until the student leaves school. If you choose not to pay the interest monthly, it is capitalized no more than four times per year

Dependency Status

Dependency status is determined by the information that is filled out on the student FAFSA.

Dependency overrides can be done on a case-by-case basis for students with special circumstances such as students who are living in shelters, motels, cars, parks or who are temporarily living with other people because they have nowhere else to go. Students are also considered homeless if they are fleeing an abusive parent(s) who would otherwise provide the student with financial support and a place to live. A student is considered homeless if he or she lacks fixed, regular and adequate housing. Homeless youth determinations will be made on a case-by-case basis. Financial Aid will document such a decision in the student's file,

Academic Year/Grade Level Classification

1st Academic Year 0-900 clock hours – Grade Level One

2nd Academic Year 901-1500 clock hours – Grade Level Two

Enrollment Status

Students are considered **full-time** if they are enrolled 30 hours per week for Cosmetology and Barber or Esthetics and Massage Therapy for 25 hours per week.

Students are considered **half-time** if they are enrolled 20 hours per week for Cosmetology and 22 hours per week for Nail Technology.

Federal Student Aid (FSA) Credit Balance Policy

An FSA credit balance is created when the total of all FSA funds credited to a student's account exceeds the total of tuition, fees, room, board, and other eligible educational charges on a student's account. An FSA credit balance will be created by funds from the Federal Pell Grant and/or Federal Direct Loans.

Unless a student or parent *(in the case of a Parent PLUS loan)* authorizes a school to hold a credit balance, the credit balance will be paid to the student or parent as soon as possible but no later than 14 calendar days after the balance is created *(or 14 calendar days after the first day of class if the credit balance was created before the first day of class)*.

You can authorize City Pointe Beauty Academy to retain an FSA credit balance and pay it to you (the student or parent, as applicable) in accordance with City Pointe Beauty Academy's Procedure for Paying Federal Student Aid Credit Balances. City Pointe Beauty Academy will pay credit balances by issuing a check to the student or parent, *(as applicable)*, within 14 days of the creation of a credit balance in the students' account.

A student or parent has the right to withhold authorization. If you elect not to authorize the City Pointe Beauty Academy to hold your FSA credit balance; the funds will be paid to you (the student or parent as applicable) within the 14-day period noted above.

Note: *If you elect not to authorize City Pointe Beauty Academy to hold a credit balance or if you later cancel your authorization, you will be required to pay any outstanding charges to the school.*

Authorization will remain in effect for each subsequent payment period unless it is withdrawn. Authorization may be withdrawn for subsequent pay periods; however, in no case will City Pointe Beauty Academy hold an FSA credit balance of loan funds beyond the end of the loan period, nor an FSA credit balance of other funds beyond the end of the last payment period in the award year for which the funds were awarded.

Authorization may be withdrawn at any time by providing a written request to the following address:

City Pointe Beauty Academy
Financial Aid Office
Justin Porter
Director of Financial Aid
501 South Madison St.
Webb City, MO 64870

If a student withdraws authorization, City Pointe Beauty Academy will deliver any remaining credit balance to the student/parent within 14 days. *(Note your cancellation is not retroactive.)*

Student/Parent Notification and Cancellation

The school will disburse the following loans to your/your students' tuition account. You have the right to cancel all or a portion of the loan or loan disbursement.

You have the latter of the following to cancel:

- *The first day of the payment period, if the school sends the notice more than 14 days before the first day of the payment period:*
- *Within 14 days after the date the school sent the borrower notice explaining the borrower's right to cancel.*

If the borrower informs the school after either of these deadlines, the school may still honor the students' request for a loan cancellation, but the school is not required to do so. Regardless of when the school receives the request, the school will inform the student and/or the parent in writing or by electronic means of the outcome of the request.

Verification

Verification is a review process in which the accuracy of various data reported by the student/parent on the student's Free Application for Federal Student Aid (FAFSA) is verified. Each year students are randomly chosen to provide documentation to verify that all information submitted on the FAFSA is correct. If a student is chosen for verification, all documents must be submitted to the Financial Aid Department no later than two weeks after receiving notification that verification is needed. Students who do not supply the needed documents within the two-week time frame may be dismissed from the institution if alternative methods of payment are not resolved.

Professional Judgment Policy

The Department of Education accounts for students' unique situations by authorizing Financial Aid Administrators to exercise Professional Judgment to adjust data elements used to determine a student's Expected Family Contribution (SAI), components of a program's Cost of Attendance (COA) and/or dependency status. The two categories Financial Aid Administrators consider in exercising Professional Judgment are special circumstances and unusual circumstances. Special circumstances refer to the financial situations that justify making an adjustment to the data elements in the SAI calculation or the components of the COA.

Unusual circumstances refer to conditions that justify an adjustment to a student's dependency status based on a unique situation and allow an administrator to complete a Dependency Override.

If a student has a unique situation in either category of special and/or unusual circumstances, they may request our Financial Aid Office to review their individual circumstances. Additionally, if a student has attended an institution previously and had a professional judgment determination based on an unusual circumstance that led to an override of the student's dependency status, that determination applies at our institution as well. Upon review, our aid administrators will make a final determination on where a Professional Judgment is substantiated and make the necessary adjustments to reflect that decision.

Procedures and Review Process

Students may make a request in person to the Financial Aid office. When the Financial Aid Office is made aware of student's special and/or unusual circumstances, whether through student request or standard due diligence, our aid administrators will review such cases in a reasonable timeframe, within 60 days. Our office may conduct an interview with the student and may request additional documentation to substantiate the students' situation. Any Professional Judgment exercised by our Financial Aid Office is made on an individual, case-by-case basis. The Financial Aid Office strives for consistency in treatment of students with similar unusual circumstances.

If our office concludes a Professional Judgment is warranted, we will determine which adjustment applies to the student's circumstances. If the Professional Judgment necessitates changes to the data elements in the SAI or the components of the Cost of Attendance, our office will document the new figures in the student file. Additionally, our office will generate a final determination of the review and whether a Professional Judgment was applied under their circumstances.

- If an adjustment is made to the components of the Cost of Attendance, our office will generate an updated financial aid offer.

- If an adjustment is made to the data elements used to calculate a student's SAI, our office will electronically make changes to the student's FAFSA and generate a new valid ISIR. When changes are made on the FAFSA with a student or parent's updated data element, the SAI is automatically recalculated and will be reflected on the new ISIR. Our office will utilize the new SAI to generate an updated financial aid offer.
- If an adjustment is made to the dependency status of a student, our office will electronically make changes to the students' FAFSA and generate a new valid ISIR that reflects the independent status and an updated SAI. Our office will utilize the new SAI and Independent status to generate an updated financial aid offer.

Please note: The updated SAI is used for eligibility determination for all academic programs. No payment is made on a Pell grant until a valid ISIR is received. All professional judgment changes apply only to data changes and apply to all Title IV programs.

RETURN OF TITLE IV FUNDS (R2T4) POLICY

This policy applies to all eligible students receiving Title IV funds, specifically the Federal subsidized, unsubsidized loans, PLUS loans and Pell Grants. Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period, for which the assistance is awarded. When a student withdraws from their program, for any reason including medical withdrawals, they may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive.

If the student withdraws prior to completing over 60% of a payment period, they may be required to repay a portion of the federal financial aid that the student received for that term. A pro rata schedule is used to determine the amount of federal student aid funds the student will have earned at the time of the withdrawal.

Federal aid includes Federal Student Loan (subsidized and unsubsidized), Plus Loan and Pell Grants. Students earn their financial aid in proportion to the amount of time in which they are enrolled. Therefore, a student who withdraws in the second week of classes has earned less of their financial aid than a student who withdraws in the seventh week. Once 60% of the scheduled hours in a payment period are completed, a student is considered to have earned all their financial aid and will not be required to return any funds.

Student Early Withdrawal

The policy for withdrawal of a student is the same whether the student withdraws voluntarily or is withdrawn due to some action requiring dismissal.

1. When a student discontinues training at The Academy, the following steps must be taken:
2. The student meets with their coach and/or the owner to discuss reasons for withdrawal and attempt to resolve the challenges causing the drop.
3. The student meets with the FAO to complete the exit interview.
4. The Return to Title IV calculation must be completed. Deborah John and Associates (DJA) complete this process.
5. Exit counseling is completed online.
6. At the exit interview the student's file will be checked for correct documentation.

Withdrawal Date

Last day of attendance/withdrawal date is the last day student enters hours using the electronic fingerprint scanner to record hours.

Post Withdrawal Process

- The Academy will notify Deborah John & Associates (DJA), third party servicer that the student has withdrawn from a program…
- DJA notifies school what is needed to complete the student's FA file
- The Academy will gather the requested information, complete the R2T4 clock hour form and send to DJA
- DJA will review documentation to complete the file, process accordingly and calculate the post-withdrawal disbursement based on the R2T4 form provided
- DJA will prepare and forward an award letter, indicating the PWD amount (if any), then originate, post and call in those funds to the school's federal funds account(s)
- If a disbursement needs to be made, The Academy will then make a disbursement to the student at that time. *Disbursements during a student's tenure at The Academy will be monitored closely, to prevent post-withdrawal disbursements if possible.*

Calculation of Return to Title IV

The Federal Return of Title IV Funds formula dictates the amount of Federal Title IV aid that must be returned to the Federal government by The Academy and/or the student. The Federal formula requires a Return of Title IV aid if the student receives Federal financial assistance in the form of Direct Loans, Pell Grants or Plus direct loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before completion of 60% of the hours in the payment period. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g., if 40% was earned, 60% was unearned). The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period completed is calculated by dividing the total number of clock hours completed in the payment period by the number of completed clock hours in the payment period as of the withdrawal date. The Academy is responsible for returning any funds that were dispersed to The Academy during the payment period but were not earned by The Academy.

Refund and Repayment Compliance Requirements

A student, who withdraws prior to completion of 60% of the payment period, may be required to repay some of the Federal funds that were received for the payment period. The R2T4 included with the Institutional Refund will outline any charges the student must return to the Department of Education.

The following Title IV refund distribution is used for all Federal Title IV aid that must be returned to the Federal government or the lending institution by The Academy and/or the student:

1. ***Federal Unsubsidized Direct Loan***
2. ***Federal Subsidized Direct Loan***
3. ***Federal Plus Direct Loan***
4. ***Federal Pell Grant***

All refunded Title IV funds that are due to the Department of Education by The Academy are made within 45 days of the date The Academy determined the student withdrew.

Any student who is not on financial aid; monies due are issued to the party responsible for tuition payments.

Institutional and student responsibility regarding the Federal Return of Title IV Funds Policy

The FAO's responsibilities regarding the Return of Title IV Funds policy include:

- Providing each student with the information given in this policy;
  - The Academy's refund policy is in the enrollment contract and The Academy catalog.
- Identifying students affected by this policy and completing the Return of Title IV Funds calculation
  - DJA will do the calculations and inform The Academy.
- Inform the student of the result of the Return Title IV Funds calculation and any balance owed to The Academy as a result of a

required return of funds;
  - Returning any unearned Title IV aid that is due to the Title IV program and if applicable, notifying the borrower's holder of federal loan funds of the student's withdrawal date;
  - Notifying student of eligibility for a Post-Withdrawal Disbursement, if applicable;
- If a student fails to attend the exit interview, a letter or email will be sent to the student. It will explain the responsibilities of repaying the loan and where to get information concerning their loan.
- A student can contact the financial aid office at any time if they have questions concerning their loan or need information concerning loan consolidation.

The students' responsibilities regarding the Return of Title IV Funds policy include:

Becoming familiar with the Return of Title IV Funds policy and how withdrawing effects eligibility for Title IV aid:

- Resolving any outstanding balance owed to City Pointe Beauty Academy resulting from a required return of unearned Title IV aid.

The following is one example of an R2T4 process:

Student begins training September 11, 2012. The student misses on October 19 and 20. On November 10 the student stops coming to The Academy but has not notified The Academy they are officially withdrawing from the program. The Academy waits 10 days (November 13 – November 23) and determines on November 23 that the student is not returning to The Academy and completes an R2T4.

The student receives $2600 in Pell, $1750 in Subsidized Direct Loans and $2800 in Unsubsidized Direct Loans. The number of scheduled hours the student could have earned is 301 hours (43 days x 7 hours a day–this includes dates in which the student was not present).

In a payment period there are 450 hours that can be earned. The student completed 301 or 66.8% of the total hours. Therefore, all money paid out has been earned and The Academy is not required to return any funds. The student is now liable for the unpaid difference on the Subsidized Direct Loans and Unsubsidized Direct Loans according to the agreement in the master promissory note to the Department of Education.

ENTRANCE AND EXIT COUNSELING

Entrance and Exit Counseling – City Pointe Beauty Academy will ask you to complete entrance and exit counseling.

BORROWER'S RIGHTS AND RESPONSIBILITY

I understand I have the right to:

- Written information on my loan obligation and information on my rights and responsibilities as a borrower
- A copy of my MPN either before or at the time my loan is disbursed A grace period and an explanation of what this means
- Notification, if I am in my grace period or repayment, no later than 45 days after a lender assigns, sells or transfers my loan to another lender
- A disclosure statement, received before I begin to repay my loan, that includes information about interest, fees, the balance I owe, and a loan repayment schedule
- Deferment or forbearance of repayment for certain defined periods, if I qualify and if I request it
- Repayment of my loan in whole or in part anytime without an early-repayment penalty
- Documentation that my loan is paid in full I understand I am responsible for:
- Completing exit counseling before I leave school or dropping below half-time enrollment
- Repaying my loans per my repayment schedule even if I do not complete my academic program, I am dissatisfied with the education I received, or I am unable to find employment after I graduate
- Notifying my lender or loan servicer if I:
  - Move or change my address
  - Change my telephone number
  - Change my name
  - Change my social security number
  - Change employers or my employer's address or telephone number changes
- Making monthly payments on my loans after my grace period ends, unless I have a deferment or forbearance
- Notifying my lender or loan servicer of anything that might alter my eligibility for an existing deferment or forbearance.
  - I have received entrance counseling material for Direct Loan borrowers.
  - I have read and understand my rights and responsibilities as a borrower.
  - I understand that I have a loan from the Federal government that must be paid.

LEAVE OF ABSENCE POLICY

A student who must take an approved Leave of Absence (LOA) or must withdraw from training for non-academic reasons may return to the program with no loss of SAP if the student was making SAP when the student left. Students must follow The Academy's policy in requesting an LOA. A written and dated request for an LOA must be submitted to the Financial Aid office prior to the LOA occurring. In addition, the student is required to list the reason for the LOA. If at all possible, a student needs to present documentation to support the request for a LOA. A student may be granted a LOA for any of the following reasons:

1) ***Financial Hardship***
2) ***Medical Issues***
3) ***Personal or Family Related Issues***

On the day the student returns from a LOA the student is required to inform the financial aid office of their return. The student's contract graduation date and maximum time frame will be extended for the same number of days the student was on LOA without any penalty to the student. This is reflected on the LOA Form processed in the Financial Aid Office and kept in students' permanent file. The LOA form is an enrollment agreement addendum and must be signed by all parties. LOA's do not accrue additional charges.

An LOA may be granted to a student who did not provide the request prior to the LOA due to unforeseen circumstances (Emergency Leave). The Academy will document its reason for granting the LOA on the LOA form; the student will submit a written and dated request for LOA at a later date and return it to The Academy via USPS, e-mail, text or in person within a reasonable resolution of the emergency. The approved LOA will reflect the start date as the first date the student was unable to attend. City Pointe Beauty Academy reserves the right to deny an LOA based on the facts provided.

A student will not be granted a LOA if the LOA, together with additional LOA's previously granted, exceeds a total of 180 calendar days in any 12-month period. If the student is receiving federal funds, no federal funds will be disbursed during the LOA. A student granted an LOA that is in accordance with The Academy's LOA policy is not considered to have withdrawn and no refund calculation will be required at that time. Students will be withdrawn if the student takes an unapproved LOA or does not return at the end of the scheduled LOA and a refund calculation would then be performed. The student's withdrawal date for the purpose of calculating a refund will be the student's last day of attendance. Any required refund would be paid within 45 days. When a student does not return after the LOA, the student's loans go into repayment.

INSTITUTIONAL REFUND POLICY

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

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, except a non-refundable application fee of $100.
2. A student (or legal guardian) cancels their enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded except for a non-refundable application fee of $100, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days *("business days" exclude Saturdays, Sundays and holidays)* of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school except a non-refundable application fee of $100 and the student license fee.
4. A student notifies the Academy of their withdrawal in writing.
5. A student on an approved leave of absence notifies the Academy that the student will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the Academy that the student will not be returning.
6. A student is expelled by the Academy or 10 days after the last day of attendance. *(Unofficial withdrawals will be determined by the Academy by monitoring attendance at least every 30 days.)*
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to an Academy administrator or owner in person.

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

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL PROGRAM	***TOTALTUITION ACADEMY SHALL RECEIVE/RETAIN***
0.01% to 2%	5%
2.01% to 8%	15%
8.01% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students' last date of attendance. Any monies due to a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- 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 provide a full refund of all monies paid within 45 days of notice of course and/or program cancellation.
- If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:
  - Provide a pro rata refund within 45 days of notice to the student; OR
  - Resume teaching the course and/or program within 30 days of notice to the student OR
  - Participate in a Teach-Out Agreement O*R*
  - Provide a full refund of all monies paid, less the non-refundable application fee
- If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:
  - a pro rata refund of tuition to the student OR
  - participate in a Teach Out Agreement.
- Students who withdraw or terminate prior to course completion are charged a termination fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution *(e.g.: extra kit materials, books, products, unreturned Academy property, etc.)* will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement. ***In a refund calculation money due the Academy will be rounded down to the nearest dollar.***

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

CITY POINTE BEAUTY ACADEMY TEACH-OUT PLAN

If the institution ceases to offer instruction after students have enrolled or a Program is cancelled following students' enrollment and instruction has begun, this Teach Out Plan will meet the following requirements after the pro-rata refund calculation has been made for all students involved.

The Institution acknowledges that in the event of an actual planned closure of the Institution:

- Will determine the date the last student should complete their course and remain open until that date.
- The Institution will satisfy any outstanding financial obligations to Local, State, or Federal providers of financial aid.
- Will notify NACCAS in accordance with Section 4.12 of the NACCAS *Rules of Practice and Procedure.*
- Will provide NACCAS with a list of the students who were enrolled at the time of the Closure announcement, including arrangements made for each student.
- Will put all relevant information regarding the Closure on its website and all social media customarily used by the Institution to communicate with the students and/or public.
- Will comply with all State or Federal laws regarding record maintenance.
- Will provide to NACCAS, the Missouri State Board of Cosmetology & Barber Examiners and the Missouri Board of Therapeutic Massage the name and contact information of the custodian of the Institution's files and the address of where those files will be kept.

*The Institution also acknowledges that in the event of an unplanned Closure***:**

Enrolled students will have the choice between (1) one of the following (2) two following options;

OPTION 1

- Student elects to receive a pro rata refund.
- The Institution will satisfy any outstanding financial obligations to Local, State, or Federal providers of financial aid.
- The Institution will notify NACCAS in accordance with Section 4.12 of the NACCAS *Rules of Practice and Procedure.*
- The Institution will provide NACCAS a list of the students who were enrolled at the time of the Closure, including arrangements made for each student.
- The Institution will put all relevant information regarding the Closure on its website and all social media customarily used by the Institution to communicate with the students and/or public.
- The Institution will comply with all State or Federal laws regarding record maintenance.
- The Institution will provide NACCAS, the Missouri State Board of Cosmetology & Barber Examiners, the Missouri Board of Therapeutic Massage and to all enrolled students the name and contact information of the custodian of the Institution's files and the address of where those files will be kept.
- The Institution will immediately provide all enrolled students with a copy of the NACCAS "How to Locate an Accredited Institution within Your Field of Study" document.

OPTION 2

- Institution's intention is to enter into a Teach- Out Agreement.
- The Institution will notify NACCAS in accordance with Section 4.12 of the NACCAS *Rules of Practice and Procedure.*
- The Institution shall, in the event a Teach-Out becomes necessary, arrange for individual notice to all affected students of the availability of the Teach-Out Plan, and diligently advertise such availability. The agreement among Institutions may provide that Teach-Out notices may be sent by the Teach-Out Institution.
- The Teach Out Agreement will be made with an accredited institution in the same geographic area which provides the same Program of study or a substantially similar Program of study, located within the 50-mile radius that is required by the U.S. Department of Education and NACCAS, the Institution's accrediting agency. All students will be given a reasonable opportunity to promptly resume and complete their canceled Program of study.
- The Institution will complete a list of students currently enrolled in each Program of Study at the closing institution with the Program requirements completed by each student and submit to NACCAS.
- All potentially eligible students will be provided with the following contact information for obtaining a closed school discharge. Contact information with the U.S. Department of Education at ed.gov/contact-us or U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.
- Institution will provide NACCAS, the Missouri State Board of Cosmetology & Barber Examiners, the Missouri Board of Therapeutic Massage and all enrolled students, the name and contact information of the custodian of all the Institution's files and the address where those files will be kept.
- The institution will provide information on the number and types of credits or clock hours the Teach-Out Institution is willing to accept. The Institution will also provide a clear statement to students of the tuition and fees, by breakdown of individual costs, of the educational program, including any additional charges, at the Teach- Out Institution.
- The Institution will receive from the Teach-Out Institution and submit to NACCAS with each Teach-Out Agreement:
  - Copy of Teach-Out Institution's Enrollment Agreement
  - Copy of Teach-Out Institution's Catalog
  - Copy of Teach-Out Institution's license issued by the Missouri State Board of Cosmetology & Barber Examiners
  - Copy of Teach-Out Institution's license issued by the Missouri Board of Therapeutic Massage
  - And any other additional information, if applicable
    - The Teach-Out Institution(s) must not:
      - Be subject to a Teach-Out Event itself.
      - Be under investigation for, be subject to an action concerning, or being prosecuted for an issue related to academic quality, misrepresentation, fraud or other severe matters by a law enforcement agency.
    - If an Institution that is party to a Teach-Out Agreement has learned that another party to the Agreement plans to close, NACCAS must be notified, in accordance with 4.12 of the NACCAS *Rules of Practice and Procedure.*

The closing Institution must:

- Submit to NACCAS a list of students who were enrolled at the time of Closure and indicate the arrangements made for each affected student.
- Submit to NACCAS copies of all notifications from the Institution to its students related to the Institution's closure or to Teach-Out options to ensure the information accurately represents student's ability to transfer credit and clock hours. NACCAS may require corrections to any such notifications.
- Comply with applicable state and/ or federal laws regarding record maintenance.
- Provide NACCAS and all enrolled students with the name and contact information of the custodian of its files and the address where the files will be kept.
- Post all information regarding the Closure on its website and all social media customarily used by the Institution to communicate with the students and/or public**.**

Schools within our 50-mile demographic area are:

New Dimensions, Joplin, MO approx. 10 miles Neosho Beauty College, Neosho, MO, approx. 25 miles.

There are no other Cosmetology or Massage Therapy schools in our area. Springfield, Mo would be the next closest, at approximately 60+ miles, or a 1-hour drive.

SATISFACTORY ACADEMIC PROGRESS POLICY

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

Evaluation Periods:

Cosmetology	**450/13, 900/26, 1200/35, 1500/44 (actual) hours/wks.**
Esthetics	**375/12.5, 750/25 (actual) hours/wks.**
Nail Technology	**200/9.5, 400/19 (actual) hours/wks**
Barber	**450/15, 900/15, 1000/34 (actual) hours/wks.**
Barber Crossover	**45/4 (actual) hours/wks.**
Instructor **	**300/9, 600/18 (actual) hours/wks.****
Massage Therapy	**312.5/12.5, 625/25 (actual) hours/wks.**

*****Instructor Program*** *– Pursuant to section 329.080 of the Missouri State Board of Cosmetology and Barber Examiners; the following may be substituted for up to three hundred hours of training: 1. three years of experience as a practicing cosmetologist; 2. four and one-half college credit hours in teaching methodology, as defined by rule. 3. Applicants applying from another state where requirements are not substantially equal to those in forced in Missouri may be eligible for the examination if they provide the required documentation.* ***Any student scheduled for less than 600 hours will be evaluated at the midpoint of the contracted hours.***

Transfer Students evaluation period will be midpoint of the contracted hours or the established evaluation periods, whichever comes first.

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

Attendance Progress Evaluations

Students are required to attend a minimum of 85% of the hour's possible, based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Quantitative evaluations are based on actual hours completed and are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total actual hours accrued by the total number of hours scheduled. At the end of each evaluation period, The Academy will determine if the student has maintained at least 85% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

The maximum time allowed for students to complete each course at satisfactory academic progress is 118% of course length.

Students who have not completed the course within the maximum timeframe will be dropped from the program.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 85% of the scheduled contracted hours.

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are given practical evaluations with each guest. Practical assignments are evaluated with a rubric consisting of yes and no grading markers and given a grade percentage. At the end of each calendar month, all the students' practical grade sheets are averaged together with their sanitation grades to give one practical or lab score for the month. Students are also given project sheets of practical skills to perform on a completion basis to ensure each student has enough practical skill practice. Students must maintain a written grade average of 85% after completion of all course written and practical requirements prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	**A**
85 - 92	**B**
84 and below	**Not Passing**

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning

Students failing to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress 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, the student may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation

Students failing 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 during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, the student will be determined as NOT making satisfactory academic progress and if applicable, student 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.

Interruptions, Course Incompletes, Withdrawals

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

Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student or any other allowable special or mitigating circumstance. The student must submit a written appeal to The Academy on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the students' situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Noncredit, Remedial Courses, Repetitions

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these Items have no effect upon the Academy's satisfactory academic progress standards.

Transfer Hours

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

CAMPUS SAFETY *(For more information see Campus Safety and Security Handbook)*

Violence Against Women Reauthorization Act of 2013 (VAWA)

(Pub. Law 113-4), which among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety-and security-related requirements as condition of participating in the Federal student financial aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault and stalking and to include certain policies, procedures and programs pertaining to these incidents in their annual security reports (ASRs). The statute requires institutions to include this new information in ASR beginning with the ASR that must be provided to students and prospective students and employees by Oct. 1, 2014. *For more information see Campus Safety and Security Handbook.*

Campus Security Act Information Disclosure

Under the Crime Awareness Campus Security Act, The Academy is required to provide you with the following safety information about our campus.

All criminal actions must be reported to an educator or owner immediately. The presence of any illegal weapon is prohibited on the school campus and will be grounds for dismissal. The authority to which a crime is reported will assist the student or client in reporting a crime to the Webb City Police Department or other appropriate security force.

The facility is open Monday through Saturday, for assigned class and styling area schedules. The building may also be open for educational classes for licensed professionals in cosmetology arts and sciences or groups securing the use of the facilities through the owner.

Only educators, administration and owners shall have keys to the building. All doors except the main salon entrance door will be locked at 6 p.m. when classes are in session.

An educator made aware of a crime, will notify the rest of staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime and that the police be notified immediately.

This information will be provided to every enrolled student prior to signing the contract in the catalog. Students also receive a copy of campus security data during orientation. Staff and students are reminded about security and safety procedures including crime prevention, personal safety, fire safety and dangerous weather procedures. Local speakers will be scheduled annually for all staff and students.

For 2024 local police and The Academy report no acts of murder, manslaughter, sex offenses, domestic violence, dating violence, robbery, aggravated assault, motor vehicle theft, arson, simple assault, stalking, larceny-theft, intimidation or vandalism and no reports of liquor law violations on campus. There was no domestic violence reported on or adjacent public property.

SAFETY PROCEDURES

First Aid

First aid kits are located at the color lab, large spa, the student lounge and educators' office.

Cut finger: Educator should immediately check the wound to see how deep the cut is. Small cuts should be washed, dried and then covered with a bandage.

Cut requiring stitches: If possible, a staff member should take the student to the doctor.

Fainting: Do not move the person; call 911. Give facts as much as possible. Keep calm and notify other staff members for help, if necessary. Make the person comfortable.

Chemicals eye exposure: In the event of chemicals in the eye, the shampoo bowls may be used as an eye wash station. Eye wash is also kept beside all hand-washing sinks.

Fire Exit Procedure

Report to an educator immediately if you smell smoke or see fire. After a warning by the educator of: *Do not panic! Proceed as follows:*

1. Students in styling area exit single file out the nearest safe exit.
2. If you have a guest at the time, the guest is your responsibility. After exiting, proceed to safety away from building. Support staff at the front desk will help guests in reception area out the front doors. Proceed into the parking lot.
3. Students in the classrooms, student lounge, conference room and spa area should exit through the nearest safe exit single file. Locate and join the students and guests from the styling area.
4. After safely leaving the building, staff, students and guests are to meet in the northeast parking lot.

Tornado Warning Procedure

Students, staff and guests will walk to designated areas without windows. Remain there until instructed to return to your previous activity.

Evacuation Procedure

Students and staff will be notified of emergency response and evacuation procedures. Internally, staff will evacuate students and guests through the closest safe exit if possible. All staff; students and guests will meet in the front northwest parking lot. Externally, staff will notify students and staff of emergency response and evacuation procedures using cell phone, telephone, email and text messaging.

The Academy will test the emergency response and evacuation procedures annually. If there are student organizations meeting off campus, appropriate safety procedures will be explained prior to the meeting. Currently, we have no off-campus student organizations.

DRUG PREVENTION POLICY

The Academy prohibits unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on our property or as part of any of our activities. The Academy will immediately contact law enforcement officials to report these activities.

The health risks of the use of illicit drugs and alcohol abuse require providing education and referral for students and staff. The Academy provides education annually and refers students and staff to local services.

Area drug abuse information, counseling, referral and treatment centers information is made available to students and staff members.

The Academy will expel students and terminate staff involved in unlawful possession, use or distribution of illicit drugs and alcohol. The Academy will refer such cases to the proper authorities for prosecution. Students and staff may be reinstated upon completion of an appropriate rehabilitation program.

As a condition of employment, employees must notify The Academy of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

There are serious legal sanctions for illegal use of drugs and/or alcohol. Serious health risks are associated with drug and/or alcohol use. Health risks associated with the use of illicit drugs and the abuse of alcohol include: impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal

disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships and death.

As a student and/or staff member at City Pointe Beauty Academy, I understand The Academy's policies as stated above and recognize the impact on my future at The Academy if I break the law related to drug and/or alcohol use. Agencies where the students can get assistance are listed on page 24 of the catalog.

Drug Trafficking Penalties

Federal penalties and sanctions for illegal possession of a controlled substance can include imprisonment, fines, forfeiture of personal and real property, forfeiture of vehicles, denial of Federal benefits, such as student loans, and grants, ineligibility to receive or purchase a firearm, and revocation of Federal benefits and licenses. Note: these are Federal penalties and sanctions, additional state penalties and sanctions may apply.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C.§ 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA - gives students certain rights with respect to their education records. If the student is not 18 or older, the student and parent or guardian of a dependent minor has these rights to access:

- Students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for the student to review the records. Schools may charge a fee for copies.
- Students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth the student's view about the contested information.
- Generally, schools must have written permission from the student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  1. **School officials with legitimate educational interest**
  2. **Other schools to which a student is transferring**
  3. **Specified officials for audit or evaluation purposes**
  4. **Appropriate parties in connection with financial aid to a student**
  5. **Organizations conducting certain studies for or on behalf of the school**
  6. **Accrediting organizations**
  7. **To comply with a judicial order or lawfully issued subpoena**
  8. **Appropriate officials in cases of health and safety emergencies and State and local authorities, within a juvenile justice system, pursuant to specific state law**

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors, awards and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose their directory information. Schools must notify 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.

For additional information or technical assistance, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact the following address: Family Policy Compliance Office, U.S. Department of Education, and 400 Maryland Avenue, SW, Washington, D.C. 20202-85209

Rights and Privacy

It is the policy of City Pointe Beauty Academy to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees a student's right to access the student's personal file and the student's rights to the privacy of that file.

Information from a student's file will only be released upon written permission from the student.

Parents/guardians of a dependent minor student, accrediting agencies and government officials may gain access to a student's files without the expressed permission of that student. It is the policy of City Pointe Beauty Academy to comply fully with the Family Educational Rights and Privacy Act. We comply with the Act and in addition we have the following policies:

1) Only owners or financial aid personnel may release student information when complying with FERPA.
2) No records are released without a signed and dated release of information form completed by the eligible student or parent.
3) Most of our students are eligible students because they are 18 years of age or older. When a student is not 18 or older written permission must come from the parent.
4) No records are released to other schools unless all tuition or other charges due from the student have been paid in full.
5) We do not publish a directory.
6) Students receive copies of their grades and attendance records on a regular basis and may distribute them as they see fit. We recommend the student provide such information to their parents rather than requiring the parent to go through the financial aid office.
7) A request for the release of information will remain effective for a specific purpose and time frame and the student may revoke consent at any time.
8) We will conform with any future updates to FERPA.

Copyright Infringement Policy

Copyright infringement is the act of reproducing and/or distributing copyrighted material without permission of the copyright owner. The copyright owner has been granted exclusive rights under section 106 of the Copyright Act (Title 17 of the United States Code). Infringement also includes file-sharing context, uploading or downloading substantial portions of copyrighted work. The use of copyrighted material without the copyright owners' consent is illegal.

Copyright infringement penalties include both civil and criminal penalties. Anyone found liable of copyright infringement may be ordered to pay actual damages or "statutory" damages of not less than $750 and not more than $30,000 per each work infringed. The court may award up to $150,000 per work infringed for "willful" infringement. The court may also, in its own discretion, assess other fees such as attorneys' fees. See Title 17, United States Code, Section 504, 505, for more details.

Criminal penalties for "willful copyright infringement" can result in, imprisonment of up to five years and fines of up to $250,000 per offense. See the Website of U.S. Copyright Office at www.copyright.gov, for more information.

The Academy will expel students and terminate staff involved in unlawful use or distribution of copyrighted material.

Misrepresentation

City Pointe Beauty Academy holds itself to the highest levels of integrity and will not provide any false, erroneous or misleading

statements to a student or prospective student, to the family of an enrolled or prospective student or to the U.S. Department of Education. This includes testimonials and endorsements given under duress.

City Pointe Beauty Academy is committed to operating in an environment of integrity. All the staff at City Pointe Beauty Academy are responsible for assuring that the actions and activities promote such an environment. This includes the responsibility to report, for review, actions or activities that concern an individual, which do not promote this environment.

NON-DISCRIMINATION

The Academy admits students without regard to race, age, sex, gender, sexual preference, creed, religion, color, citizenship, national origin or ethnic origin.

HARASSMENT AND HAZING POLICY

Harassment and hazing are both defined as any physical, verbal or nonverbal behaviors that cause another to be uncomfortable. It includes creating a hostile, offensive or intimidating climate, which interferes with the learning environment. *(for more information see Student Policy-Conduct page #4 & Campus Safety & Security)*

Reporting Guidelines

City Pointe Beauty Academy takes any case of harassment very seriously and these guidelines are provided to effectively deal with harassment. If you experience or are a witness to harassment, follow this procedure:

1) Let the person know immediately that you are uncomfortable with the behavior, and you would like them to stop.

2) If you feel the situation is too intimidating or after you ask them to stop the behavior it continues, go immediately to an educator or to the admissions office to report it.

City Pointe Beauty Academy Responsibility

After the suspected harassment has been brought to the attention of administrators or educators of City Pointe Beauty Academy, the situation will be dealt with through an investigation. You may not know the outcome, but cases of harassment may result in dismissal from the program. An environment conducive to learning is a top priority at City Pointe Beauty Academy.

VOTERS REGISTRATION POLICY

In the state of Missouri, you must be a registered voter before you can vote. You must be a U.S. citizen, a resident of Missouri and 18 years of age by the day of the election. You cannot be declared incapacitated, be imprisoned, be convicted of a felony or misdemeanor related to voting or on probation or parole after a felony conviction.

Register to vote by filling out the application found at http://www.sos.mo.gov/elections/govotemissouri/register, at the office of the local election authority – Local Election Authority Contact Information, at any Department of Motor Vehicles office or state agency providing a service to the public (WIC, Social Services, etc.) The registration deadline is 5:00pm on the fourth Wednesday prior to the election. When you register, your name will appear on the election register at your polling place. This allows you to sign in quickly when you arrive on Election Day.

Vaccinations

Proof of vaccinations is not required to attend the Academy.

Students with Disabilities

Facilities at City Pointe Beauty Academy are handicap accessible. City Pointe Beauty Academy will provide reasonable accommodation to any student with a disability. The student should discuss the disability with the Head Educator. The student will provide a written explanation of the accommodation that are required. The Head Educator and Owner will develop a plan to accommodate the student.

HEALTH AND SAFETY RESOURCES

Lafayette House *(domestic violence, sexual assault, substance abuse resource center)*
1809 Connor 800-416-1772
Joplin, MO 64804 417-782-1772

Counseling:
College Skyline Center
1230 N. Duquesne Rd. 417-782-1443
Joplin, MO 64801 800-624-1054

Herndon Snider & Associates *(Psychological & Mental Health Services)*
2650 East 32nd St., Ste. 221
Joplin, MO 64804 417-623-1381

Children's Haven *(children/families in crisis)*
Stephanie Theis, Director
711 S Picher Ave 417-782-4453
Joplin, MO 64801 417-782-1690

AA, Alcoholics Anonymous 417-673-8591, www.aa.org

Carthage Crisis Center
(temporary assistance/semi-permanent - food & housing)
Marilyn – Director 100 S. Main Street
Carthage, MO 64836 417-358-3533

Choices *(medical clinic/resource center)*
531 E. 7th St.
Joplin, MO 64801 417-624-8030

Ozark Center - *Crisis Intervention Services (drug, alcohol, suicide assistance)*
3006 McClelland Blvd. or 305 Virginia Ave 417-347-1111
Joplin, MO 64803 417-347-7720
Emergency 800-247-0661

GYN Cancer Alliance *(education, support, resources)*
30 S. Fort, Suite D 417-869-2220
Springfield, MO 65807 GYNCA.org
Jan Robbins and Christy Graham

AELA Learning Center (*Adult Basic Education and Literacy)*
123 Main St.
Joplin, MO 64801 417- 625-526

NACCAS ANNUAL REPORT 2024

The Institution's accrediting agency requires that any adjustments made in student outcomes rates due to the COVID-19 Pandemic must be disclosed. As student achievement at this institution has not been significantly impacted by the Pandemic, the outcome rates report

Number of exempt students from 2024	6
Number of students scheduled to graduate:	103
Number who actually graduated:	89
Number of students eligible for employment:	60
Number of students who were employed: *(as of 11/30/23)*	50
Number of students who took all portions of exam:	70
Number of students who passed all portions of exam:	58

Length of longest NACCAS approved program taught in 2024 or 2025 *(part-time or full-time)* in weeks 71

Completion rate	***86.41% meets the standard***
Placement rate	***83.33% meets the standard***
Licensure rate	***82.86% meets the standard***

These numbers reflect data from City Pointe Beauty Academy located in Webb City, MO 64870.

NACCAS ANNUAL REPORT 2024 PROGRAM *(reported 2025)*

12.04 Cosmetology & Related Personal Grooming

Completion Rate	84.52%
Placement Rate	80.77%
Licensure Rate	81.97%

51.35 Somatic Bodywork & Related Therapeutic Services

Completion Rate	94.74%
Placement Rate	100.00%
Licensure Rate	88.89%

Cosmetology Program (SOC 39-5012)

PROGRAMS OF STUDY

Start Dates

COSMETOLOGY – *FULL TIME/THREE-QUARTER TIME/PART TIME* - 1500 HOURS

*Class Begins: January 11th, 2027 • March 8th, 2027 • May 3rd, 2027 • July 12th, 2027 • September 7th, 2027 • November 1st , 2027

** Check with the Admissions office for enrollment deadline*

Tuition & Fees

Cosmetology-1500 Hours — **Tuition** ***$ 19,602***

Program Cost of Attendance:	*Accelerated*	*Full-Time*	*Part-Time*	*Books & Kit*	*$ 2,396*
	$37,569 dependent	*$38,988 dependent*	*$46,083 dependent*	*Total Program*	*$ 21,786*
	$43,421 all others	*$45,372 all others*	*$55,127 all others*		

Financing options available from Admissions or Financial Aid Representative at The Academy.

Fees & Enrollment

- Enrollment application.
- **Application Fee $100 due when enrollment agreement is signed** (Application Fee is in addition to any tuition payments and is non-refundable after 3 business days of the signing of the enrollment agreement. See Refund Policy page# 19 of this catalog)
- Books and kits costs are included in the total tuition Program Cost. Products used to provide services are provided by the academy.
- State Application Fee of $38 for Cosmetology student license is due prior to class start for student license.
- If a down payment is being made, for any program, that payment is due 30 days before class begins. If a student registers within 30 days of their class start date and pays a down payment, that payment will be due at the signing of the enrollment agreement
- First monthly payment is due the first day of class and all monthly payments, after the first, are due by the 30th of each month.
- Federal Student Aid is available to qualified students. The Academy is approved for Federal Student Aid, VA Education Benefits, Vocational Rehabilitation, as well as the Workforce Investment Act (WIA) benefits, for those who qualify.
- Student completing their program hours will be issued one official transcript at their exit interview at no charge once they have completed their exit interview and satisfied financial responsibilities to the school. *(See Transcript Issuance Policy, page 2 of the catalog)*
- Over contract charge: If a student does not graduate within the contract period, additional training will be billed at the rate of $20 per hour, payable in advance until graduation. **Students will not be allowed to clock in until payments arrangements are made.** *(See catalog page 5 for additional information).*
- The institution currently does not have any distance learning programs, therefore there is no charge for verifying student identity.
- Methods of payment include cash, check and credit card.
- To add scheduled hours during practical training, a student must receive permission from their team leader. To accelerate hours, the student must also accelerate tuition payments.
- Students provide their own basic classroom school supplies.

Schedules

City Pointe Beauty Academy offers schedules based on the student's program enrollment status and designated Advanced Core class day. Schedule availability is limited and may vary by start date and enrollment capacity.

Foundations –

All Schedules *the first 8 weeks of the program, all students attend*: **Monday through Friday, 9:00 a.m. to 3:30 p.m.**

Core Advanced and Floor Training

Following Foundations, students complete **16 weeks of Core Advanced training** once completed they continue in their assigned Floor Training schedule. The required Advanced Core class day is determined by the student's start date.

Start Dates and Advanced Core Class Days

Advanced Core Class Day	Available Start Dates
Monday	November, March, and July
Thursday	January, May, and September

FULL-TIME DAY - 1500 HOURS *(44 SCHEDULED WEEKS)*

Monday Class Day

Training Phase	Monday	Tuesday-Wednesday	Thursday	Alternating Friday/Saturday
Core Advanced	9:00 a.m.-3:30 p.m. *(class day)*	9:00 a.m.-5:30 p.m.	9:00 a.m.-4:30 p.m.	9:00 a.m.-4:00 p.m.
Floor Training	9:00 a.m.-3:30 p.m.	9:00 a.m.-5:30 p.m.	9:00 a.m.-4:30 p.m.	9:00 a.m.-4:00 p.m.

Thursday Class Day

Training Phase	Monday	Tuesday-Wednesday	Thursday	Alternating Friday/Saturday
Core Advanced	9:00 a.m.-3:30 p.m.	9:00 a.m.-5:30 p.m.	9:00 a.m.-4:30 p.m. *(class day)*	9:00 a.m.-4:00 p.m.
Floor Training	9:00 a.m.-3:30 p.m.	9:00 a.m.-5:30 p.m.	9:00 a.m.-4:30 p.m.	9:00 a.m.-4:00 p.m.

FULL-TIME EVENING - 1500 HOURS *(44 SCHEDULED WEEKS)*

Monday Class Day

Training Phase	Monday	Tuesday-Wednesday	Thursday	Alternating Friday/Saturday
Core Advanced	9:00 a.m.-3:30 p.m. *(class day)*	9:00 a.m.-5:30 p.m.	9:00 a.m.-4:30 p.m.	9:00 a.m.-4:00 p.m.
Floor Training	9:00 a.m.-3:30 p.m.	9:00 a.m.-5:30 p.m.	9:00 a.m.-4:30 p.m.	9:00 a.m.-4:00 p.m.

Thursday Class Day

Training Phase	Monday	Tuesday-Wednesday	Thursday	Alternating Friday/Saturday
Core Advanced	9:00 a.m.-3:30 p.m.	9:00 a.m.-5:30 p.m.	9:00 a.m.-4:30 p.m. *(class day)*	9:00 a.m.-4:00 p.m.
Floor Training	9:00 a.m.-3:30 p.m.	9:00 a.m.-5:30 p.m.	9:00 a.m.-4:30 p.m.	9:00 a.m.-4:00 p.m.

3/4 TIME DAY- 1500 HOURS *(50 SCHEDULED WEEKS)*

Training Phase	Monday-Thursday	Alternating Friday/Saturday
Core Advanced	9:00 a.m.-3:30 p.m.	9:00 a.m.-4:00 p.m.
Floor Training	9:00 a.m.-3:30 p.m.	9:00 a.m.-4:00 p.m.

For students in the Monday Class Day start group, Monday is the designated Advanced Core class day. For students in the Thursday Class Day start group, Thursday is the designated Advanced Core class day.

3/4 TIME EVENINGS- 1500 HOURS *(50 SCHEDULED WEEKS)*

Monday Class Day

Training Phase	Monday	Tuesday	Wednesday -Thursday	Alternating Friday/Saturday
Core Advanced	9:00 a.m.-3:30 p.m. *(class day)*	9:00 a.m.-3:30 p.m.	1:30 p.m.-8:00 p.m.	9:00 a.m.-4:00 p.m.
Floor Training	9:00 a.m.-3:30 p.m.	9:00 a.m.-3:30 p.m.	1:30 p.m.-8:00 p.m.	9:00 a.m.-4:00 p.m.

Thursday Class Day

Training Phase	Monday	Tuesday-Wednesday	Thursday	Alternating Friday/Saturday
Core Advanced	9:00 a.m.-3:30 p.m.	1:30 p.m.-8:00 p.m.	9:00 a.m.-3:30 p.m. *(class day)*	9:00 a.m.-4:00 p.m.
Floor Training	9:00 a.m.-3:30 p.m.	1:30 p.m.-8:00 p.m.	9:00 a.m.-4:30 p.m.	9:00 a.m.-4:00 p.m.

PART-TIME EVENINGS *(only)* **– 1500 HOURS** ***(71 SCHEDULED WEEKS)***

Monday Class Day

Training Phase	Monday	Wednesday-Thursday	Alternating Friday/Saturday
Core Advanced	9:00 a.m.-3:30 p.m. *(class day)*	3:30 p.m.-8:00 p.m.	9:00 a.m.-4:00 p.m.
Floor Training	9:00 a.m.-3:30 p.m.	3:30 p.m.-8:00 p.m.	9:00 a.m.-4:00 p.m.

Thursday Class Day

Training Phase	Tuesday-Wednesday	Thursday	Alternating Friday/Saturday
Core Advanced	3:30 p.m.-8:00 p.m.	9:00 a.m.-3:30 p.m. *(class day)*	9:00 a.m.-4:00 p.m.
Floor Training	3:30 p.m.-8:00 p.m.	9:00 a.m.-3:30 p.m.	9:00 a.m.-4:00 p.m.

****Students may choose to take an advanced class on this day (see Supplemental Educational Materials page #6 for possible choices)*

** Students may change their schedule at no charge. Any schedule change after enrollment must be approved by Lead educator and the Financial Aid Office (only one schedule change will be allowed during the program with the exception of mitigating circumstances). Day time schedules are limited, and any change is only by availability and with the approval of the Lead Educator.*

Cosmetology Course Outline (SOC 39-5012)

Description

Cosmetology training at City Pointe Beauty Academy is a 1500-hour program as required by the Missouri State Board of Cosmetology. It includes both theory and practical instruction that prepares the student to perform hair, skin and nail services on the public.

Goals

To provide instruction in all facets of the Cosmetology profession so the graduate will be a knowledgeable, skilled professional cosmetologist. The graduate will be qualified in the skills to pass the state board exams, become licensed to work as a hair stylist, hair colorist, salon/ owner/manager, product sales representative, manicurist, pedicurist, makeup artist.

Methods

Instruction at the academy uses a combination of teaching styles and techniques to present the information for utmost learning experience. Lectures, discussion, tests, quizzes, written assignments, practical skills, observation, instructional games, etc. are teaching techniques used. Audio-visual aids include whiteboards, internet, and power point presentations. Our goal is to stimulate growth in knowledge and skills for the individual.

Grading

The Academy uses a 100-point grading scale: 93-100% = A, 85- 92% = B. Below 85% is not passing. Grades are given for classroom work, projects and styling area performance.

Students are evaluated regularly with assignments, quizzes, tests, salon/styling area work and a variety of projects specific to different units of instruction. Student Information System software is used to record student's grades: 25% of a student's grades are tests, 25% of grades are major tests and 50% of grades are practical work on clients. Work habits, appearance, conduct, initiative, cooperation and attendance are also considered. Student must be above average (85% or better) to graduate from The Academy.

Texts & Kits *(subject to change)*

Textbooks and kits are handed out as the student needs and is trained to use them.

Texts: Salon Fundamentals LAB seat w/support, Pivot Point textbooks, study guide and Career Track Planner.

Kit: Blow dryer, curling iron 1", flat iron, nail set, shears, thinning shears, razor with blades, clipper, trimmer, hair combs & brushes, water bottle, Pro color bottles, color bowl & brushes, clips, CPBA apron, 5 mannequins, tool bag, hand mirror, shampoo and conditioner, professional headshots, and CPBA t-shirt.

Also: Kit includes one Missouri state board exam/license fee.

Supplemental Educational Materials

See page #5 of this catalog.

Levels of Achievement

A minimum 85% grade average in written and practical work as well as a minimum 85% attendance is required for graduation. The student is taught a career building system to develop salon readiness skills in client development, client retention, add on services and retail performance. The student will receive a diploma in Cosmetology after successfully completing 1500 hours at The Academy, as stated by Missouri law.

Educators

Licensed cosmetology educators teach this course. Guest educators with expertise in a specific area may be involved in this program.

Program Content

Shampooing	40 hours
Hair coloring, bleaches and rinses	130 hours
Hair cutting and shaping	130 hours
Permanent waving and relaxing	125 hours
Hair setting, pin curls, finger waves, thermal curling	225 hours
Comb-outs and hair styling techniques	105 hours
Scalp treatments and scalp diseases	30 hours
Facials, eyebrows and Lash Dyes and arches	40 hours
Manicuring, pedicuring, hand and arm massage and nail treatments	110 hours
Cosmetic chemistry	25 hours
Salesmanship and shop management	10 hours
Sanitation and sterilization	30 hours
Anatomy	20 hours
State law	10 hours
Miscellaneous Lectures and Test Review	470 hours

Advanced technical and business training

PROGRAMS OF STUDY

Barber Program (SOC 39-5011)

Start Dates

BARBER - *FULL TIME* - 1000 HOURS *(34 SCHEDULED WEEKS)*

*Class Begin: TBA

** Check with the Admissions office for enrollment deadline*

Tuition & Fees

Barber – 1000 Hours

Program Cost of Attendance: Full-Time - *$ dependent $ all others*

Tuition	**$ 13,582**
Books & Kit	*$ 2,396*
Total Program	*$ 15,978*

Financing options available from Admissions or Financial Aid Representative at The Academy.

Fees & Enrollment

- Enrollment application.
- **Application Fee $100 due when enrollment agreement is signed** (Application Fee is in addition to any tuition payments and is non-refundable after 3 business days of the signing of the enrollment agreement. See Refund Policy page# 12 & 14 of this catalog)
- Books and kits costs are included in the Total Program Cost. Products used to provide services are provided by the academy.
- State Application Fee of $38 for Barber student license is due prior to class start for student license.
- If a down payment is being made, for any program, that payment is due 30 days before class begins. If a student registers within 30 days of their class start date and paying a down payment, that payment will be due at the signing of the enrollment agreement.
- First monthly payment is due the first day of class and all monthly payments, after the first, are due by the 30th of each month.
- Federal Student Aid is available to qualified students. The Academy is approved for Federal Student Aid , VA Education Benefits, Vocational Rehabilitation, as well as the Workforce Investment Act (WIA) benefits, for those who qualify.
- A student completing their program hours will be issued one official transcript at their exit interview at no charge once they have completed their exit interview and satisfied financial responsibilities to the school. (See Transcript Issuance Policy, page 2 of the catalog)
- Over contract charge: If a student does not graduate within the contract period, additional training will be billed at the rate of $20 per hour, payable in advance until graduation. **Students will not be allowed to clock in until payments arrangements are made**. *(See catalog page #5 for additional information)*
- The institution currently does not have any distance learning programs, therefore there is no charge for verifying student identity
- Methods of payment include cash, check and credit card.
- To add scheduled hours during practical training, a student must receive permission from their team leader. To accelerate hours, the student must also accelerate tuition payments.
- Students provide their own basic classroom school supplies.

Schedule

FULL-TIME – 1000 HOURS *(34 SCHEDULED WEEKS)*

Foundations (First 5 weeks): Monday - Friday 9 a.m. – 3:30 p.m.

Schedule: Monday – Thursday 9 a.m. – 3:30 p.m.; Alternating Friday & Saturday 9 a.m.-4 p.m.

** Students may change their schedule at no charge. Any schedule change after enrollment must be approved by Lead educator and the Financial Aid Office (only one schedule change will be allowed during the program with the exception of mitigating circumstances). Day time schedules are limited, and any change is only by availability and with the approval of the Lead Educator.*

Barber Course Outline (SOC 39-5011)

Goals

To provide instruction in all aspects of the Barbering profession so the graduate will be a knowledgeable, skilled professional barber. The graduate will have the background and skills to pass the state board exams and to work as a barber.

Methods

Instruction at the academy uses a combination of teaching styles and techniques to present the information for utmost learning experience. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, instructional games, etc. are teaching techniques used. Audio-visual aids include whiteboards, internet, and power point presentations. Our goal is to stimulate growth in knowledge and skills for the individual.

Grading

The Academy uses a 100-point grading scale: 93-100% = A, 85- 92% = B. Below 85% is not passing. Grades are given for classroom work, projects and styling area performance.

Students are evaluated regularly with assignments, quizzes, tests, salon/styling area work and a variety of projects specific to different units of instruction. Student Information System software is used to record student's grades: 25% of a student's grades are tests, 25% of grades are major tests and 50% of grades are practical work on clients. Work habits, appearance, conduct, initiative, cooperation and attendance are also considered. Student must be above average (85% or better) to graduate from The Academy.

Texts & Kits *(subject to change)*

Textbooks and kits are handed out as the student needs and is trained to use them.

Texts: Salon Fundamentals LAB seat w/support, Pivot Point textbooks, study guide and Career Track Planner.

Kit: Blow dryer, flat iron, shears, thinning shears, razor with blades, straight razor, clipper, trimmer, tweezers, hair combs & brushes, water bottle, Pro color bottles, color bowl & brushes, clips, smock, 5 mannequins, tool bag, hand mirror, shampoo and conditioner, professional headshots, and CPBA t-shirt.

Also: Kit includes one Missouri state board exam/license fee.

Supplemental Educational Materials

See page #5 of this catalog.

Levels of Achievement

A minimum 85% grade average in written and practical work as well as a minimum 85% attendance is required for graduation. The student is taught a career building system to develop salon readiness skills in client development, client retention, add on services and retail performance. The student will receive a diploma in Barber after successfully completing 1000 hours at The Academy, as stated by Missouri law.

Educators

Licensed Barber educators teach this course. Guest educators with expertise in a specific area may be involved in this program.

PROGRAMS OF STUDY

Barber Program (SOC 39-5011)

Program Content

History	5 hours
Professional Image	5 hours
Bacteriology	5 hours
Sterilization, Sanitation and Safe Work Practices	20 hours
Implements, Tools and Equipment	15 hours
Properties and Disorders of the Skin, Scalp and Hair	15 hours
Treatment of Hair and Scalp	20 hours
Facial Massage and Treatments	5 hours
Shaving	35 hours
Haircutting	425 hours
Hairstyling	325 hours
Mustache and Beard Design	5 hours
Permanent Waving	30 hours
Chemical Hair Relaxing and Soft Curl Permanents	30 hours
Hair Coloring	30 hours
Hairpieces	5 hours
Chemistry	5 hours
Anatomy and Physiology	5 hours
Salesmanship and Establishment Management	5 hours
State Law	10 hours

Barber Crossover Program (SOC 39-5011)

Start Dates

BARBER CROSSOVER - *FULL TIME* – 45 HOURS *(2 SCHEDULED WEEKS)*

*Class Begin: TBA

** Check with the Admissions office for enrollment deadline*

Tuition & Fees

Barber Crossover – 45 Hours

Tuition	**$ 1,171**
Books & Kit	*$ 281*
Total Program	*$ 1,452*

Financing options available from Admissions or Financial Aid Representative at The Academy.

Fees & Enrollment

- Pre-requisite for this program is an active Cosmetology License (CA) for at least one year to be able to enroll.
- Enrollment application.
- **Application Fee $100 due when enrollment agreement is signed** (Application Fee is in addition to any tuition payments and is non-refundable after 3 business days of the signing of the enrollment agreement. See Refund Policy page# 12 &14 of this catalog)
- Books and kits costs are included in the Total Program Cost. Products used to provide services are provided by the academy.
- State Application Fee of $38 for Barber Crossover student license is due prior to class start for student license.
- If a down payment is being made, for any program, that payment is due 30 days before class begins. If a student registers within 30 days of their class start date and paying a down payment, that payment will be due at the signing of the enrollment agreement.
- First monthly payment is due the first day of class and all monthly payments, after the first, are due by the 30th of each month. Federal Student Aid is available to qualified students. The Academy is approved for Federal Student Aid, VA Education Benefits, Vocational Rehabilitation, as well as the Workforce Investment Act (WIA) benefits, for those who qualify.
- A student completing their program hours will be issued one official transcript at their exit interview at no charge once they have completed their exit interview and satisfied financial responsibilities to the school. *(See Transcript Issuance Policy, page 2 of the catalog)*
- Over contract charge: If a student does not graduate within the contract period, additional training will be billed at the rate of $20 per hour, payable in advance until graduation. **Students will not be allowed to clock in until payments arrangements are made.** (See catalog page 5 for additional information).
- The institution currently does not have any distance learning programs, therefore there is no charge for verifying student identity.
- Methods of payment include cash, check and credit card.
- To add scheduled hours during practical training, a student must receive permission from their team leader. To accelerate hours, the student must also accelerate tuition payments.
- Students provide their own basic classroom school supplies.

Schedule

FULL-TIME – 45 HOURS *(2 SCHEDULED WEEKS)*

Foundations (First 2 Days): Sunday and Monday 9 a.m. – 5:30 p.m.

Floor: Create your own schedule - 29 Hours to complete at your pace over the next 11 days *(student set their own schedule to complete hrs.in 11 days)*

Barber Crossover Course Outline (SOC 39-5011)

Description

Barber Crossover is a 45-hour training program for crossover barbering that meets Missouri state standards. Barber Crossover training includes theory and practical instruction that prepares the student to perform shaving services on the public.

Goals

To provide instruction in barbering history and shaving. The graduate will be a knowledgeable, skilled professional barber graduate will have the background and skills to pass the state board exams and to work as a skilled barber.

PROGRAMS OF STUDY

Barber Crossover Program (SOC 39-5011)

Methods

Instruction at the academy uses a combination of teaching styles and techniques to present the information for utmost learning experience. Lectures, discussion, tests, quizzes, written assignments, practical skills, observation, instructional games, etc. are teaching techniques used. Audio-visual aids include whiteboards, internet, power point presentations. Our goal is to stimulate growth in knowledge and skills for the individual.

Grading

The Academy uses a 100-point grading scale: 93-100% = A, 85- 92% = B. Below 85% is not passing. Grades are given for classroom work, projects and styling area performance.

Students are evaluated regularly with assignments, quizzes, tests, salon/styling area work and a variety of projects specific to different units of instruction. Student Information System software is used to record student's grades: 25% of a student's grades are tests, 25% of grades are major tests and 50% of grades are practical work on clients. Work habits, appearance, conduct, initiative, cooperation and attendance are also considered. Student must be above average (85% or better) to graduate from The Academy.

Texts & Kits *(subject to change)*

Textbooks and kits are handed out as the student needs and is trained to use them.

Texts: Salon Fundamentals LAB seat w/support, Pivot Point textbooks, study guide and Career Track Planner.

Kit: Razor with blades, cape, cape clip, smock and mannequin

Also: Kit includes one Missouri state board exam/license fee.

Supplemental Educational Materials

See page #5 of this catalog.

Levels of Achievement

A minimum 85% grade average in written and practical work as well as a minimum 85% attendance is required for graduation. The student will be taught the history of Barbering as well as salon ready skills in shaving. The student will receive a diploma in Barber after successfully completing 45 hours at The Academy, as stated by Missouri law.

Educators

Licensed barber educators teach this course. Guest educators with expertise in a specific area may be involved in this program.

Program Content

History	5 hours
Shaving	40 hours

Esthetic Program (SOC 39-5094)

Start Dates

ESTHETICS - FULL TIME - 750 HOURS ***(25 SCHEDULED WEEKS)*** ***(limited availability)***

*Class Begins: **February 8th, 2027 • April 12th, 2027 • June 15th2027 • August 16th, 2027 • October 18th, 2027**

** Check with the Admissions office for enrollment deadline*

Tuition

ESTHETIC – 750 Hours

Program Cost of Attendance: Full-Time *$21,584 dependent $24,776 all others*

Tuition	**$11,703**
Books & Kit	*$ 1, 283*
Total Program	*$12,986*

Financing options available from Admissions or Financial Aid Representative at The Academy.

Fees & Enrollment

- Enrollment application.
- **Application Fee $100 due when enrollment agreement is signed** (Application Fee is in addition to any tuition payments and is non-refundable after 3 business days of the signing of the enrollment agreement. See Refund Policy page# 12 & 14 of this catalog)
- Books and kits costs are included in the total tuition Program Cost. Products used to provide services are provided by the academy.
- State Application Fee of $38 for the Esthetic student license is due prior to class start for student license.
- If a down payment is being made, for any program, that payment is due 30 days before class begins. If a student registers within 30 days of their class start date and paying a down payment, that payment will be due at the signing of the enrollment agreement.
- First monthly payment is due the first day of class and all monthly payments, after the first, are due by the 30th of each month.
- Federal Student Aid is available to qualified students. The Academy is approved for Federal Student Aid, VA Education Benefits, Vocational Rehabilitation, as well as the Workforce Investment Act (WIA) benefits, for those who qualify.
- Students completing their program hours will be issued one official transcript at their exit interview at no charge once they have completed their exit interview and satisfied financial responsibilities to the school. (See Transcript Issuance Policy, page 2 of the catalog)
- Over contract charge: If a student does not graduate within the contract period, additional training will be billed at the rate of $20 per hour, payable in advance until graduation. **Students will not be allowed to clock in until payments arrangements are made.** (See catalog page 5 for additional information).
- The institution currently does not have any distance learning programs, therefore there is no charge for verifying student identity.
- Methods of payment include cash, check and credit card.
- To add scheduled hours during practical training, a student must receive permission from their team leader. To accelerate hours, the student must also accelerate tuition payments.
- Students provide their own basic classroom school supplies.

Schedules

ESTHETICS

FULL-TIME – 750 HOURS ***(25 SCHEDULED WEEKS)***

Foundations (First 5 weeks): Monday - Friday 9 a.m. – 3:30 p.m.

Schedule: Monday – Thursday 9 a.m. – 3:30 p.m.; Friday 9 a.m.-4 p.m. *(the remainder of the program)*

** Students may change their schedule at no charge. Any schedule change after enrollment must be approved by Lead educator and the Financial Aid Office (only one schedule change will be allowed during the program with the exception of mitigating circumstances). Day time schedules are limited, and any change is only by availability and with the approval of the Lead Educator*

PROGRAMS OF STUDY

Esthetic Program (SOC 39-5094)

Esthetics Course Outline (SOC 39-5094)

Description

Esthetics training at City Pointe Beauty Academy includes theory and practical instruction that prepares the student to perform skincare, makeup and waxing services on the public. The school offers a 750-hour training program in esthetics that meets Missouri state standards.

Goals

The Academy provides education in all phases of the esthetics profession. The graduate will be a knowledgeable, skilled professional esthetician. The graduate will have the background and skills to pass the state board exams and to work as a licensed esthetician.

Methods

Instruction at the academy uses a combination of teaching styles and techniques to present the information for utmost learning experience. Lectures, discussion, tests, quizzes, written assignments, practical skills, observation, instructional games, etc. are teaching techniques used. Audio-visual aids include whiteboards, internet, and power point presentations. Our goal is to stimulate growth in knowledge and skills for the individual.

Grading

The Academy uses a 100-point grading scale: 93-100% = A, 85- 92% = B. Below 85% is not passing. Grades are given for classroom work, projects and styling area performance.

Students are evaluated regularly with assignments, quizzes, tests, spa area work and a variety of projects specific to different units of instruction. Student Information System software is used to record student's grades: 25% of a student's grades are tests, 25% of grades are major tests and 50% of grades are practical work on clients. Work habits, appearance, conduct, initiative, cooperation and attendance are also considered. Student must be above average (85% or better) to graduate from The Academy.

Texts & Kits *(subject to change)*

Textbooks and kits are handed out as the student needs and is trained to use them.

Texts: Salon Fundamentals LAB seat w/support, Pivot Point textbooks, study guide and Career Track Planner.

Kit: Tweezer/extractor kit, make up kit, skin care, CPBA apron, flat mannequin, tool bag, hand mirror, and CPBA t-shirt.

Also: Kit includes one Missouri state board exam/license fee.

Supplemental Educational Materials

See page #5 of this catalog.

Levels of Achievement

A minimum 85% grade average in written and practical work as well as a minimum 85% attendance is required for graduation. The student will be taught a career building system to develop salon readiness skills in client development, client retention, add-on services and retail performance. The student will receive a diploma in Esthetics after successfully completing 750 hours at The Academy, as stated by Missouri law.

Educators

Licensed Esthetic educators teach this course. Guest educators with expertise in a specific area may be involved in this program.

Program Content

Facials, cleansing, toning and massaging	120 hours
Make up application, all phases	100 hours
Hair removal	30 hours
Body treatments, aromatherapy, and wraps	120 hours
Reflexology	35 hours
Cosmetic sciences, structure, condition, disorders	85 hours
Cosmetic chemistry, products and ingredients	75 hours
Salesmanship and shop management	55 hours
Sanitation and sterilization	45 hours
State law	10 hours
Professional Sciences and mentoring	75 hours

Nail Technology Program (SOC 39-5092)

Start Dates

NAIL TECHNOLOGY - PART TIME - 400 HOURS ***(19 SCHEDULED WEEKS)***

*Class Begins: **TBD**

** Check with the Admissions office for enrollment deadline*

Tuition

NAIL TECHNOLOGY – 400 Hours

Financing options available from Admissions or Financial Aid Representative at The Academy.

Tuition	**$4,022**
Books & Kit	*965*
Total Program	*$ 5,487*

Fees & Enrollment

- Enrollment application.
- **Application Fee $100 due when enrollment agreement is signed** (Application Fee is in addition to any tuition payments and is non-refundable after 3 business days of the signing of the enrollment agreement. See Refund Policy page# 12& 14 of this catalog)
- Books and kits costs are included in the total tuition Program Cost. Products used to provide services are provided by the academy.
- State Application Fee of $38 for a Nail Technology student license is due prior to class start for student license.
- If a down payment s being made, for any program, that payment is due 30 days before class begins. If a student registers within 30 days of their class start date and paying a down payment, that payment will be due at the signing of the enrollment agreement.
- First monthly payment is due the first day of class and all monthly payments, after the first, are due by the 30th of each month.
- Federal Student Aid is available to qualified students. The Academy is approved for Federal Student Aid, VA Education Benefits,
- Vocational Rehabilitation, as well as the Workforce Investment Act (WIA) benefits, for those who qualify.
- Students completing their program hours will be issued one official transcript at their exit interview at no charge once they have completed their exit interview and satisfied financial responsibilities to the school. *(See Transcript Issuance Policy, page 2 of the catalog)*
- Over contract charge: If a student does not graduate within the contract period, additional training will be billed at the rate of $20 per

Nail Technology Program (SOC 39-5092)

hour, payable in advance until graduation. **Students will not be allowed to clock in until payments arrangements are made.** *(See catalog page #5 for additional information).*

- The institution currently does not have any distance learning programs, therefore there is no charge for verifying student identity.
- Methods of payment include cash, check and credit card.
- To add scheduled hours during practical training, a student must receive permission from their team leader. To accelerate hours, the student must also accelerate tuition payments.
- Students provide their own basic classroom school supplies.

Schedule

NAIL TECHNOLOGY FULL-TIME – 400 HOURS *(19 SCHEDULED WEEKS)*

Schedule: Wednesday & Thursday 2:30 p.m. – 8:00 p.m.
Friday & Saturday 9:00 a.m. – 4:00 p.m.
(Foundations (First 5 weeks)

** Students may change their schedule at no charge. Any schedule change after enrollment must be approved by Lead educator and the Financial Aid Office (only one schedule change will be allowed during the program with the exception of mitigating circumstances). Day time schedules are limited, and any change is only by availability and with the approval of the Lead Educator.*

Nail Technology Course Outline (SOC 39-5092)

Description

Nail training at City Pointe Beauty Academy includes theory and practical instruction that prepares the student to perform nail services on the public. The school offers a 400- hour training program in nail technology that meets Missouri state standards.

Goals

The Academy provides education in all phases of the nail profession. The graduate will be a knowledgeable, skilled professional nail technologist (manicurist). The graduate will have the background and skills to pass the state board exams and to work as a licensed nail technologist.

Methods

Instruction at the academy uses a combination of teaching styles and techniques to present the information for utmost learning experience. Lectures, discussion, tests, quizzes, written assignments, practical skills, observation, instructional games, etc. are teaching techniques used. Audio-visual aids include whiteboards, internet, and power point presentations. Our goal is to stimulate growth in knowledge and skills for the individual.

Grading

The Academy uses a 100-point grading scale: 93-100% = A, 85- 92% = B. Below 85% is not passing. Grades are given for classroom work, projects and styling area performance.

Students are evaluated regularly with assignments, quizzes, tests, salon area work and a variety of projects specific to different units of instruction. Student Information System software is used to record student's grades: 25% of a student's grades are tests, 25% of grades are major tests and 50% of grades are practical work on clients. Work habits, appearance, conduct, initiative, cooperation and attendance are also considered. Student must be above average (85% or better) to graduate from The Academy.

Texts & Kits *(subject to change)*

Textbooks and kits are handed out as the student needs and is trained to use them.

Texts: Salon Fundamentals LAB seat w/support, Pivot Point textbooks, study guide and Career Track Planner.
Kit: Student nail kit, manicure kit, nail drill, tote bag, nail lamp, apron, professional headshots, and a CPBA t-shirt.
Also: Kit includes one Missouri state board exam/license fee.

Supplemental Educational Materials

See page #5 of this catalog.

Levels of Achievement

A minimum 85% grade average in written and practical work as well as a minimum 85% attendance is required for graduation. The student will be taught a career building system to develop salon readiness skills in client development, client retention, add on services and retail performance. The student will receive a diploma in Nail Technology after successfully completing 400 hours at The Academy, as stated by Missouri law.

Educators

Licensed cosmetology/nail technology educators teach this course. Guest educators with expertise in a specific area may be involved in this program.

Program Content

Manicuring, pedicuring, hand and arm massage and treatment of nails	220 hours
Salesmanship and shop management	20 hours
Sanitation and sterilization	20 hours
Anatomy	10 hours
State law	10 hours
Study of the use and application of certain chemicals	40 hours
Professional Sciences and mentoring	80 hours
Advanced technical and Business training	

Instructor Program (SOC 25-1194)

Start Dates

INSTRUCTOR – FULL TIME - 600 HOURS *(18 SCHEDULED WEEKS)*

***Class Begins: TBD**

Tuition

INSTRUCTOR - 600 Hours

Financing options available from Admissions or Financial Aid Representative at The Academy

Tuition	**$ 6,521**
Books & Kit	*$ 583*
Total Program	*$ 7,104*

Instructor Program (SOC 25-1194)

Fees & Enrollment

- Enrollment application.
- **Application Fee $100 due when enrollment agreement is signed** (Application Fee is in addition to any tuition payments and is non-refundable after 3 business days of the signing of the enrollment agreement. See Refund Policy page #12 & 14 of this catalog)
- Books and kits costs are included in the total tuition Program Cost. Products used to provide services are provided by the academy.
- State Application Fee of $38 for an Instructor student license is due prior to class start for student license.
- If a down payment is being made, for any program, that payment is due 30 days before class begins. If a student registers within 30 days of their class start date and paying a down payment, that payment will be due at the signing of the enrollment agreement.
- First monthly payment is due the first day of class and all monthly payments, after the first, are due by the 30th of each month.
- Federal Student Aid is available to qualified students. The Academy is approved for Federal Student Aid, VA Education Benefits, Vocational Rehabilitation, as well as the Workforce Investment Act (WIA) benefits, for those who qualify.
- A student completing their program hours will be issued one official transcript at their exit interview at no charge once they have completed their exit interview and satisfied financial responsibilities to the school. (See Transcript Issuance Policy, page 2 of the catalog)
- Over contract charge: If a student does not graduate within the contract period, additional training will be billed at the rate of $20 per hour, payable in advance until graduation. **Students will not be allowed to clock in until payments arrangements are made.** (See catalog page 5 for additional information).
- The institution currently does not have any distance learning programs, therefore there is no charge for verifying student identity.
- Methods of payment include cash, check and credit card.
- To add scheduled hours during practical training, a student must receive permission from their team leader. To accelerate hours, the student must also accelerate tuition payments.
- Students provide their own basic classroom school supplies.

Schedule

INSTRUCTOR – FULL TIME - 600 HOURS *(18 SCHEDULED WEEKS)*

Schedule: Specific schedules may vary

Instructor Course Outline (SOC 25-1194)

Description

The Academy provides education in all phases of the instructor profession. The graduate will be a knowledgeable, skilled professional educator. The graduate will have the background and skills to pass the state board exams and to work as a licensed Instructor.

Goals

The Academy provides education in methodology and practical (practice) teaching, preparing the graduate with the skills and background to pass the Missouri State board exams.

Methods

Instruction at the academy uses a combination of teaching styles and techniques to present the information for utmost learning experience. Lectures, discussion, tests, quizzes, written assignments, practical skills, observation, instructional games, etc. are teaching techniques used. Audio-visual aids include whiteboards, internet, and power point presentations. Our goal is to stimulate growth in knowledge and skills for the individual.

Grading

The Academy uses a 100-point grading scale: 93-100% = A, 85- 92% = B. Below 85% is not passing. Grades are given for classroom work, projects and styling area performance.

Students are evaluated regularly with assignments, quizzes, tests, student-training area work, classroom and a variety of projects specific to different units of instruction. Student Information System software is used to record student's grades: 25% of a student's grades are tests, 25% of grades are major tests and 50% of grades are practical work on clients. Work habits, appearance, conduct, initiative, cooperation and attendance are also considered. Student must be above average (85% or better) to graduate from The Academy.

Texts & Kits: *(subject to change)*

Textbooks and kits are handed out as the student needs and are trained to use them.

Texts: Pivot Point Mindful Teaching, Student instructor Lab seat w/support, study guide and Career Track Planner.

Other: T-shirt and Name badge.

Also: Kit includes the Missouri state board exam/license fee.

Educators

Licensed cosmetologists/licensed educators teach this course.

Supplemental Educational Materials

See page #5 of this catalog.

Levels of Achievement

A minimum 85% grade average in written and practical work as well as a minimum 85% attendance is required for graduation. The instructor trainee will receive a diploma after successfully completing 600-hours as stated by Missouri law.

Nail training at City Pointe Beauty Academy includes theory and practical instruction that prepares the student to perform nail services on the public. The school offers a 400- hour training program in nail technology that meets Missouri state standards.

Program Content

Basic principles of student teaching	200 hours
Psychology as applied to cosmetology	50 hours
Business experience/management	50 hours
Practice teaching both theory & practical	300 hours

PROGRAMS OF STUDY

Massage Therapy Program (SOC 31-9011)

Start Dates

MASSAGE THERAPY – FULLTIME - 625 HOURS ***(25 SCHEDULED WEEKS)***

*Class Begins: **January 11th, 2027 • TBD**

** Check with the Admissions office for enrollment deadline*

Tuition

MASSAGE THERAPY – 625 Hours **Tuition $10,604**

Program Cost of Attendance: Full-Time *$20,202 dependent $23,394 all others* *Books & Kit $ 1,014*

Financing options available from Admissions or Financial Aid Representative at The Academy. *Total Program $ 11,618*

Fees & Enrollment

- Enrollment application.
- **Application Fee $100 due when enrollment agreement is signed** (Application Fee is in addition to any tuition payments and is non-refundable after 3 business days of the signing of the enrollment agreement. See Refund Policy on page #12& 14 of the catalog)
- Books and kits costs are included in the total tuition for the student. Products used to provide services are provided by City Pointe Beauty Academy.
- State Application Fee of $38 for the Massage Therapy a student. The $38 State Application fee will be due on or before the 2nd week of class as well as a $40 - $55 for fingerprinting and a background check **(paid for by students at time the service is performed**).
- If a down payment is being made, for any program, that payment is due 30 days before class begins. If a student registers within 30 days of their class start date and paying a down payment, that payment will be due at the signing of the enrollment agreement.
- First monthly payment is due the first day of class. All monthly payments, after the first, are due by the 30th of each month.
- Federal Student Aid is available to qualified students. The Academy is approved for the Federal Student Aid Program, VA Education Benefits, Vocational Rehabilitation, as well as the Workforce Investment Act (WIA) benefits, for those who qualify.
- Each student completing their program hours will be issued one official transcript at their exit interview at no charge once they have completed their exit interview and satisfied financial responsibilities to the school. *(See Transcript Issuance Policy, page 2 of the catalog)*
- Over contract charge: If a student does not graduate within the contract period, additional training will be billed at the rate of $20 per hour, payable in advance until graduation. **Students will not be allowed to clock in until payments arrangements are made.** *(See catalog page 5 for additional information)*

  The institution currently does not have any distance learning programs and therefore there is no charge for verifying student identity.
- Methods of payment include cash, check and credit card.
- To add scheduled hours during practical training, a student must receive permission from their team leader. To accelerate hours, the student must also accelerate tuition payments.
- Students provide their own basic classroom school supplies.

Schedule

MASSAGE THERAPY – FULL TIME – 625 HOURS ***(25 SCHEDULED WEEKS)***

Schedule: Monday, Tuesday, Wednesday 9 a.m. - 6 p.m.

** Students may change their schedule at no charge. Any schedule change after enrollment must be approved by Lead educator and the Financial Aid Office (only one schedule change will be allowed during the program with the exception of mitigating circumstances). Day time schedules are limited, and any change is only by availability and with the approval of the Lead Educator.*

Massage Therapy Course Outline (SOC 51-3501)

Description

Massage Therapy training at City Pointe Beauty Academy is a 625-hour training program consisting of a 25-week schedule. Approximately, the first half of the program will be used to educate and train the students on foundational course work provided in the program.

Students will begin to perform unpaid supervised services on guests approximately halfway through the program after issuance of the student license. Pursuant to Missouri Code of State Regulations Department 2197 *20 CSR 2197-2.040* A student license may be issued upon notification by the school, program, or board approved mentor that the student has demonstrated substantial progress and competency, as approved within the course of instruction, with a grade "C" or better in basic hygiene, universal precautions, contraindications, basic massage theory, basic massage hands-on practice, and review of the results of a criminal background check ($40-$55 cost to the applicant). Required courses within the program include Massage Theory and Practice, Anatomy and Physiology, Business and Professional Practice and Ancillary Therapies.

Students gain foundational knowledge in anatomy and physiology, pathophysiology, nutrition, stress management, injury prevention and wellness. They learn techniques of Swedish massage, deep tissue massage, chair massage, reflexology, aromatherapy and cupping.

Students learn skills necessary to work as a team, with guests and other health care professional's communication skills and running a business. They graduate with the knowledge and skills necessary for employment in various healthcare environments, athletic and spa settings or to begin private practice.

Goals

The Academy provides education in a variety of modalities in the massage therapy profession, preparing the graduate with the knowledge and skills to pass the MBLEx exam, to be licensed in Missouri and to work as a professional massage therapist.

Admissions Requirements

See page #1 of this catalog. **No pre-requisites are required for this course.*

Graduation Requirements

See page #2 of this catalog.

Transfers

Transfer hours for the Massage Therapy course will not be accepted. See additional information on page #2 &16 of this catalog.

Methods

Instruction in massage therapy at The Academy uses a combination of classroom and practical teaching styles and techniques to present the information for maximum student learning. Lectures, discussion, tests, quizzes, written assignments, practical skills, observation and instructional games are some of the teaching techniques used. Classroom instruction comprises approximately 75% of the students learning experience and practical hands-on clinical/lab time completes the remaining 25% of the program hours. Every effort is made to stimulate growth in knowledge and skills for the individual.

Instructional Resources

Audio-visual aids like skeleton, whiteboards, CDs, DVDs, power point presentations, flip charts, Internet and more.

Massage Therapy Program (SOC 31-9011)

Supplemental Educational Materials

Students have access to professional reference materials, dictionaries, DVDs, magazines and product knowledge information that support and supplement the program of study. The Academy's library is found in conference room and is available to be checked out. Items must be checked out with an educator.

Texts & Kits:

Textbooks and kits are handed out as the student needs and are trained to use them. *(subject to change)*

Text: *Mosby's Fundamentals of Therapeutic Massage*,
Mosby's Essential Sciences for Therapeutic Massage: Anatomy, Physiology, Biomechanics, and Pathology.

Kit: Holster with bottle for massage oil, name badge, one set of scrubs, t-shirt, professional headshots, and portable massage table. Also: MBLEx Certification fee/MO provisional license fee.

Grades

The Academy uses a 100-point grading scale: 93-100% = A, 85- 92% = B. Below 85% is not passing. Grades are given for classroom work, projects and styling area performance.

Students are evaluated regularly with assignments, quizzes, tests, clinic floor, work and a variety of projects specific to different units of instruction. Student Information System software is used to record student's grades: 25% of a student's grades are tests, 25% of grades are major tests and 50% of grades are practical work on clients. Work habits, appearance, conduct, initiative, cooperation and attendance are also considered. Student must be above average (85% or better) to graduate from The Academy.

Levels of Achievement

A minimum 85% grade average in written and practical work as well as a minimum 85% attendance is required for graduation. An 85% attendance average will also be required for graduation from The Academy. The student will receive a diploma in Massage Therapy after successfully completing 625 hours and all work required at The Academy.

Program Content	Massage Theory and Practice	425 hours
	Ancillary Therapies and Practice	50 hours
	Anatomy and Physiology	100 hours
	Business and Professional Practice	50 hours

PROGRAM COURSE OUTLINES:

Massage Theory and Practice ***425 hrs.***

Massage Theory and Practice is one of four required courses for the Massage Therapy Program at City Pointe Beauty Academy.

Educator:

See catalog page #35 Staff.

Objectives and Competencies

This course includes the history of massage, fundamentals of massage theory and application/practice. Starting with Swedish massage, which is the foundation for most other massage modalities, students will learn to give a full-body massage. They will learn proper body mechanics while giving a massage. Integrating proper body mechanics and specific strategies, the student will slowly work their way to the deeper muscles and release holding patterns in the body. This module will also address performance-limiting conditions of the musculoskeletal system. The student will learn functional assessment protocols and how to develop treatment plans. With hands-on practice students will learn correct client positioning, appropriate draping and proper sanitation, hygiene and safety.

Admissions Requirements

*See page #1 of this catalog. *No pre-requisites are required for this course.*

Methods

Instruction in Massage Theory and Practice at The Academy uses a combination of classroom and practical teaching styles and techniques to present the information for maximum student learning. Lectures, discussion, tests, quizzes, written assignments, practical skills, observation and instructional games are some of the teaching techniques used. Instruction in this course is comprised of classroom instruction and practical hands-on clinical/spa time. Every effort is made to stimulate growth in knowledge and skills for the individual.

Instructional Resources`

See page #29 of this catalog.

Supplemental Educational Materials

See page #5 of this catalog.

Texts & Kits: *(subject to change)*

Textbooks and kits are included in the total cost of tuition to the student and are handed out as the student needs and is trained to use them.

Text: *Mosby's Fundamentals of Therapeutic Massage*.

Kits: Holster with bottle for massage oil, name badge, one set of scrubs, t-shirt, professional headshots, and a portable massage table.

Also: MBLEx Certification fee/MO provisional license fee

Course Content 425 *hrs.*

(Massage theory & Practice techniques)

History & Fundamentals of Massage Therapy Body Mechanics
Swedish Massage Deep Tissue Massage Athletic/Sports Massage
Side Lying Massage
Seated Chair Massage
Clinical Pathology
Introduction to Cranio-Sacral
Trigger Point Therapy Myofascial Release Introduction to Lymphatic Drainage Wellness
Hygiene, Sanitation & Safety

Completion Requirements

At the conclusion of this course, the student will have successfully completed 425 hours of the 625-hour Massage Therapy program. *See page #2 of this catalog*.

Course Equivalency

Transfer hours are not accepted for the Massage Therapy Program. For additional information *see page #2 & 16 of this catalog.*

Anatomy and Physiology ***100 hrs.***

Anatomy and Physiology is one of four required courses for the Massage Therapy program at City Pointe Beauty Academy.

Educator:

See catalog page #35 Staff.

Objectives and Competencies

A thorough understanding of anatomy will be explored. This course consists of a study of all 11 body systems, their movements, functions and dysfunctions. Musculature hands-on palpation, detailed study of the skeletal system and kinesthetic learning is the basis of this course. This course covers definitions, etiology, signs and symptoms for conditions of the body systems commonly encountered by massage therapist. Common pathologies of the systems will be covered, as well as their structure and functions. An emphasis will be on interdependence of all the body systems to maintain homeostasis and how each system is affected by massage therapy and stress reduction.

Admissions Requirements

See page #1 of this catalog. **No pre-requisites are required for this course.*

Methods

Instruction in Anatomy and Physiology at The Academy consists primarily of classroom teaching styles and techniques to present the information. Lecture, discussion, tests, quizzes, written assignments and instructional games are some of the teaching techniques used. Instruction in this course is comprised of classroom instruction. Every effort is made to stimulate growth in knowledge for the individual.

Instructional Resources

See page #29 of this catalog.

Supplemental Educational Materials

See page #5 of this catalog.

Texts & Kits: *(subject to change)*

Textbooks and kits are handed out as the student needs and is trained to use them.

Text: Mosby's *Essential Sciences for Therapeutic Massage: Anatomy, Physiology, Biomechanics, and Pathology.*

Course Content

Human Anatomy & Physiology *100 hrs.*

Completion Requirement

At the conclusion of this course the student will have successfully completed 100 hours of the 625-hour Massage Therapy program. *See page #2 of this catalog*

Course Equivalency

We do not accept transfer hours for the Massage Therapy Program. *See page #2 & 16 of this catalog.*

Business & Professional Practice ***50 hrs.***

Business and Professional Practice is one of the four courses required for the Massage Therapy Program at City Pointe Beauty Academy.

Educator:

See catalog page # 35 Staff.

Objectives and Competencies

This course explores information necessary to start a business, career options and ethical issues relating to massage therapy. Subjects covered include record keeping, advertising, networking, supplies, and types of business opportunities, insurance billing and maintenance. Ethical issues such as confidentiality, effective communication, transference and countertransference, attachment issues of guests who are touch deficient (and those who aren't), maintaining personal and professional boundaries. Massage law and safety ordinances will be covered in this course.

Admissions Requirements

See page #1 of this catalog. **No pre-requisites are required for this course.*

Methods

Instruction in Business and Professional Practice at The Academy uses a combination of classroom and practical teaching styles and techniques to present the information for maximum student learning. Lectures, discussion, tests, quizzes, written assignments, practical skills, observation and instructional games are some of the teaching techniques used. Instruction in this course is comprised of classroom instruction and practical hands- on clinical/spa time. Every effort is made to stimulate growth in knowledge and skills for the individual.

Instructional Resources

See page #29 of this catalog.

Supplemental Educational Materials

See page #5 of this catalog.

Texts & Kits: *(subject to change)*

Textbooks and kits are handed out as the student needs and is trained to use them.

Text: Mosby's *Fundamentals of Therapeutic Massage*, Over the Top, Career Track Planner, Missouri Massage Laws and Rules.

Course Content 50 hrs.

(Business and Professional Practice)

Business & Marketing
Client Communication & Health Care Referral
Ethics/Missouri Law
Hygiene

Completion Requirements

At the conclusion of this course the student will have successfully completed 50 hours of the 625-hour Massage Therapy program. *See page #2 of this catalog.*

Course Equivalency

Transfer hours are not accepted for the Massage Therapy Program. *See page #2 & 16 of this catalog.*

Ancillary Therapies ***50 hrs.***

Ancillary Therapies is one of the four courses required for the Massage Therapy Program at City Pointe Beauty Academy.

Educator:

See catalog page #35 Staff.

Massage Therapy Program (SOC 31-9011)

Objectives and Competencies

This course will introduce the theory of zone therapy and the locations of the reflex points that correspond to organs, glands and other body parts. Students will observe demonstrations of basic therapeutic techniques and practice them with classmates. This course is designed to give the student a basic foundation in the fundamentals of Asian Bodywork systems. The student learns to work with the meridians accessible in prone position, applying palming and thumbing techniques. In addition, learning efficient alignment, therapeutic principles of the water elements will be explored in hydrotherapy. Students will discover the earth element through the therapeutic application of stones. In addition to these therapies students will receive training and certification in CPR and first aid.

Admissions Requirements

The following are required for admission to this course:

- All program admission requirements are completed.
  - *See page #1 of this catalog. *No pre-requisites are required for this course.*

Methods

Instruction in Ancillary Therapies at The Academy uses a combination of classroom and practical teaching styles and techniques to present the information for maximum student (learning. Lectures, discussion, tests, quizzes, written assignments, practical skills, observation and instructional games are some of the teaching techniques used. Instruction in this course is comprised of classroom instruction and practical hands-on clinical/spa time. Every effort is made to stimulate growth in knowledge and skills for the individual.

Instructional Resources

See page #29 of this catalog

Supplemental Educational Materials

See page #5 of this catalog.

Texts & Kits: *(subject to change)*

Textbooks and kits are handed out as the student needs and is trained to use them.

Text: Mosby's *Fundamentals of Therapeutic Massage*

Course Content *50 hrs.*

(Ancillary Therapies (theory & application)

CPR/First Aid
Reflexology
Complementary Modalities: i.e.
Aromatherapy
Therapeutic Touch
Inhalation Therapy
Hydrotherapy
Stone Therapy Cupping
Massage in Special Population

Completion Requirements

Upon conclusion of this course the student will have successfully completed 50 hours of the 625-hour Massage Therapy program. *See page #2 of this catalog.*

Course Equivalency

We do not accept transfer hours for the Massage Therapy Program. *See page #2 & 16 of this catalog.*

SCHOLARSHIPS

City Pointe Beauty Academy has scholarships available to qualified students!

High School Achievement Scholarships are awarded to qualified students who have just completed or are finishing their senior year in a Missouri high school. One per high school is available each year.

Cosmetology

- High School students graduating, enrolling and starting the year in which they graduate
  - **Applicants could be eligible for up to a $1,500 scholarship for any scheduled start dates within the same year of their High School graduation**

Massage Therapy & Esthetics

- High School students graduating, enrolling and starting the year in which they graduate
  - **Applicants could be eligible for up to a $750 scholarship for any scheduled start dates within the same year of their High School graduation.**

*The *scholarship will be forfeited if the student does not begin class the month in which they have enrolled.*

For a student to be eligible the student must complete the following:

- High School Scholarship Application
- Enrollment Application
- Interview at The Academy
- Submit high school transcript through junior year (must include attendance records)
- Two letters of reference

Check with Admissions about scholarship application deadline

**If the student's high school has a scholarship awards event, a representative of The Academy will present the scholarship at that event.*

CPBA Student Scholarship *(Previous Student Scholarship)*

All students who have graduated from City Pointe Beauty Academy and choose to come back and enroll in a second program after becoming licensed in the previous program they have graduated from, are eligible for a 10% OFF 2nd Program scholarship.

Kenya Storm Memorial Scholarship *(Massage Therapy Students only)*

CPBA has designed this award around the following criteria:

- ***Must be a current massage therapy student at CPBA.***
- ***Completed their first month of training hours on the floor***
- ***Complete the scholarship application by the designated deadline***
- ***Recipient must maintain a 95% or higher attendance average.***
- ***Demonstrate a desire to go above and beyond basic educational requirements.***
- ***Are required to show proof of involvement in community service hours***
- ***Recipients always strive to maintain a good, positive attitude.***

One student will be awarded a scholarship worth up to $500. Applications will be reviewed by a panel of judges and awarded based on the aforementioned criteria. This award will be given to the recipient in the form of a check and is solely intended to assist with tuition payments or the repayment of student loans.

Academy awarded scholarships will be contingent upon successful completion of the program. Successful completion requires at least a 95% or higher attendance average at designated SAP checkpoints. A scholarship recipient is also required to graduate with an 85% or above grade point average. Any school suspension will result in loss of any scholarship. This applies to all scholarships awarded by the Academy!

Contact Admissions at 417-673-8822 if you have questions about our scholarships.

City Pointe Beauty Academy

POINTS OF DIFFERENCE

The Academy Focuses on Business training for lifelong successful careers

- ◊ *Salon/Spa Experienced Educators*
- ◊ *Monthly One on One Coaching*
- ◊ *Monthly Success Celebrations with prizes*
- ◊ *Business Service and Retail Promos*
- ◊ *Books and Professional Kit Tools*
- ◊ *Community Service*

Nationwide Placement Assistance

- ◊ *The Academy has contacts for placement with More than 3600 salons/spas in the U.S and Canada using Summit Salon Systems in all 50 states.*
- ◊ *Privately held salons/spas, where incomes are the highest, is a primary target placement after Graduation*

Students are trained in critical skills like goal setting and business development to ensure salon and spa success

- ◊ *Road Map to Success Tracking (Career Path Planner)*
- ◊ *Customer Service Training*
- ◊ *Summit Salon Level Systems preparation*

Students are prepared for top salons and spas to ensure success after school

- ◊ *Classes start together and stay together*
  - *Class size is limited for an enhanced educational experience.*
- ◊ *All students are part of a team*
- ◊ *Color formulation and mixing by students*
  - ◊ *Salon/Spa Ready Attendance Standard*
- ◊ *Mizani Aircut Certified Educators*
- ◊ *Bellami Certified Educators*
- ◊ *Steady salon/spa clientele to practice on*
  - *Joplin and surrounding communities provide students with clientele for real world practice*
- ◊ *Redken color specialized educators*
- ◊ *85% grade standard*
- ◊ *Guest speakers*
- ◊ *Provides student an opportunity to achieve extra education and certifications in their areas of interest*

- *Graduates, many salons, spa and hair studio owners as well as business professionals who serve on the advisory board and recruit from the Academy*

- *Randy Kunkel, beauty industry consultant and founder of KRS Consulting Group and co-founder of the Summit works with the Academy to develop excellence in its students, its educators and its owners*

- *The Academy has the help of Redken 5th Ave NYC, Michael Cole and other industry leaders who share their expertise*

- *The Academy has sister schools including PCI (Professional Cosmetology Institute Academy) in Ames, Iowa and Plymouth, Minnesota, as well as others. The Ames Institute has a 50-year history of educational excellence and leadership in the beauty industry.*

City Pointe Beauty Academy

ACADEMY STAFF

President

Sherry Porter

Graduated from Missouri Southern State University with a Bachelor of Science in Business Education, she also has an Associate Degree in Marketing and Management from Crowder College. She is co-owner of City Pointe Beauty Academy. Sherry is a member of the Missouri Proprietary School Advisory Committee.

Director of Education

Amanda Lansford

Graduated from City Pointe Beauty Academy and is a Missouri licensed Cosmetologist, Nail Technologist and Instructor. She is co-owner of City Pointe Beauty Academy.

Academy Director

Darcy Kisling

Graduate of City Pointe Beauty Academy. She is a Missouri Licensed Cosmetologist, Nail Technologist, Esthetician and Instructor. She is co-owner of City Pointe Beauty Academy.

Admissions

Paige Merriman

Varied background in customer service. She is currently working towards a Bachelor of Science in Workforce Development with a Human Resources emphasis at Pittsburg State University.

Financial Aid Director

Justin Porter

Graduated from Missouri Southern State University with a Bachelor of Science in Business Administration. He also majored in Marketing and Management as well. Justin is also a co-owner of City Pointe Beauty Academy

Educators:

Cosmetology

Darcy Kisling – Academy Director

Graduate of City Pointe Beauty Academy. She is a Missouri Licensed Cosmetologist, Nail Technologist, Esthetician and Instructor. Bellami Extension Certified, Mizani Aircut Certified, Redken Specialist

Amanda Lansford – Lead Educator

Graduated from City Pointe Beauty Academy and is a Missouri licensed Cosmetologist, Nail Technologist and Instructor. Mizani Aircut Certified, Bellami Extension Certified, Redken Specialist.

Brittney Isley – Floor Lead

Missouri Licensed Cosmetologist, Nail Technologist, and Instructor. Bellami Extension Certified, Blonding specialist.

Sheridan Ruch

Missouri Licensed Cosmetologist, and Nail Technologist, Instructor.

Tayler Ebbinghaus

Missouri Licensed Cosmetologist, Nail Technologist, and Instructor.

Ashley Porter

Missouri Licensed Cosmetologist, Nail Technologist, and Instructor.

Tyler Clyde

Missouri Licensed Cosmetologist, Nail Technologist, and Instructor.

Esthetics

Charlene Carver

Missouri Licensed Esthetician, and Instructor.

Darcy Kisling

Missouri Licensed Esthetician, Cosmetologist, Nail Technologist, and Instructor.

Massage Therapy

Daniel Wampler

Massage Theory & Practice, Ancillary Therapies, Law & Business and Anatomy & Physiology

Missouri licensed Massage Therapist and Doctor of Chiropractic. He has worked as a licensed massage therapist since 2014 and licensed Chiropractor since graduation in 2019.

Krystal Gonzales

Massage Theory & Practice Techniques, Ancillary Therapies, Law & Business and CPR

Missouri licensed Massage Therapist. She has worked as a massage therapist since graduation. She is also certified to teach CPR, Adult and Pediatric First Aid, Bloodborne Pathogens, Basic Life Support.

**All educators have salon/spa experience, are licensed cosmetologist, estheticians, nail technologists or massage therapist and are licensed/approved educators in their areas of specialty. Go to www.citypointebeauty.com for more information on staff and educators.*