



# STUDENT CATALOG

Paroba College  
9930 Evergreen Way, Building Y  
Everett, WA 98204  
425-353-8193  
[www.paroba.edu](http://www.paroba.edu)

## TABLE OF CONTENTS

Subject	Page
Philosophy and Mission, History Approvals and Accreditation, School Facility, Student Housing	3
Advisory Board, Faculty, Policy on Policies, Policy Appeal Policy, Admissions Requirements	4
Transfer Students, Evaluation of High School Diploma/GED	5
Evaluation of Identity, Evaluation of Citizenship, Students with Prior Felony Convictions, Vaccination Policy	6
School Calendar, Orientation, Tuition Policies, Delinquent Tuition, Methods of Payment	7
Scholarship Statement, Financial Aid, Financial Aid Counseling, Methods of Disbursement	8
Veteran's Benefits, Updates to FAFSA	9
Cancellation of Agreement, Refund Policy	10
Enrollment Time, Return of Funds, Withdrawal Definition	11
Satisfactory Academic Progress Policy, SAP Examples	12
SAP Monitoring Periods, SAP Outcomes	13
Maximum Time Frame, Grading Procedures	14
Leave of Absence	16
Attendance Policies	17
Record of Attendance, Changing Program Schedule	19
Rules of Conduct	20
Disciplinary Action	21
Copyright Infringement, Guest Appointments	22
Student Services and Discounts, Advising, Student Files	23
Verification of Attendance/Transcripts, Grievance Policy, Nondiscrimination, Student Ratio, References	24
Format, Expendable Supplies, Graduation Requirements, Licensing Requirements	25
Career Services, Communication Policy, Crime Prevention and Safety Policies, Drugs and Alcohol on Campus, Lab Classes	26
<b>Addendums</b>	
Program Description - Barbering, 1000 Hours	Addendum A
Program Description - Cosmetology, 1600 Hours	Addendum B
Program Description - Esthetics, 750 Hours	Addendum C
Program Description – Instructor Training, 600 Hours	Addendum D
Program Description – Master Esthetician, 1200 Hours	Addendum E
Program Description – Advanced Esthetics, 480 Hours	Addendum F
Program Description – Hair Design, 1400 Hours	Addendum G
Program Description - Manicuring, 700 Hours	<i>Not Currently Offered</i>
Program Description – Extended Cosmetology, 1800 Hours	<i>Not Currently Offered</i>
Dress Code	Addendum J
Administration and Faculty and Program Costs	Addendum K
Class Schedule	Addendum L
Calendar of Holidays	Addendum M

## **Welcome to Paroba College!**

The exciting, ever changing world of beauty will always be a source of professional rewards. The work of the cosmetologist, barber, hair designer, esthetician and master esthetician can be challenging and fulfilling. We commend you on choosing to enter this field of training, and we welcome you to Paroba College.

The choice of a lifetime career is one of the most important decisions you will ever make, and the choice of where to begin that career is equally as important. We are thrilled that you have decided to begin your journey here at Paroba College. In this catalog, you will find a wealth of information about our school and your career.

## **ABOUT PAROBA COLLEGE**

### **PHILOSOPHY AND MISSION**

Paroba College recognizes that people choose to go to school – and choose to go to our school – for many different reasons. Whatever brought you to Paroba College, it is our goal to provide you with the education that prepares you both for the Washington State Board Exam and for your future career.

Our mission is to prepare future professionals by providing premier educational programs that promote personal, academic and professional excellence.

We achieve this mission by offering:

- Top tier curricula taught by experienced educators who are also industry professionals.
- Unique learning opportunities, including customer service, communication, and job search skills.
- An environment that cultivates professionalism and responsibility while encouraging creativity and passion.

### **HISTORY**

The Everett campus of Paroba College was purchased by Beauty Careers, Inc., from the Amarillo College of Hairdressing, Inc. in March of 2008. In August of 2008, the name of the campus was officially changed from Milan Institute to Paroba College. In January of 2016, Paroba College moved to its current location at 9930 Evergreen Way. The owners of Paroba College are Patrick and Barbara Davis and Rodger Fender.

### **APPROVALS AND ACCREDITATION**

Beauty Careers, Inc. DBA Paroba College is licensed by:  
Washington State Department of Licensing  
Cosmetology, Manicurist, and Esthetician Section  
P.O. Box 9026 Olympia, Washington 98507 Phone: (360) 664-6643

Beauty Careers, Inc. d/b/a Paroba College is accredited by:  
National Accrediting Commission of Career Arts and Sciences (NACCAS)  
4401 Ford Avenue, Suite 1300 Alexandria, VA 22302 Phone: (703) 600-7600

### **SCHOOL FACILITY**

Paroba College is located at 9930 Evergreen Way, Building Y, Everett, WA 98204. The facility consists of 14,874 sq. ft. that includes separate classrooms, clinic floors with beginning and advanced sections, dispensary, locker area, break room and administrative offices. There is a library containing books, videos, and audio tapes for both basic and advanced hair designing, haircutting, iron curling, blow combing, permanent waving, make-up, hair removal, skin care, hair relaxing, fashions, manicuring, and other cosmetology, barbering and esthetics related subjects. These materials are used as teaching aids and reference sources by the students.

### **STUDENT HOUSING**

Student housing is not available on campus. There are multiple housing units available in the community, and students will need to make their own housing and boarding arrangements.

## **ADVISORY BOARD**

The advisory board is composed of members chosen as experts in one or more specialized areas. These advisors serve as guest lecturers, perform demonstrations, judge competitions, and meet with faculty and students. Based on their years of experience as successful owners, managers, and self-employed professionals, they are an invaluable source of up-to-date information on advances in our field.

## **FACULTY**

Paroba College faculty members are experienced cosmetology, esthetics and barbering instructors. In addition to meeting the educational requirements for licensing, each instructor has been thoroughly trained in the contemporary methods of his or her field. A list of our faculty members can be found in the addendums.

## **POLICY ON POLICIES**

Paroba College may update its policies at any time without notice, in accordance with regulations. Policies are written in accordance with state, federal and accreditor regulations by the Operations Director and reviewed by the School's Director or Assistant Director. Policies are adopted by the Management and Owners of Paroba College and distributed in writing via the Employee Handbook, Student Catalog and other related documents. Copies of current policies are available from the Operations Director or School Director.

## **POLICY APPEAL PROCEDURE**

Should a student wish to appeal a specific policy or a decision made based on a specific policy or policies, that student should submit the appeal in writing to the School Director or Assistant Director. The written appeal should contain information pertinent to the circumstances of the appeal and what outcome the student seeks. The appeal will be considered by the Management Team, which includes the Director, Assistant Director, Operations Director and Owner. A decision on the appeal will be communicated to the student within 10 business days of the receipt of the appeal, unless special circumstances demand additional time.

Certain policies cannot be appealed, such as the Maximum Timeframe. If this is the case, it is indicated within the specific policy.

## **ADMISSIONS POLICIES**

### **ADMISSIONS REQUIREMENTS**

Enrollment at Paroba College is open to career-minded individuals who would be able to benefit from and utilize the skills taught for gainful employment.

To enroll in school, an applicant must complete an application and interview with an admissions staff person and provide proof to show that he or she is at least 16 years of age. He or she is required to supply proof of a high school completion, the completion of an Associates or Bachelors degree, or successful completion of the equivalent of 12th grade (GED). He or she must be United States citizens or legal residents of the United States.

Applicants are required to pay the applicable registration fee, which is refundable if the applicant is rejected. Paroba College reserves the right to deny enrollment.

Applicants for the Instructor Training program must meet the above criteria, hold a Washington State Cosmetology, Hair Design, Esthetician, Master Esthetician or Barber license and be at least 17 years of age.

A student who withdraws from a program at Paroba College may be readmitted after they have withdrawn as long as the student has not exceeded the maximum timeframe allowed for the program.

## **TRANSFER STUDENTS**

### *Transfer Hours for Unlicensed Individuals*

As of the date of this catalog, Paroba College does not accept transfer hours or credits from any currently operating institution from which a student has withdrawn without completing the program. This includes transferring hours from one program at Paroba College to another related program.

For example, a student who starts the Master Esthetician program but does not complete may not transfer hours to the Esthetics program, or a student who does not complete the Cosmetology program may not transfer hours to the Barbering program.

A student who is enrolled in a program and wishes to switch to a different program must first drop from the current program. Then, that student may apply to enroll in another program, and start on a regular start date when an opening is available. Fees related to tuition, books and kit may apply and financial aid eligibility may be affected.

Paroba College does not recruit students already attending another school offering a similar program of study.

Exceptions may be made for Military Veterans who wish to transfer applicable hours, as required by law. Veteran applicants who wish to have their prior education and training reviewed for possible credit for any courses that they have taken in the past that may apply at Paroba College should present appropriate materials, including transcripts or certifications, during the enrollment process.

Exceptions may be made for applicants wishing to transfer hours from a school that is no longer in operation. This will be done on a case by case basis and documentation and practical test may be required. Accrued hours expire after three years, according to the regulations of the State of Washington.

### *Transfer Hours for Licensed Individuals*

Paroba College may take applicable transfer hours for licensed individuals who wish to complete additional programs. These individuals must provide appropriate documentation of the completed hours and credits, proof of licensure, and complete a "test out" to review transferable skills. For example, a cosmetologist who is licensed in Washington state may be able to transfer the applicable esthetics hours from their Cosmetology program training towards an Esthetics or Master Esthetician program.

## **EVALUATION OF HIGH SCHOOL DIPLOMA/GED**

Paroba College requires any person wishing to begin classes to provide proof of high school graduation or receipt of a GED or equivalency thereof to the Director of Admissions or her designee. Proof is defined as:

- A legible copy of a high school diploma from a public or private high school with date
- A legible copy of transcript from a public or private high school showing graduation/completion with date
- For homeschooled students, a copy of a diploma or transcripts showing graduation/completion with date
- Documentation indicating successful completion of the equivalent of 12th grade (GED).
- Proof of receipt of a Bachelor's or Associate's Degree from an accredited institution of higher education (legible copy of diploma or official transcript that includes a date of completion)
- For students who graduated high school or the equivalent in a foreign country, the documentation must be provided in English or translated and notarized by a professional service

The school reserves the right to verify the validity of any provided documents or the institution they are from. Should the Director of Admissions or her designee question the validity of an applicant's high school graduation or equivalency, the Director of Operations will review the provided documentation and will determine if further proof is necessary. The applicant may be asked to provide:

- The original document used to verify high completion or equivalency, rather than a copy
- A second form of verification (such as a diploma AND transcripts)
- A description of the mode of education, timeline for education, and/or content of education

The Director of Admissions and/or the Operations Director may review the following about the documenting institution:

- State licensing or regional/national accreditation
- Authenticity of brick-and-mortar location
- Availability of information via the institution's website
- Actions by the Federal Trade Commission or other authorities
- Other information indicating the validity of the institution

Should the Director of Admissions and the Director of Operations determine that the documentation of graduation from high school or equivalency is not valid or that the documenting institution is not legitimate, the student may not be admitted. The applicant will be notified by phone, in person, or by email. There is no appeal process for this.

### **EVALUATION OF IDENTITY**

Anyone wishing to enroll at Paroba College must provide current, unexpired proof of identity. A valid state-issued identification card, driver's license, or passport can serve as identification. A valid social security card with the same name as the document used to assure identity is also required.

### **EVALUATION OF CITIZENSHIP**

Students may be asked to provide proof of citizenship or proof of legal residency. Documentation may include:

- A copy of the student's birth certificate showing that he or she was born in the United States
- A current (not expired) U.S. passport or passport card provided by the U.S. State Department
- A Certificate of Citizenship or a Certificate of Naturalization
- A valid Permanent Resident Card

### **STUDENTS WITH PRIOR FELONY CONVICTIONS**

Anyone wishing to enroll in a program at Paroba College must complete the Notice Regarding Conviction of a Crime. Providing false or incomplete information on this form may be grounds for non-enrollment, rescinding of acceptance, or expulsion.

A prior felony conviction may not preclude someone from enrollment, but additional information may be required. Paroba College may not accept someone who would violate their conditions of release by being on campus.

A student who is on supervision related to their felony conviction should remain in compliance with their terms of supervision in order to remain in school. Neglecting to do so may result in suspension or termination. Contact information for Case Managers, Community Corrections Officers, or other individuals officially assigned for a student's supervision should be provided to Paroba College during the enrollment process so that staff members may act as third party/collateral contacts.

Paroba College is committed to educating students who can achieve licensure in the Washington State. The Department of Licensing reserves the right to delay or deny licensure of anyone with a felony conviction, pending investigation. Paroba College cannot influence the decision of the Department of Licensing nor is the school responsible for the decision of the Department of Licensing. Should a student or potential student have questions about licensure with a felony conviction, that person should reach out to the staff of the Department of Licensing directly.

Certain types of felonies may limit a student's eligibility for federal financial aid. These include drug related felonies that occurred while a student received federal aid and sex offenses that led to involuntary civil commitment.

### **VACCINATION POLICY**

Paroba College does not require vaccinations for enrollment.

## **SCHOOL CALENDAR**

Qualified persons accepted into a program may enroll on any date the school is open. New classes begin on a regularly scheduled basis. Actual class start dates may be obtained by contacting the school administration.

## **ORIENTATION**

New students are required to attend an orientation prior to beginning their program. This meeting is to welcome new students and introduce them to the school's policies and procedures. During orientation many topics are discussed, including: school rules, regulations, financial aid questions, state board exams, grading, attendance, theory classes, clinic floor work, satisfactory progress, and project completions. Students are also given the opportunity to meet instructors, school staff, and other students and to ask questions about their training programs.

## **FINANCIAL AID POLICIES**

### **TUITION AND FEES**

Tuition and fees are due by payment period as outlined in the student's contract and book and/or kit purchase agreements. In most instances, payment and/or financial aid arrangements must be made at or before the time a student enrolls. For those students who are eligible for financial aid, payments are due on the date the funds are processed from the government and received at the school.

Students with balances not covered by financial aid may be offered a monthly payment plan. Monthly payments are due on the last day of each month. Payments received after that date may be charged a \$15 late fee. Any lump-sum payments should be received no more than 30 days after the student's start date to impact monthly payments.

All documentation required for financial aid should be submitted prior to the student's start date. Should financial aid arrangements change or become incomplete after a student's start date, new arrangements should be made within 30 calendar days of the student's start date. If financial aid is unavailable at or after that time, the student may be offered a payment plan based on the total amount due to the school. Prices are subject to change.

### **DELINQUENT TUITION**

Any student more than 30 days delinquent in payments to the school may be suspended from school until payments are made. Any student more than 60 days delinquent in payments to the school may be terminated.

Any student account more than 60 days delinquent may be turned over to the Corporation's collection agency. The student will be responsible for all costs associated with collections.

Should a student graduate or otherwise exit schooling with a balance due to the school, that balance must be paid in full or a payment plan acceptable to the school must be in place within 45 days of the date of graduation or of withdrawal, in accordance with the withdrawal definition policy. If there is no payment, payment plan, or if the payment plan is not followed, the account may be turned over to the Corporation's collection agency. The graduated or exited student will be responsible for any fees or accumulated interest associated with collections.

### **METHODS OF PAYMENT**

Payments to Paroba College for tuition and related expenses may be made in a number of ways, including:

- Title IV disbursements
- Veteran's Administration disbursements
- State Funding Program disbursements, such as Department of Vocational Rehabilitation or Labor and Industries
- Cash

- Check
- Credit card
- Money order

## **SCHOLARSHIP STATEMENT**

Paroba College does not offer an institutional scholarship at the time this catalog was published. Other scholarships may be available. Students are encouraged to check with the Financial Aid office.

## **FINANCIAL AID**

Student financial aid is money that helps students pay the cost of education. Funds for this aid may be provided from several sources including federal and state government and local lending institutions. Most financial aid recipients receive their aid in a combination "package" comprised of more than one type of aid program. U.S. citizens and eligible non-citizens who show financial need may be eligible for financial aid.

Eligible students who demonstrate they need financial assistance may be offered a combination of grants and/or loans. Grants are awards that students may not have to pay back as long as they remain in and complete school; however if a student withdraws, that student may be responsible to pay grant money back to the U.S. Department of Education. Loans are borrowed money that must be repaid with interest. To apply for financial aid, students must complete a Free Application for Federal Student Aid (FAFSA) as the primary needs analysis document. Any student interested in obtaining financial aid should visit or call the Financial Aid department.

Beauty Careers, Inc. d/b/a Paroba College, participates in the Title IV Federal Financial Aid Program. The U.S. Department of Education and the Office of Student Financial Assistance authorize this participation. Eligible students at Beauty Careers, Inc. d/b/a Paroba College, may apply for financial aid to assist in meeting their educational expenses. Programs include Federal Pell Grant and Federal Direct Loans.

Beauty Careers, Inc. d/b/a Paroba College, makes no representation that a student will receive any financial assistance. Individual need determines program eligibility. This need determination will comply with all Title IV Federal Financial Aid regulations. The regulations governing all federal financial assistance programs are subject to change. The Financial Aid department will have information regarding available programs and consumer information.

## **FINANCIAL AID COUNSELING**

Electing to take on the debt of a student loan is an important decision. Prior to taking out a student loan, students must complete Entrance Counseling. This can be completed in person in the Financial Aid department or online through the U.S. Department of Education's studentaid.gov website.

Upon completing or exiting a program, students must also complete student loan Exit Counseling. This can also be completed in person in the Financial Aid department or online at studentaid.gov.

## **METHODS OF DISBURSEMENT**

All Federal financial assistance awarded by the school is disbursed according to Federal regulations.

Financial aid is disbursed based on payment period as outlined in the student's contract. Financial aid is first credited to the student's account balance. Should the amount of the disbursement exceed the balance on the student's account, the student may be refunded that amount by check. Refund checks may be signed for in person in the Financial Aid office or mailed to the address on file at the school. If the student prefers to leave a credit on the account, they must provide a voluntary authorization to do so. The Financial Aid department can provide the form to authorize the holding of a credit balance. The authorization will show how much the student wishes to hold and for what time period. The student has the right to cancel such authorization at any time.

Refunds will be issued within 14 days of the creation of the credit balance. Checks will be held in the Financial Aid office for 21 days, after which the check will be mailed the address on file. Refund checks are

valid for 90 days. Should a check remain uncleared for more than 90 days, that check is considered void. A new check can be reissued at the request of the student up to 180 days after the issuance of the original check. After 180 days, if a check remains uncleared, the unclaimed funds will be returned to the U.S. Department of Education.

### **VETERAN'S BENEFITS**

Selected programs of study at Paroba College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC. Veteran students who wish to have their prior education and training reviewed for possible credit for any courses that they have taken in the past that may apply at Paroba College should present appropriate materials, including transcripts or certifications, during the enrollment process.

Paroba College does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

Per USC 3680A9(d)(1), Paroba College limits veteran enrollment to 85% of any cohort.

As of the publication of this catalog, the School Certifying Official is Jennifer Sanchez, Director of Financial Aid, [jsanchez@paroba.edu](mailto:jsanchez@paroba.edu), 425-353-8193.

### **UPDATES TO THE FAFSA**

Changes made to the FAFSA after enrollment may change student eligibility for federal financial aid. Before making changes to the FAFSA, a student should check with the Financial Aid Office.

#### *DEPENDENCY STATUS*

Should a student have a change in dependency status during an academic year, updates to their FAFSA may be necessary.

The FAFSA may be updated if:

- The student acquires a dependent child or children, either through birth, adoption or foster care.
- The student no longer has custody of a dependent child or children.
- The student is dependent and both parents pass away during the academic year.
- The FAFSA may not be updated for dependency status change due to marriage or divorce.

If a student re-enters a program after withdrawing, the student's dependency status must be updated.

#### *VERIFICATION*

The Department of Education reserves the right to ask for additional information to confirm data provided by the student or the parent on the FAFSA. This information must be provided to the Financial Aid Office at Paroba College by the student or parent. Data to be verified can include income information, household size, number of family members in college, and other items. Documentation may include a verification worksheet, tax transcripts, W2 forms, proof of living arrangements, and other items.

If a student's FAFSA indicates that they are required to provide verification documentation, they should do so within 30 calendar days of the student's start date or the student may not be eligible to receive federal aid. A payment plan based on the total amount due to the school may be offered at that point.

Verification documents will be reviewed by Financial Aid staff members. Items in the FAFSA that do not match the information provided in the verification documents must be updated. Student eligibility for federal aid may be impacted by changes made due to the verification process.

#### *PROFESSIONAL JUDGMENT*

Occasionally, a student's current circumstances vary from those reported on the FAFSA, usually because income documentation relies on tax information from prior years and not from the student's or family's

current situation. Under certain special conditions, the Financial Aid Director may perform a Professional Judgment to better align the FAFSA's data with the student's or family's ability to pay for their education. Special circumstances may include unemployment or change of employment that impacts income, divorce, death of a wage-earner such as spouse or parent of dependent student, change in child support arrangements, additional family members in college, legal proceedings, foreclosure, bankruptcy, extreme medical expenses, or other circumstances beyond the student's or family's control.

The use of professional judgment requires documentation such as a written budget from the student or family, income documentation, third party confirmation of legal proceedings, copies of bills, documents supporting education enrollment, signed statements of other parties, or other documents as requested.

Professional judgement extends only to one award year or to a specific period of time as designated by the Financial Aid Director. Should professional judgment be required for subsequent award years or periods of time, additional documentation may be required.

The use of professional judgment is at the sole discretion of the Financial Aid Director.

## **REFUND POLICY**

### **CANCELLATION OF AGREEMENT**

A full refund of any monies paid will be made to any student (or, in the case of a student under legal age, his or her parent or guardian) who cancels the enrollment agreement in writing within three business days after the enrollment agreement is signed. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school director in person. This policy applies regardless of whether or not the student has actually started training.

### **REFUND POLICY**

- a. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
- b. If a student cancels his or her enrollment after three business days after signing the enrollment agreement, he or she shall be entitled to a refund of all monies paid to the school, less the \$100 registration fee. A school may charge pre-enrollment fees, such as a registration fee, application fee, enrollment fee, matriculation fee, etc., provided that the sum total of all such pre-enrollment fees do not exceed \$100.
- c. The cost of books and equipment become the property of the student upon receipt. The full cost of the books and kit are the student's responsibility upon receipt.
- d. If a school is permanently closed or no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition.
- e. If a course is cancelled subsequent to a student's enrollment, the school shall at its option:
  - Provide a pro rata refund for all students transferring to another school based on hours accepted by the receiving school; or
  - Provide completion of the course and/or program; or
  - Participate in a teach-out agreement; or
  - Provide a full refund of moneys paid.
- f. All refunds shall be based on scheduled class hours, not hours attended. Refunds will be calculated based on the student's last date of attendance.
- g. If the amount that the student has paid is more than the amount that the student owes for the time he/she has attended, then a refund will be made within 30 days. If a student who has received Title IV, HEA program assistance is owed a refund, the school will allocate the refund in the following order: Direct Loan Program, Federal Parent Loan for Undergraduate Study (PLUS), Federal Pell Grant, any other Title IV assistance, other federal, state, institutional, or private assistance, to student. If there is a balance due, the student is responsible for paying it.

## ENROLLMENT TIME

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within thirty (30) days from the withdrawal date, or in the case of a leave of absence, the earlier of the documented date of scheduled return or the date the student notifies the institution that he/she will not be returning.

## RETURN OF FUNDS

The Return Funds policy is based on "Earned" and "Unearned" aid at the time of withdrawal from a program. "Unearned" aid must be returned by the school and by the student. For students who enroll and begin classes, the following schedule of tuition adjustments is authorized, less the \$100 registration fee:

Percentage of Time to Total Time of Course	Amount of Tuition Owed to School
0.1% - 4.9%	20% Retained
5% - 9.9%	30% Retained
10% - 14.9%	40% Retained
15% - 24.9%	45% Retained
25% - 49.9%	70% Retained
50% or over	100% Retained

Based on the formula for calculating the return of funds, both the school and the student may be responsible for returning funds to their source. For more information, please refer to the Student Financial Aid Consumer Information available from the school's financial aid department.

## WITHDRAWAL DEFINITION

For the purpose of determining a refund, a student is deemed to have withdrawn from a course of instruction when any of the following occur: (1) the student notifies the college of withdrawal or of the date of withdrawal, whichever is later; (2) the school withdraws enrollment as provided in the Enrollment Agreement; (3) after fourteen consecutive calendar days of unexcused absence; (4) the student is expelled for behavior outlined in this catalog; (5) the student does not return from leave of absence or notifies the school that he or she will not be returning from leave of absence.

Attendance is monitored on a regular basis. Review for withdrawal due to lack of attendance occurs at least once every calendar month.

Students requesting to withdraw from enrollment should do so in writing or in person. The date of withdrawal will be determined by the postmark or date of presentation to the School Director. Students who withdraw from enrollment prior to program completion may pay an additional \$100 administration / withdrawal fee.

Any student withdrawing from school must remove all of their kit and personal items from the school premises, including items in their locker. The school will not be responsible for any items left on premise and reserves the right to dispose of any items, both kit and personal, left more than 10 days.

If any unpaid tuition or fee balance remains upon withdrawal, official transcripts may not be released.

Should a student wish to re-enroll after withdrawal, that student may be required to re-apply to the School. Any student re-entering a program will enter at the same Satisfactory Academic Progress status at which they withdrew. Accrued hours expire after three years.

## **SATISFACTORY ACADEMIC PROGRESS POLICIES**

### **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

Satisfactory progress in attendance and academic work is a requirement for all students at Paroba College. As part of the catalog, students are provided this policy prior to enrolling. Students receiving funds under any Federal Title IV financial aid assistance programs must maintain satisfactory progress in order to continue eligibility for such funds.

Paroba College Satisfactory Academic Progress policies adhere to the regulations defined by the United States Department of Education, 34 CFR 668.34.

Each student is required to maintain a minimum grade point average of 76% (the “qualitative” average) and a minimum attendance percentage of 80% (the “quantitative” average). SAP will be calculated for each evaluation period as listed on the table below. The qualitative average is the average grade, as a percentage, that the student received for theory and practical work attempted from the student’s start date to the end of that evaluation period. The quantitative average (attendance percentage) is calculated by dividing the total number of hours completed by the student from their start date to the end of that evaluation period by the number of possible hours that the student could have completed according to their course and schedule. This applies to all students in all programs and schedules.

An approved leave of absence will suspend the evaluation period until the student returns. The evaluation period will be extended for the same number of days as the leave of absence. A student returning from leave of absence will return in the same progress status at which they left. Temporary interruptions in education in the form of approved and excused planned time off lasting 3 days or more, as indicated in the Attendance Policies, may also not impact the evaluation period.

Any student who withdraws from school during any evaluation period and then returns to school at a later time will enter school at the same progress status at which they left.

### **SAP EXAMPLES**

#### **EXAMPLE A:**

Student A has the following grades at 450 hours:

Test 1= 86%

Test 2=79%

Overall Practical Grade: 91%

QUALITATIVE AVERAGE=85%

Student A has the following attendance record at 450 hours:

Hours Attempted=450

Possible Hours=470

QUANTITATIVE AVERAGE (a.k.a attendance percentage)=96%

This student has achieved satisfactory academic progress. The student is passing until the next evaluation period.

#### **EXAMPLE B:**

Student B has the following grades at 900 hours:

Test 1= 80%

Test 2= 90%

Overall Practical Percentage: 90%

QUALITATIVE AVERAGE=87%

Student A has the following attendance record at 900 hours:

Hours Attempted=900

Possible Hours=1150

QUANTITATIVE AVERAGE (a.k.a attendance percentage)=78%

This student has not achieved satisfactory academic progress for the quantitative average because the student's attendance percentage is below 80%. The student has failed SAP until the next evaluation period.

### **SAP MONITORING PERIODS**

Satisfactory Academic Progress is monitored at the end of each student's evaluation period, based on the hours the student has attempted, as outlined below:

PROGRAM	TOTAL HOURS	PAYMENT PERIOD 1	PAYMENT PERIOD 2	PAYMENT PERIOD 3
Cosmetology	1600 Hours	450 Hours	900 Hours	1250 Hours
Barbering	1000 Hours	500 Hours	N/A	N/A
Esthetics	750 Hours	375 Hours	N/A	N/A
Master Esthetician	1200 Hours	450 Hours	900 Hours	N/A
Instructor Training	600 Hours	300 Hours	N/A	N/A
Hair Design	1400 Hours	450 Hours	900 Hours	N/A
Advanced Esthetics	480 Hours	240 Hours	N/A	N/A
Manicuring	700 Hours	350 Hours	N/A	N/A
Extended Cosmetology	1800 Hours	450 Hours	900 Hours	1350 Hours

Course incompletes, repetitions, and non-credit remedial classes do not apply at this institution, and as such have no bearing on satisfactory progress. For transfer students, SAP evaluation periods are based on actual, contracted hours.

### **SAP OUTCOMES**

If a student achieves SAP in both the Qualitative and Quantitative averages, then that student is considered passing until the next scheduled evaluation. If a student does not achieve SAP in either the Qualitative and Quantitative average, the student is considered to have failed SAP until the next scheduled evaluation. SAP evaluation results are delivered to students during the SAP evaluation period by the School Director or Assistant Director. The student will be notified of any evaluation that could impact eligibility for federal aid. Copies are kept in the student's financial aid file and are available to the student by request.

### **Passing**

A student who achieves satisfactory academic progress may remain eligible for Title IV financial aid for that evaluation period.

### **Failing**

A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

#### **Failing SAP, First Time:**

A student who fails SAP for the first time may be put on warning status. Students who receive this status will continue on this status until their next SAP evaluation period. The student may remain eligible for Title IV financial aid.

A student may re-establish Satisfactory Academic Progress by achieving 76% grade point average and an 80% attendance average by the next evaluation period. The School Director or Assistant Director will work with student to determine what action must be taken to achieve these goals. Options may include attending school on unscheduled days to attain additional hours or having additional tutoring or test-skill assistance.

#### **Failing SAP, Second or Third Time:**

Should a student fail SAP for an additional time

The student may be terminated from the program; or

The student may be put on probation, if

- The School determines that the student did not make Satisfactory Academic Progress during the warning period; and
- The student prevails on appeal of negative progress prior to being placed on probation; and
- The school determines that Satisfactory Academic Progress can be met by the end of the subsequent evaluation period; or
- The school develops an academic plan with the student that, if followed, will ensure that the student is able to meet the Satisfactory Academic Progress requirements by a specific point within the maximum timeframe established for the student.

To appeal a negative progress evaluation, the student should submit a letter to the School Director detailing the circumstances that lead to the negative progress evaluation and what has changed that will allow the student to achieve a positive progress evaluation by the end of the next evaluation period. Circumstances could include illness, injury or other medical concern, death or serious illness of a relative, family or legal concerns, or other special circumstances.

### MAXIMUM TIME FRAME

The maximum time frame for completion is 125% of the course length, which is outlined in the table below:

MAXIMUM ALLOWED TIME FRAME				
Hours	Program	Program Length with 100% Attendance (Weeks)	Normal Time to Finish Program (88% Attendance) (Weeks)	Maximum Time Frame (125% of contract hours) (Weeks)
1600	Cosmetology	53	59	67
750	Esthetics	25	28	31
1200	Master Esthetician	40	44	50
700	Manicuring	23	26	29
1000	Barbering	34	38	42
480	Advanced Esthetics	16	18	20
1400	Hair Design	47	52	58
600	Instructor Training	20	23	25
1800	Extended Cosmetology	60	66	75

A student who reaches the Maximum Time Frame for their program (125% of course length) will be withdrawn from the program and will not be eligible for reinstatement. There is no appeal process for students who reach their maximum time frame.

For transfer students, accepted hours are assumed to be both attempted and completed for the purposes of determining maximum timeframe.

### GRADING PROCEDURES

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Students must maintain a practical and theory grade average of 76% and pass a final written and practical exam to be considered graduated.

#### *Practical Grades*

Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency and set forth in the Practical Skills Evaluation Criteria.

Practical exams are graded using a rubric. Each section of the exam is passed or not passed. The overall grade is determined by dividing the total number of passed sections by the total number of sections. For example, if there are 10 sections of the test and the student passes 9 sections, the overall test grade will be a 90%.

Services performed in the student clinic or spa will be assigned a pass-or-fail at the time that the service is performed. In order to earn a pass, the student must

1. Consult with Educator before beginning the service.
2. Perform the service.
3. Demonstrate proper safety and sanitation (including cleaning up after the service).
4. Consult with Educator after the service is complete.

No partial credit may be given on practical services. Educators are encouraged to comment on the quality of the practical work, but the quality of the work is not considered for passing or failing the service.

The student's overall practical grade for clinic services will be calculated by taking the total number of passed services out of the total number of services performed. For example, if a student has performed a total of 100 services and was assigned a pass for 94 and a fail for 6, that student will have a practical clinic grade of 94%. This in combination with the student's practical exam grades will equate to the student's total practical grade.

### *Test Grades*

The maximum grade for any theory test is 95%. Combined with the homework grade, a student can achieve 100% on a test. Any theory test may be taken up to three times if the test is not passed on the first attempt. The highest grade that may be recorded on additional attempts on a test is 76% (passing), even if a higher percentage is earned. If a student does not pass a test by the third attempt, then the highest non-passing grade may be the grade entered. If a student passes a theory test on the first attempt, a higher grade may not be entered unless the chapter is re-taught in theory class at a later date prior to that student's graduation.

Depending on the length of the program, some theory chapters may be taught more than once during a student's education. Should that occur, the student should still participate in theory class and take any related test. Should the student pass the test on both times that the chapter is taught, the higher of the two grades will be recorded. Should the student pass the test the first time but fail the second time the chapter is taught, the original grade may be omitted and a passing grade of 76 will be recorded. Additional attempts to improve the score may not be permitted.

### *Makeup Tests*

If a student has an unscheduled absence at the time a test is given, the test **may** be made up within 30 calendar days. The highest grade that may be recorded on a makeup test is 76% (passing), even if a higher percentage is earned. If the test is not taken within 30 days of the original test date, the student may receive a "0" for that test. Exceptions may be made for students who were on an approved leave of absence when a test was offered. Test may not be taken in advance of a leave of absence or scheduled absence.

Should a student want to record a higher grade achieved on a makeup test, they may do so for up to two tests if they meet the following criteria:

- Student has an attendance percentage above 92%
- Student has a theory grade average above 87%
- Student has a practical grade score above 92%

Once all criteria have been met, the student will need to submit to the School Director or Assistant Director a high-quality, typed, 350 (minimum) word essay describing how the topic of the missed chapter will relate to them in the Salon/Spa/Barber Shop.

### *Homework*

Review questions or other assignments will be worth 5% of any test grade and are due on the day the original test is given.

### *Midterm and Final Exams*

Prior to taking the midterm exam, all theory subject tests offered to that point should be completed. All chapter tests must be completed before the final exam may be taken.

### *Transition from Phase 1 to Phase 2*

Each student may be required to complete a practical and written exam in order to transition from Phase 1 to Phase 2 and perform services on members of the public. If a student is unable to pass these exams, he or she may be required to complete additional training or return to Phase 1. Should a student be unable to pass the Phase 1 exams after completing Phase 1 a second time, that student may be recommended for termination.

Prior to taking the Phase 1 written exam, all theory subject tests offered to that point should be completed.

### *Requirement Sheets*

Requirement sheets must be filled out and signed by an instructor each day. Once requirements are entered into the computer, they may not be changed. If requirements sheets are not filled out or signed, any requirements completed that day may not be counted or entered into the system. This may result in additional required time in order for the student to complete all requirements.

### *Completion of Assignments*

Students are assigned project sheets as they progress through their education to encourage practice and help improve skills. It is imperative that students consistently complete these assignments throughout the program.

At 80 hours prior to completion of program hours, students may be required to show that all requirement sheets, project sheets and portfolio projects have been completed. If these are not complete at that time, the student may be suspended for up to one week per requirement sheet or project sheet or until the requirement or project sheets are completed, whichever comes first. If the student is suspended, these hours may not be made up. Over-contract fees may apply. Should the student be unable to complete the requirement or project sheets during the suspension, the student may be terminated.

## **LEAVE OF ABSENCE**

A request for leave of absence must be submitted in writing and must include the specific reason for the leave of absence and the student's signature. A reason of "personal" will not be accepted. The request must be received in advance of the commencement of the leave of absence, unless:

- Unforeseen circumstances prevent the student from requesting the leave of absence in advance; and
- The leave of absence is requested within 14 calendar days of the last date of attendance. In this instance, the first day of the leave of absence will be the first day that the student was unable to attend school because of the related circumstances.

Leave of absences are granted to a student at the discretion of Paroba management. Beauty Careers, Inc. d/b/a Paroba College adheres to all federal regulations with respect to leaves of absence.

Leaves of absences may be granted only if there is a reasonable expectation that the student will return from the leave of absence. No additional charges will be assessed as a result of a leave of absence. While on leave of absence, the student is not considered withdrawn from school; no refund calculation is required.

A student may take one personal leave of absence during the entire program in which they are enrolled. A personal leave of absence may be scheduled for 30 to 60 days, unless documented circumstances dictate a longer leave is required. An extension of a personal leave of absence or an additional personal leave of absence may be granted with administrative approval.

A student may take one medical leave of absence scheduled for 30 to 60 days, unless documented circumstances dictate a longer leave is required. An extension of a medical leave of absence or an additional medical leave of absence may be granted with administrative approval. A medical leave of absence requires documentation, such as notes from doctors.

Should a student wish to extend the timeframe of a leave of absence, the student should do so prior to the expiration of the leave of absence and with the proper paperwork and documentation. To extend a leave of absence, the student should contact the School Director or Assistant Director. Leave of absence forms may be completed in person, by fax, or by mail if they can be received before the expiration of the original leave of absence. Scanned and emailed copies of the leave of absence forms are also permitted.

Leaves of absence may not exceed more than 180 total calendar days in a 12 month period.

Students may not receive loan disbursements or sign for credit balance refund checks during a leave of absence.

The contract period and maximum time frame of a student returning from a leave of absence will be extended for the same number of days as the leave of absence (i.e., if a student was on a leave of absence for 60 days, the contract period and maximum time frame will be extended for 60 days). A student returning from leave will return under the same progress under which they left. If a student does not return from leave of absence, that student will be considered to have withdrawn from enrollment on their last date of attendance, in accordance with school policies.

Changes to the contract period and maximum time frame will be documented and signed and dated by all parties.

A personal leave of absence may not be granted to any student who is still in phase 1 or who has been enrolled for fewer than 30 days. Should a student need to leave school this early in their education, this student may be required to withdraw. Withdrawn students may apply for reinstatement at a later date in accordance with school policies. If a medical leave of absence is approved during phase 1, the student may be asked to repeat Phase 1 upon returning from the leave of absence.

Leaves of absence may not be granted to students enrolled in the Advanced Esthetics or Master Esthetician course prior to or during the Advanced Esthetics portion on the course. Due to the nature of the course work, it is imperative the students in this course remain on schedule.

Students taking a leave of absence must remove all of their kit and personal items from the school premises, including items in their locker. The school will not be responsible for any items left on premise during a student's leave of absence and reserves the right to dispose of any items, both kit and personal, left more than 10 days.

Students considering a leave of absence should carefully evaluate the necessity of such a leave, as interruption of education can inhibit any student's ability retain skills. The student will be required to complete all subjects, exams and projects that were missed during a leave of absence. If subjects are not repeated in class, the student may need to fulfill requirements and exams through self-study. Students may be required to retake subjects that were completed prior to the leave of absence if skills are not retained.

## **OTHER POLICIES**

### **ATTENDANCE POLICIES**

Paroba College expects students to attend all classes at their scheduled times. Training demands the same work attitudes required by employers and the self-employed. Students must maintain a cumulative average attendance level of at least 80%. While "make-up time" is limited to only a very few special circumstances, keep in mind that there is time built into every student agreement that allows for the occasional missed day.

### *Planned Time Off*

Should a student know in advance that he or she will need to miss a day of class, she or he can request that time off using the proper documentation. Under certain medical, legal or family-related circumstances, and with formal written documentation (such as a doctor's note for surgery or a letter from a lawyer for legal proceedings), the student may be able to complete these hours at a later date or have these days be considered unscheduled. This is not guaranteed and will be at the discretion of the administration. Documentation must be provided on the day that the student returns to school.

Examples of absences that may be made up or considered unscheduled days with appropriate documentation and management approval:

- Medical procedure, such as surgery, that will require 3 or more consecutive days absent
- Legal proceedings that will require 3 or more consecutive days absent
- Death/funeral of an immediate family member that will require 3 or more consecutive days absent
- Serious medical emergency of an immediate family member that will require 3 or more consecutive days absent

Examples of absences that may not be made up or unscheduled:

- Vacation
- Sick Day
- Doctor's Appointment
- Family events (reunions, weddings, vacations, etc.)
- Family illness
- Lack of childcare
- Participation in elective education not part of the enrolled course

### *Excused Absences*

If a student is sick or cannot attend school one day for another reason, that student must call in on that day by 8:00 AM. This will be considered an excused absence. This time may not be made up.

### *Unexcused Absence/No Show, No Call*

If a student misses school and does not call by 8:00 AM, the student may be suspended from school for up to 3 days upon returning to school.

### *Absences and Grades During Phase 1*

During the first phase of education, it is important that students limit the amount of school that is missed. Each subject is only covered once during Phase 1; absences during this time may preclude a student from learning entire subjects. If a student misses a subject (or multiple days when a subject is taught) during Phase 1, he or she may have to repeat that subject in order to test into Phase 2. If a student misses two or more subjects during Phase 1, he or she may be asked to retake Phase 1 in its entirety.

Students may be required to achieve a minimum 80% average of attendance and a 76% average of theory and practical grades to graduate from Phase 1 to Phase 2. Any student not achieving these averages may be required to repeat Phase 1. A student who does not achieve minimum averages during his or her second rotation in Phase 1 may be recommended for termination.

### *Absences During Advanced Esthetics and Master Esthetician Courses*

Due to the nature of the Advanced Esthetics and Master Esthetician courses, it is imperative that students remain on schedule. A student may not miss more than three class days during this portion of the course. Any absence should be made up during the same week as the missed day. Self-study of any missed course work may be required. Students who miss more than three days during this portion of the course may be terminated from the program.

On-site days in the medical spa may not be made up, and as such, may not be missed. Students who miss on-site medical spa days may be terminated from the program.

### *Late Arrival on Theory Days*

On days that theory class is offered, roll call will begin at 8:00 AM. If a student will arrive late, she or he must call the director or manager on duty by 8:00 AM and must arrive by 10:15 AM unless otherwise approved by the school director. When he or she calls, a time of arrival and reason for tardiness must be provided. Speaking to or leaving a message with the front desk or an instructor may not constitute calling in. Late students may not be allowed to join in the theory class and may be given another project to complete by the director or an instructor.

### *Late Arrival on Non-Theory Days*

On non-theory days, roll call will begin at 8:00 AM. Students may not clock in later than 8:15 AM on non-theory days unless otherwise approved by the director or manager on duty.

### *Early Dismissal*

Early dismissal may be allowed under certain circumstances and by approval by the director or manager on duty. Before early dismissal is approved, the front desk must also sign off. Students must complete the Early Dismissal form.

### *Additional Time*

Under certain special circumstances, and with management approval, students may accrue additional hours on days that they are not regularly scheduled. This may be available to students who wish to finish their education in advance of their scheduled graduation date and who have maintained satisfactory academic progress. It may also be available to students who have fallen below satisfactory academic progress and need to improve attendance percentages. Approval for additional time will be determined on a case-by-case basis, is at the discretion of the administration, and may require specific documentation substantiating the reason the student should be permitted to accrue additional hours. Circumstances that may be considered include, but are not limited to, military commitments, employment opportunities that require an earlier graduation date, moving out of the area, or medical considerations. Students are not permitted to accumulate more than 100% attendance until their final payment period.

### *Planned and Unplanned School Closure*

Any planned school closures, such as closures for holidays, are built into student contracts. Unplanned closures, such as those for inclement weather, may be taken into account before over-contract fees are assessed. No make-up time may be granted for unplanned closures. For inclement weather purposes only, Paroba College follows the guidelines of the Everett School District.

## **RECORD OF ATTENDANCE**

A standard time clock with thumb print or finger print scanning is used for general attendance records. Attendance records are maintained in a permanent file by the school.

As required by Washington state law (WAC 308-20-040) Paroba College measures student time in quarter hour increments. Students must clock in and out according to Paroba College policies, and all hours will be recorded in quarter hour increments.

Students must clock in and out daily and enter their clock in and out times on the paper record each day. When a student leaves for a meal or break, he or she must clock out and let the front desk know. If a student does not clock in and out and record their time on the paper record during the day, he or she may not receive their attended hours. Students are not permitted to clock in or out for another student; doing so may result in suspension or termination. Refusal to utilize the time clock may be grounds for termination.

## **CHANGING PROGRAM SCHEDULE**

Once a student is enrolled in a particular program schedule, the student will be expected to finish their program on that schedule. Any change of schedule must be approved by school management. Should a student wish to change schedules, that student may be required to be in Satisfactory Academic Progress, may be required to show documentation indicating the reason for the change, and may be required to pay any difference in tuition between the two schedules.

## **RULES OF CONDUCT**

The school sets forth specific rules of conduct for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training can only enhance the graduate's potential for success. All students must:

- Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Theory class is a critical part of training.
- Arrive for all classes on time.
- Complete all assigned theory, practical and clinic assignments in the designated time frames. It is the student's responsibility to contact the instructor regarding makeup exams. The Final Transcript of Hours will not be released to the student or State Board until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
- Come to school prepared to participate in class. Bring text books, workbook, tablet (if applicable), pen/pencil, notebook and other supplies necessary for theory class work. Students not prepared for class or without appropriate supplies may be sent home.
- Come to school prepared to service assigned clients. Refusal to perform a clinic service may result in the student leaving for the day. Excessive refusals may result in suspension or dismissal.
- Follow instruction from educational staff.
- Follow time clock procedures by clocking in and out to accurately reflect hours in attendance. No student may clock in/out for others. If a student fails to clock in/out, they may not receive credit for time in school.
- Notify a staff member when leaving the facility for any reason including lunch time and closing.
- Comply with the published dress code by wearing a name tag and practicing proper hygiene and grooming at all times. Students not in compliance with dress code may not be allowed to clock in until coming into compliance.
- NOT smoke, chew gum, eat, or drink except in the designated areas.
- Comply with scheduled breaks. The time for breaks will depend on the classes scheduled and the clinic floor services that are assigned. Students are required to clock out for a minimum of 30 minutes each day for lunch. Failure to do so may result in loss of time. As a consideration to fellow students, clients and instructors, please notify the school if you are not returning from lunch.
- NOT perform any services on guests until the student has successfully completed the training and test for that section.
- Practice courtesy and professionalism at all times when dealing with other students, guests, staff and visitors.
- Follow all state laws and regulations at all times during school.
- Comply with the school's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress can cause loss of or delays in funding, delay in graduation and additional tuition charges.
- Understand that training involves sanitation, cleanliness and equipment care. Students are responsible for personal workstations and work area. Daily assigned sanitation duties must be

evaluated before clocking out each day. State Board requires all students to follow sanitation rules and practices at all times.

- Discuss only ethical and professional subject matter during school hours and refrain from using profanity.
- Be fair, honest and never steal. There are lockers available for student use. The student is responsible for the security of their own property. The school is not responsible for lost, stolen, missing, or broken items.
- Refrain from the willful destruction of property.
- Refrain from having personal visitors to the school. Guests will be asked to leave unless they are scheduled for a clinic service.
- Be involved in curriculum related activities at all times when clocked in. Excessive time in the student lounge is not allowed. Students who are not clocked in may not linger in the facility and distract other students from training responsibilities.
- Refrain from using the business phone for personal calls without the expressed permission of a staff member. Please direct emergency calls only to the campus's main phone line.
- Only use cell phones and other communication devices in designated areas while on a break. Cell phones and similar devices are not permitted in the classroom, on the clinic floor or in the spa. Staff members may confiscate such devices if they are used in these areas.
- Utilize the student study area and student computers for educational and career-search purposes only and be respectful of other students in the amount of time spent using a computer.
- Refrain from using computers or network for the download or distribution of any copyrighted material.
- Park only in the areas designated for student parking. Front row parking is ALWAYS reserved for client use. The school does provide parking for its students.
- Know pricing and service policies of the school and the name, purpose, benefits, procedures, and cost of products used.
- Keep all student and client analysis and service records up to date.
- Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
- Strive to continually upgrade abilities through education and practice.

### **DISCIPLINARY ACTION**

Disciplinary action may be taken against students who do not follow the Rules of Conduct or other policies. Disciplinary action may be verbal or written. The level of discipline will vary depending on the severity of an incident or the accumulation of incidents. Disciplinary action may include:

- A verbal warning
- A written warning
- A structured plan for improvement
- Probation

- Suspension
- Termination from program

Specific behavior that inhibits learning and may result in immediate disciplinary action includes:

- Refusing to service an assigned customer or refusing to comply with the instructor's assignment.
- Discussing sexual activities or beliefs.
- Criticizing another student's work.
- Using foul or vulgar language.
- Arguing with an instructor in the presence of another student or customer.
- Cheating, dishonesty or falsification of records.
- Consuming, possessing or being under the influence of alcoholic beverages, marijuana or illegal substances during school time or on school grounds.
- Threatening, harassing or purposefully intimidating a student, staff, faculty member or guest.
- Endangering the safety of students, staff, faculty members or guests.
- Participating in any criminal or illegal activity.

Any time lost due to suspension will go against the student's contract and may result in over contract fees.

A student who wishes to appeal any decision for disciplinary action should do so in writing to the Director of Education.

### **COPYRIGHT INFRINGEMENT**

Downloading or distributing copyrighted material, including through peer-to-peer file sharing, without the permission of the copyright owner, is against the law. Illegal downloading or distribution of copyrighted materials can result in prosecution in criminal court and/or liability for damages in civil court. Criminal penalties for first-time offenders can be high as five years in prison and \$250,000 in fines. If sued in civil court, offenders may be responsible for monetary damages, attorney's fees and civil penalties up to \$150,000 per work distributed.

Use of Paroba College's computers, network or other technology for unauthorized distribution of copyrighted materials is forbidden. The Paroba College Rules of Conduct specifically prohibit illegal copyright infringement. Disciplinary action, including loss of use of the college information technology systems up to and including expulsion from the College could result from violations of this policy.

Paroba College will accept and respond to any notice regarding the Digital Millennium Copyright Act (DMCA).

The [Higher Education Opportunity Act](#) requires institutions of higher education to offer legal alternatives to unauthorized downloading. The link below is from Educause and includes all of the legitimate online services that they are currently aware of. No endorsement or evaluation is intended.

<http://www.educause.edu/legalcontent>

### **GUEST APPOINTMENTS**

Paroba College keeps an electronic appointment book to best manage guest services. Appointments will be scheduled at the request of guests by Guest Services staff members. Appointments may be moved at the discretion of the Guest Services staff, with the exception of requests. When a stylist or esthetician is requested, the appointment may not be moved to another student unless changed at the request of the guest or by Paroba management with guest permission.

Any student refusing to take an appointment may be sent home. To avoid confusion for clients, students may not request that appointments be moved to other students.

### **STUDENT SERVICES AND DISCOUNTS**

*Student Services*

Students may earn the opportunity to receive services by receiving monthly Perfect Attendance certificate. With this certificate, students may receive services at the student service price during their scheduled hours. Educators and/or management must approve the service before it is performed. Fees for all services must be paid at the front desk before the service is performed. Receipt of student services is not guaranteed.

A student's probation status or progress in their program may affect their ability to receive a service. Students may be required to finish homework, exams, or projects prior to receiving or performing a student service. It is preferred that students perform services as part of their project sheets. Students are welcome to receive services on their non-scheduled days at a 50% discount. These appointments may be scheduled in advance.

#### *Student Retail Discount*

Students are eligible for a 25% discount on many retail products. This discount may not be used in conjunction with any other product discount.

#### *"Fav Five" Discount*

At the beginning of the second phase of their program, each student can select up to five people to put on their "Fav Five" list who will receive a 50% discount on most services performed by that student. Certain services, microdermabrasion services, I-Straight relaxers and Keratin blowout services are not included in the Fav Five discount. Once someone is added to a student's list, that person may not be removed. Once a list is full (has five people on it), no additional people may be added, nor can people be exchanged for different people. Fav Five discounts may be extended to services outside of the student's area of expertise at the discretion of Paroba staff.

### **ADVISING**

Faculty and staff are available to meet with students concerning their academic progress. The school gives the student personalized vocational guidance and helps with achievement goals, aptitude evaluation, assistance in financial arrangements, scheduling training hours, and government approved programs.

The school refers students to outside agencies when the student requests assistance. The school complies with Section 487 (a)(10) of the Higher Education Act Amendments of 1986 concerning drug abuse prevention programs for students.

### **STUDENT FILES**

The information in student files is confidential. A student's right to inspect these records is in accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended. The school guarantees the rights of the student and their parents, if the student is a dependent minor, to have access to the cumulative records of the student. The school will provide the proper supervision and interpretation of the student records when they are being reviewed. The student or the parents/guardians of a minor student must also provide written authorization if a third-party requests information from the student's files.

Certain government agencies and individuals are exempt from this policy, including the National Accrediting Commission of Career Arts and Sciences (NACCAS), the State of Washington's Department of Licensing, representatives from the U.S. Department of Education, the Veteran's Administration, the Workforce Training and Education Coordinator Board, third party financial aid servicers as listed on the school's ECAR, and any professional, independent accounting firm hired to perform audits as required by law. A record may be kept when files are accessed for these purposes.

At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include name, address, phone number, major field of study, dates of attendance, and degrees or awards received.

Students may withhold directory information by notifying Student Services in writing in accordance with the procedures contained in the public notice designating directory information. With the exception of exempted government agencies, firms, accreditors and others listed in the preceding paragraph, each third party request requires the student's written consent.

Paroba College retains hard copies of student files for 7 years after the year of that student's completion or dismissal from a program. After 7 years, hard copies of files are destroyed. A copy of the school's complete data security policy is available upon request.

### **VERIFICATION OF ATTENDANCE/TRANSCRIPTS**

Graduates requiring official verification of attendance or transcripts to be sent to other educational institutions must submit such a request in writing and allow up to 30 days for the verification of attendance or the transcript to be sent. A complete verification of attendance or an academic transcript will not be sent if a student has not met his/her financial obligations with Paroba College. A fee may be charged for certified copies of transcripts.

Paroba College retains hard copies of student files for 7 years after the year of that student's completion or dismissal from a program. After 7 years, hard copies of files are destroyed.

### **GRIEVANCE POLICY**

When problems arise, students should make every attempt to resolve the issue by following the formal complaint procedure. Nothing in this policy prevents the student from contacting the Department of Licensing at any time with a concern or complaint. The procedure is as follows:

1. Contact the instructor in charge to resolve the problem or complaint.
2. If the issue cannot be resolved with the instructor, contact the School Director to schedule a meeting to discuss the concern.
3. If a mutual solution cannot be reached with the school director, the student should submit a written complaint to the school's grievance committee. The committee will meet within 14 days of receipt of the letter to review the complaint. A letter will be sent to the complainant with the committee's decision and/or resolution. The committee is composed of at least one representative from Education, Financial Aid, and Administrative departments.
5. The student has the right to appeal the decision of the committee and submit the complaint letter to the President of Beauty Careers, Inc. located at 9930 Evergreen Way, Building Y, Everett, WA 98204. The President's decision will be communicated to the student.
6. The student has the right to appeal the decision of the President and submit the complaint letter to the school's state agency and/or accrediting agency. The school's accrediting agency is the National Accrediting Commission of Career Arts and Sciences (NACCAS) located at 3015 Colvin St., Alexandria, VA 22314, Phone: (703) 600-7600.

The school maintains its complaint log for at least two years.

### **NONDISCRIMINATION**

Students are admitted, trained, and referred for employment without regard to age, race, color, creed, handicap, ethnic origin, gender, sex, sexual orientation, political affiliation, religion, or belief. No special services are provided for handicapped students. However, all doors, hallways, and restroom facilities are in compliance with standards for ADA access existing at the time of their construction or installation. Students are encouraged to visit the campus to determine its ability to meet their special needs. Students may discuss additional assistance they may require with the school director, who will attempt to assist them.

### **STUDENT RATIO**

We maintain a minimum of one instructor per twenty students on campus. Class sizes can vary.

### **REFERENCES**

Cosmetology and Hair Design students follow Milady's Revised Standard Textbook of Cosmetology and Standard System of Salon Skills. Manicuring students follow Milady's Standard Nail Technology. Esthetics students follow Milady's Fundamentals for Estheticians. Master Esthetician and Advanced Esthetics students follow Milady's Fundamentals for Estheticians and Milady Standard Advanced Esthetics. Instructor Training students follow Milady's Master Educator Student Course Book. Barbers follow Milady's Standard Professional Barbering. A comprehensive library of references, periodicals, books, texts, and audio/video

tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

### **FORMAT**

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

### **EXPENDABLE SUPPLIES**

The school furnishes most expendable supplies used by the student for training. The student must purchase all supplies that are for personal use.

### **GRADUATION REQUIREMENTS**

Cosmetology, Hair Design, Manicuring, Esthetics, Master Esthetician, Advanced Esthetics, Barbering and Instructor Training students must complete all subjects and practicals outlined in their designated program with no grade less than 76%. Students who fail to make the necessary grade will be given the opportunity to retake the subject, in accordance with school policies. All students are required to pass the school's final examination with a grade of not less than 76% on both practical and written exams prior to being considered graduated. The student must also meet the requirements set forth by the Washington State Department of Licensing prior to going to State Board.

Students must complete all hours as designated for their program with an 80% attendance average.

At 80 hours prior to completion of program hours, students may be required to show that all requirement sheets, project sheets and portfolio projects have been completed. If these are not complete at that time, the student may be suspended for up to one week per requirement sheet or project sheet or until the requirement or project sheets are completed, whichever comes first. If the student is suspended, these hours may not be made up. Over-contract fees may apply. Should the student be unable to complete the requirement or project sheets during the suspension, the student may be terminated.

Students are awarded a certificate upon completion of a program.

Tuition and fees are due prior to registration for the state licensing exam.

Only the first attempt at the final practical exam is included in the cost of tuition. The student must be prepared to take the final practical exam on the date assigned, including having all materials and proper identification. Should a student be unable to take the exam on the date assigned, an additional kit fee of may apply. Should a student fail the final practical exam on the first attempt, the student will be assigned an additional exam date and be responsible for the kit fee.

Should a student fail to complete his/her final written or practical exam prior to the completion of his/her hours, the school reserves the right to charge an additional fee. This fee does not include the kit required for the practical exam.

### **LICENSING REQUIREMENTS**

Any individual, seventeen (17) years of age or older, having completed the hours of training in a course of study approved by the Washington State Department of Licensing, passed the State Board practical and written examination and graduated from school, may apply for the Washington State license. Upon completion of the examination, submission of the application and payment of the fee, the graduate will be issued a state license to practice cosmetology, hair design, manicuring, master esthetics, esthetics and/or barbering, depending upon the approved course of instruction completed.

Any person is eligible to receive a license as an instructor who submits proof that he/she is at least 17 years of age; has successfully completed and graduated from the Instructor Training course; holds a valid Washington Cosmetology, Hair Design, Barbering, Manicuring, Esthetics or Master Esthetician license; has passed the state board practical exam and then written exam with an overall average of 80%.

### **CAREER SERVICES**

The school offers career services to all current students and graduates. Career search assistance is offered to graduates for as long as they seek work in a field related to their education. There is no guarantee of employment expressed or implied by graduation.

### **COMMUNICATION POLICY**

As of July 1, 2018 Paroba College utilizes the KlassApp/FameConnect application (called the Paroba App from here forward) for secure communication with our students. Each student is required to download the Paroba App from the appropriate app store to their smart phone and/or tablet or computer that they use for school. Should a student change the email address they use to login to the app, the new email address should be provided to the Financial Aid Office.

The Paroba App will allow students to check their time and attendance, review documents related to their enrollment and financial aid, and communicate with staff and faculty. It is also one way that notifications outlined in the Campus Safety Manual may be distributed.

### **CRIME PREVENTION AND SAFETY POLICIES**

Paroba College values the safety of our campus community, including all students, staff and faculty members, and guests. To ensure the security of our campus, we comply with all related federal, state and local laws. All policies related to crime prevention and reporting and emergency response can be found in the Annual Crime Report and Campus Safety Manual.

Anyone who witnesses the commission or is the victim of a crime is encouraged to call 9-1-1 and contact the School Director, Assistant Director or Operations Director.

### **DRUGS AND ALCOHOL ON CAMPUS**

The possession or use of any alcohol, marijuana or illicit drug is strictly prohibited on the Paroba College Campus.

Students, staff and faculty members may not be under the influence of alcohol, marijuana or illicit drugs while on campus.

Anyone suspected of being under the influence of drugs or alcohol may be sent home or suspended, in accordance with school policies. Additional discipline may be applied.

Complete drug and alcohol policies can be found in the Annual Crime Report and Campus Safety Manual.

### **LAB CLASSES**

Paroba College may offer additional lab classes to graduates and licensed community members. These classes include subjects not specifically covered within the requirements of each program. They are typically offered at an additional fee and are not eligible for financial aid.

Anyone wishing to take a lab class who meets the qualifications to do so may be required to sign a contract to take that class. Fees associated with classes are not refundable. If the contracted date is missed, the class registration may be moved to another date if space is available. If any required hours or days are missed, then additional fees may be required in order to complete the class hours on another date. Participants who do not complete the hours or other requirements of a lab class may not receive the certification associated with that class.

Some lab classes are included within a regular course, but are only offered on specific dates and times (such as the Airbrush Makeup class in the Esthetics course). Should a student be unable to attend all of the

days of a lab class for any reason, that student may have to retake the class or portions of the class at a later date, subject to space and availability. Students may not be able to receive certifications from lab classes if they miss any of the class hours.

Currently enrolled students may be eligible to take certain lab classes not included within their regular course. Additional fees may apply and lab classes are not eligible for federal financial aid. Enrollment will be based on space available. Lab classes may not be taken on a student's scheduled day. Hours may not be accrued during a lab class.

This School is licensed under chapter 18.16 RCW.  
Inquiries, concerns, or complaints regarding this school can be made to the Department of Licensing:

Cosmetology Program  
Business and Professions Division  
Department of Licensing  
405 Black Lake Blvd SW  
Olympia, WA 98502  
Phone: 360.664.6626  
Fax: 360.664.2550  
Email: [plssunit@dol.wa.gov](mailto:plssunit@dol.wa.gov)

**PAROBA COLLEGE  
BARBERING PROGRAM OUTLINE  
1000 Hours**

**DESCRIPTION:** The primary purpose of the Barbering Program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Barbering or related career avenue.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, facial hair trimming, scalp/hair conditioning.
5. Perform the basic analytical skills to determine proper hairstyle for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions and procedures.

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

<b>SUBJECT - UNIT</b>	<b>HOURS</b>
Theory - Practice of Barbering	150
Disinfection, Decontamination, Infection Control, First Aid as it Relates to Barbering and Related Theory/Subjects	100
Diseases and Disorders Theory/Subjects	50
Shampoo, Rinses, Scalp Treatments and Related Theory/Subjects	75
Facial Hair Trimming, Shaving, Design and Related Theory/Subjects	125
Hairstyling and Related Theory/Subjects	100
Haircutting and Related Theory/Subjects	225
Safety and Use of Electrical Appliances and Related Theory/Subjects	100
Artificial Hair, Extensions & Fitting and Related Theory/Subjects	75
<b>Total Hours</b>	<b>1000</b>

\*The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

**COURSE DESCRIPTIONS**

**Theory – Practice of Barbering**

Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Safety, Chemistry, Electricity, Job Seeking and Professional Ethics, School Rules and Regulations, Professional and Personal Development, Professional Ethics, Personality Development, Anatomy and Physiology, OSHA, Fundamentals of Business Management, Salon Business, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales,

Communications, Public/Human Relations, Insurance, Salon Safety, Professional Ethics, Employee and Client Relationship, Salesmanship, Seeking Employment

**Bacteriology, Decontamination, Infection Control, First Aid as it Relates to Barbering and Related Theory/Subjects**

Health, Public Sanitation, Disinfection Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and Safety, Proper Storage, Client Safety and First Aid

**Diseases and Disorders and Related Theory/Subjects**

Disorders of the Hair and Scalp, Disorders and Diseases of the Skin

**Shampoo, Rinses, Scalp Treatments, and Related Theory/Subjects**

Types, Chemistry, Scalp Treatments & Manipulations, Hair Treatments, Related Knowledge, Analysis of the Skin & Scalp, Light Therapy and Safety Precautions

**Safety and Use of Electrical Appliances**

Classifications of Clippers and Trimmers, Care of Electrical Equipment, Safety and Maintenance, Sanitation and Disinfection

**Hairstyling**

Principles and Techniques of Wet Styling, Dry Styling, Thermal Styling, Designing with Styling Aids

**Haircutting and Related Theory/Subjects**

Principles and Techniques of Hair Design, Sectioning, Removing Length or Bulk with Razor, Scissors, Clippers, Thinning Shears, Cutting and Trimming Facial Hair, including Beard and Mustache, Eyebrow, Ear, Nose Hair, Understanding Facial Shape, Beard and Mustache Design

**Artificial Hair, Extensions and Related Theory/Subjects**

Principles and Techniques of Extensions, Sectioning and Braiding, Bonding and Sewing Methods, Cutting and Styling of Artificial Hair, Fitting of Hair Pieces

**TEACHING METHODS:** The Barbering Program is taught using a variety of methods including lecture, demonstrations, written assignments, discussion, question and answer, projects and field trips.

**GRADING:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each chapter of study. Practical assignments are evaluated as completed. Practical skills are evaluated according to the text or taught procedures and performance standards established by the state licensing agency and set forth in the practical skills evaluation criteria. Students must maintain a theory grade average of 76% and pass a final written and practical exam to graduate. Students must make up failed or missed tests and incomplete assignments.

**PAROBA COLLEGE  
COSMETOLOGY PROGRAM OUTLINE  
1600 Hours**

**DESCRIPTION:** The primary purpose of the Cosmetology Program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career avenue.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures and pedicures.
5. Perform the basic analytical skills to determine proper makeup, hairstyle and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions and procedures.

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

<b>SUBJECT - UNIT</b>	<b>HOURS</b>
Theory - Practice of Cosmetology	200
Bacteriology, Decontamination, Infection Control, and Related Theory/Subjects	175
Diseases and Disorders Theory/Subjects	75
Shampoo, Rinses, Scalp Treatments, and Related Theory/Subjects	125
Texture Services and Related Theory/Subjects	175
Hair Coloring and Related Theory/Subjects	200
Hairstyling and Related Theory/Subjects	175
Haircutting and Related Theory/Subjects	200
Manicuring and Related Theory/Subjects	100
Esthetics, Facials and Related Theory/Subjects	100
Artificial Hair, Extensions & Fitting and Related Theory/Subjects	75
<b>Total Hours</b>	<b>1,600</b>

\*The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

**COURSE DESCRIPTIONS**

**Theory – Practice of Cosmetology**

Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Safety, Chemistry,

Electricity, Job Seeking and Professional Ethics, School Rules and Regulations, Professional and Personal Development, Professional Ethics, Personality Development, Anatomy and Physiology, OSHA, Fundamentals of Business Management, Salon Business, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety, Professional Ethics, Employee and Client Relationship, Salesmanship, Seeking Employment

### **Bacteriology, Decontamination, Infection Control, and Related Theory/Subjects**

Health, Public Sanitation, Disinfection Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and Safety, Proper Storage

### **Diseases and Disorders and Related Theory/Subjects**

Disorders of the Hair and Scalp, Disorders and Diseases of the Skin, Disorders and Diseases of the Nails

### **Shampoo, Rinses, Scalp Treatments, and Related Theory/Subjects**

Types, Chemistry, Scalp Treatments & Manipulations, Hair Treatments, Related Knowledge, Analysis of the Skin & Scalp, Light Therapy and Safety Precautions

### **Texture Services and Related Theory/Subjects**

Classifications, Scalp & Hair Analysis, Chemistry of Permanent Waving and Relaxers, Principal Actions in Cold Waving, Curling Rods, Procedures Normal, Tinted, Bleached, Problem Hair, Sectioning, Wrapping, Test Curl, Solution Application, Processing and Neutralizing, Chemical Relaxing, including Sectioning, Stand Test and Application, Record Cards/Release Statements and Safety Precautions

### **Hair Coloring and Related Theory/Subjects**

Classifications, Analysis of Hair, Chemistry of Color, Procedures Permanent Tints, Bleaching, Corrective Work, Removal of Chemicals Record Cards/Release Statements and Safety Precautions

### **Hairstyling**

Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hairdressing Artificial Hair

### **Haircutting and Related Theory/Subjects**

Principles and Techniques of Hair Design, Sectioning, Removing Length or Bulk with Razor, Scissors, Clippers, Thinning Shears, Cutting and Trimming Facial Hair, including Beard and Mustache, Eyebrow, Ear, Nose Hair

### **Manicuring and Related Theory/Subjects**

Equipment, Implements, Cosmetics, & Materials, Types, Related Anatomy, Procedures, Repair Techniques, The Nail; Diseases and Disorders of the Nail, Manicuring, and Pedicuring

### **Facials and Related Theory**

Types, Chemistry of Cosmetics, Diseases and Disorders of the Skin, Structure of the Skin, Manipulations, Arches, Temporary Hair Removal, Lash and Brow Tints, and Safety Precautions

### **Artificial Hair, Extensions and Related Theory/Subjects**

Principles and Techniques of Extensions, Sectioning and Braiding, Bonding and Sewing Methods, Cutting and Styling of Artificial Hair

**TEACHING METHODS:** The Cosmetology Program is taught using a variety of methods including lecture and workbooks, demonstrations, written assignments, discussion, question and answer, projects and field trips.

**GRADING:** Students are assigned theory study and a minimum number of practical experiences. Theory is

evaluated after each chapter of study. Practical assignments are evaluated as completed. Practical skills are evaluated according to the text or taught procedures and performance standards established by the state licensing agency and set forth in the practical skills evaluation criteria. Students must maintain a theory grade average of 76% and pass a final written and practical exam to graduate. Students must make up failed or missed tests and incomplete assignments.

**PAROBA COLLEGE  
ESTHETICIAN PROGRAM OUTLINE  
750 Hours**

**DESCRIPTION:** The primary purpose of the Esthetician Program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions as an Esthetician or related career avenue.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skin care services; work with facial machines, hair removal, and makeup.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development as an Esthetician or related position.

<b>SUBJECT - UNIT</b>	<b>HOURS</b>
Theory	135
Bacteriology, Decontamination, Infection Control, Diseases and Disorders	70
Electricity/Machines	85
Consultation/Analysis	85
Facials	210
Hair Removal	65
Skin Care and Body Treatments	100
<b>Total Hours</b>	<b>750</b>

\*The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

**COURSE DESCRIPTIONS**

**Theory**

Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Safety, Chemistry, Electricity, Job Seeking and Professional Ethics, School Rules and Regulations, Professional and Personal Development, Personality Development, Anatomy and Physiology

**Bacteriology, Decontamination, Infection Control, Diseases and Disorders**

Health, Public Sanitation, Disinfection Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and Safety, Disorders and Diseases of the Skin

**Electricity/Machines**

Electricity, Machines and Related Equipment

**Consultation/Analysis**

Employee and Client Relationship, Public Relations, Skin Analysis, Treatment Room

**Facials**

Types, Structure of the Skin, Massage Manipulations and Benefits, Aroma Therapy, Nourishment

**Hair Removal**

Hair Removal, Temporary, Waxing, Hair Growth, and Safety Precautions

**Skin Care and Body Treatments**

Products, Tools and Supplies, Body Wrap, Salt Glow and other applicable care for the skin

**TEACHING METHODS:** The Esthetician Program is taught using a variety of methods including lecture, demonstrations, written assignments, discussion, question and answer, projects and field trips.

**GRADING:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each chapter of study. Practical assignments are evaluated as completed. Practical skills are evaluated according to the text or taught procedures and performance standards established by the state licensing agency and set forth in the practical skills evaluation criteria. Students must maintain a theory grade average of 76% and pass a final written and practical exam to graduate. Students must make up failed or missed tests and incomplete assignments.

**PAROBA COLLEGE  
INSTRUCTOR TRAINING PROGRAM OUTLINE  
600 Hours**

**DESCRIPTION:** The primary purpose of the Instructor Program is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as an Instructor or related career avenue.

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communications skills and teaching methodologies to improve teaching skills.

<b>SUBJECT - UNIT</b>	<b>HOURS</b>
Theory - Classroom Instruction	75
Course Development and Lesson Planning	75
Teaching Methodology	75
Teaching Aids (Use in classroom student teaching)	25
Theory Teaching and Classroom Management	150
Testing and Student Evaluation	50
Laboratory Supervision	150
<b>Total Hours</b>	<b>600</b>

\*The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

**COURSE DESCRIPTIONS**

**Theory - Classroom Instruction**

Orientation, Licensing Requirements, State Laws and Regulations, Organizational Requirements, Professional Image, First Aid, Career and Employment Information, Job Seeking, Professional Ethics, Effective Communications and Human Relations, Compensation Packages and Payroll Deductions, Principles of Teaching, Teacher Maturity, Student Learning Principles, Academic Advising, Products, Materials, Implements, Record Keeping and Safety

**Course Development and Lesson Planning**

Planning, Analysis, Implementation, Benefits, Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Principles of Teaching, Learning and Preparing Lesson Plans, Course Review

**Teaching Methodology**

Preparation, Presentation Techniques, Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects, Field Trips

**Teaching Aids (Use in classroom student teaching)**

Films or videos, Charts, Manikins, Reference Materials, Chalkboards, Overhead Projectors and Transparencies  
Theory Teaching and Classroom Management  
Independent Classroom Instructing, Administrative Responsibilities, Records and Reports Management, Safety Measures, Classroom Conditions and Maintenance, Class Supervision, Control, Classroom Problems and Solutions, Academic Advising, Classroom Set Up

**Testing and Student Evaluation**

Assessment or Measurement of Student Ability/Achievement/Learning, Diagnosis of Student Weaknesses, Student Motivation for Study and Learning, Oral and Written Testing, Evaluation of Overall Progress, Development and Use of Testing/Measurement Instruments

**Laboratory Supervision**

Independent Clinic Supervision, Client Communications, Reception Desk, Inventory Control, Effective Dispensary Procedures, Supervision of Clinic Sanitation and Client Safety, Technical Skills Ability

**TEACHING METHODS:** The Instructor Training Program is taught using a variety of methods including lecture and workbooks, demonstrations, written assignments, discussion, question and answer, projects and field trips

**GRADING:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each chapter of study. Practical assignments are evaluated as completed. Practical skills are evaluated according to the text or taught procedures and performance standards established by the state licensing agency and set forth in the practical skills evaluation criteria. Students must maintain a theory grade average of 76% and pass a final written and practical exam to graduate. Students must make up failed or missed tests and incomplete assignments.

**ADDITIONAL HOURS:** The State of Washington requires 500 hours of training for Instructor Training. Paroba College requires an additional 100 hours (600 total hours). These additional hours are used for individualized state board preparation as well as specific hands-on experiences to ensure those in the program are best prepared for the industry.

**PAROBA COLLEGE  
MASTER ESTHETICIAN PROGRAM OUTLINE  
1200 Hours**

**DESCRIPTION:** The primary purpose of the Master Esthetician Program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions as a Master Esthetician or related career avenue.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:  
Project a positive attitude and a sense of personal integrity and self-confidence.  
Practice proper grooming and effective communications skills and visual poise.  
Understand employer-employee relationships and respect the need to deliver worthy service for value received.  
Perform the basic skin care services; work with facial machines including lasers, hair removal, and makeup.  
Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development as a Master Esthetician or related position.

SUBJECT - UNIT	HOURS
Theory	160
Bacteriology, Decontamination, Infection Control, Diseases and Disorders, Safety and Sanitation	145
Electricity/Machines	85
Consultation/Analysis	160
Facials and Complementary Therapies	210
Hair Removal	65
Skin Care and Body Treatments	100
Medical Esthetic Devices	100
Medical Terminology and Documentation	50
Advanced Skin Sciences	75
Advanced Facial Massage/ Body Treatments	50
<b>Total Hours</b>	<b>1200</b>

\*The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

**COURSE DESCRIPTIONS**

**Theory**

Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Safety, Chemistry, Electricity, Job Seeking and Professional Ethics, School Policies and Procedures, Professional and Personal Development, Personality Development, Anatomy and Physiology, Sciences of the skin, and Business Practices

**Bacteriology, Decontamination, Infection Control, Diseases and Disorders, Safety and Sanitation**

Health, Public Sanitation, Disinfection Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and Safety, Disorders and Diseases of the Skin

**Electricity/Machines**

Electricity, Machines, Microcurrent, and Related Equipment

**Consultation/Analysis**

Employee and Client Relationship, Public Relations, Skin Analysis, Treatment Room

**Facials and Complementary Therapies**

Types, Structure of the Skin, Massage Manipulations and Benefits, Nourishment, Ayurvedic skin care, Acupressure, Reflexology, Reiki energy work, and Aromatherapy

**Hair Removal**

Hair Removal, Sugaring, Waxing, Hair Growth, Laser, and Safety Precautions

**Skin Care and Body Treatments**

Products, Tools and Supplies, Body wraps, Salt glow, Skin care and related topics

**Medical Esthetic Devices**

Laser, Light therapies, Ultrasound, Radio Frequency, Micro current, LED, Microdermabrasion, Plasma and related subjects and devices

**Medical Terminology and Documentation**

Medical Terminology, Working in a medical setting, Pharmacology, Pre- and Post- care protocols, and Documentation procedures

**Advanced Skin Sciences**

Includes the application and theory of Histology of the skin, Hormones, Advanced anatomy and physiology, and Advanced skin diseases and disorders

**Advanced Facial Massage and Body Treatments**

Lymphatic drainage, Advanced body treatments including exfoliation, masks and wraps

**TEACHING METHODS:** The Master Esthetician Program is taught using a variety of methods including lecture, demonstrations, written assignments, discussion, question and answer, projects and field trips.

**GRADING:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each chapter of study. Practical assignments are evaluated as completed. Practical skills are evaluated according to the text or taught procedures and performance standards established by the state licensing agency and set forth in the practical skills evaluation criteria. Students must maintain a theory grade average of 76% and pass a final written and practical exam to graduate. Students must make up failed or missed tests and incomplete assignments.



**ADVANCED ESTHETICS PROGRAM OUTLINE**  
**480 Hours**

DESCRIPTION: The primary purpose of the Master Esthetician Program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions as a Master Esthetician or related career avenue.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:  
 Project a positive attitude and a sense of personal integrity and self-confidence.  
 Practice proper grooming and effective communications skills and visual poise.  
 Understand employer-employee relationships and respect the need to deliver worthy service for value received.  
 Perform the basic skin care services; work with facial machines including lasers.  
 Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development as a Master Esthetician or related position.

SUBJECT - UNIT	HOURS
Theory	45
Bacteriology, Decontamination, Infection Control, Diseases and Disorders, Safety and Sanitation	75
Consultation/Analysis	75
Medical Esthetic Devices and Hair Removal	100
Medical Terminology and Documentation	50
Advanced Skin Sciences	75
Advanced Facial Massage/ Body Treatments/ Complementary Therapies	60
<b>Total Hours</b>	<b>480</b>

\*The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

COURSE DESCRIPTIONS

**Theory**

Orientation, State Laws and Regulations, First Aid, Safety, School Policies and Procedures, Professional and Personal Development, Anatomy and Physiology, Sciences of the skin, and Business Practices

**Bacteriology, Decontamination, Infection Control, Diseases and Disorders, Safety and Sanitation**

Health, Public Sanitation, Disinfection Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and Safety, Disorders and Diseases of the Skin

**Consultation/Analysis**

Employee and Client Relationship, Public Relations, Skin Analysis, Treatment Room

**Medical Esthetic Devices and Hair Removal**

Laser, Light therapies, Ultrasound, Radio Frequency, Microcurrent, LED, Microdermabrasion, Plasma and related subjects and devices, Hair Removal, Hair Growth, Laser Hair Removal, and Safety Precautions

**Medical Terminology and Documentation**

Medical Terminology, Working in a medical setting, Pharmacology, Pre- and Post- care protocols, and Documentation procedures

**Advanced Skin Sciences**

Includes the application and theory of Histology of the skin, Hormones, Advanced anatomy and physiology, and Advanced skin diseases and disorders

**Advanced Facial Massage, Body Treatments and Complementary Therapies**

Lymphatic drainage, Advanced body treatments including exfoliation, Masks and Wraps, Types, Structure of the Skin, Massage Manipulations and Benefits, Nourishment, Ayurvedic skin care, Acupressure, Reflexology, Reiki energy work, and Aromatherapy

**TEACHING METHODS:** The Advanced Esthetics Program is taught using a variety of methods including lecture, demonstrations, written assignments, discussion, question and answer, projects and field trips.

**GRADING:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each chapter of study. Practical assignments are evaluated as completed. Practical skills are evaluated according to the text or taught procedures and performance standards established by the state licensing agency and set forth in the practical skills evaluation criteria. Students must maintain a theory grade average of 76% and pass a final written and practical exam to graduate. Students must make up failed or missed tests and incomplete assignments.

A 93-100 Excellent

B 85-92 Very Good

C 76-84 Satisfactory

D 70-75 Needs Improvement

F 00-68 Failing

**PAROBA COLLEGE**  
**HAIR DESIGN PROGRAM OUTLINE**  
**1400 Hours**

**DESCRIPTION:** The primary purpose of the Hair Design Program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Hair Design or related career avenue.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, and scalp/hair conditioning. Perform the basic analytical skills to determine proper hairstyle and color application for the client's best overall look.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions and procedures.

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

<b>SUBJECT - UNIT</b>	<b>HOURS</b>
Theory - Practice of Hair Design	200
Bacteriology, Decontamination, Infection Control, and Related Theory/Subjects	175
Diseases and Disorders Theory/Subjects	75
Shampoo, Rinses, Scalp Treatments, and Related Theory/Subjects	125
Texture Services and Related Theory/Subjects	175
Hair Coloring and Related Theory/Subjects	200
Hairstyling and Related Theory/Subjects	175
Haircutting and Related Theory/Subjects	200
Artificial Hair, Extensions & Fitting and Related Theory/Subjects	75
<b>Total Hours</b>	<b>1,400</b>

\*The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

**COURSE DESCRIPTIONS**

**Theory – Practice of Hair Design**

Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Safety, Chemistry, Electricity, Job Seeking and Professional Ethics, School Rules and Regulations, Professional and Personal Development, Professional Ethics, Personality Development, Anatomy and Physiology, OSHA, Fundamentals of Business Management, Salon Business, Licensing Requirements and Regulations, Laws, Salon Operations,

Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety, Professional Ethics, Employee and Client Relationship, Salesmanship, Seeking Employment

### **Bacteriology, Decontamination, Infection Control, and Related Theory/Subjects**

Health, Public Sanitation, Disinfection Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and Safety, Proper Storage

### **Diseases and Disorders and Related Theory/Subjects**

Disorders of the Hair and Scalp

### **Shampoo, Rinses, Scalp Treatments, and Related Theory/Subjects**

Types, Chemistry, Scalp Treatments & Manipulations, Hair Treatments, Related Knowledge, Analysis of the Skin & Scalp, Light Therapy and Safety Precautions

### **Texture Services and Related Theory/Subjects**

Classifications, Scalp & Hair Analysis, Chemistry of Permanent Waving and Relaxers, Principal Actions in Cold Waving, Curling Rods, Procedures Normal, Tinted, Bleached, Problem Hair, Sectioning, Wrapping, Test Curl, Solution Application, Processing and Neutralizing, Chemical Relaxing, including Sectioning, Stand Test and Application, Record Cards/Release Statements and Safety Precautions

### **Hair Coloring and Related Theory/Subjects**

Classifications, Analysis of Hair, Chemistry of Color, Procedures Permanent Tints, Bleaching, Corrective Work, Removal of Chemicals Record Cards/Release Statements and Safety Precautions

### **Hairstyling**

Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hairdressing Artificial Hair

### **Haircutting and Related Theory/Subjects**

Principles and Techniques of Hair Design, Sectioning, Removing Length or Bulk with Razor, Scissors, Clippers, Thinning Shears, Cutting and Trimming Facial Hair, including Beard and Mustache, Eyebrow, Ear, Nose Hair, Shaving

### **Artificial Hair, Extensions and Related Theory/Subjects**

Principles and Techniques of Extensions, Sectioning and Braiding, Bonding and Sewing Methods, Cutting and Styling of Artificial Hair

**TEACHING METHODS:** The Hair Design Program is taught using a variety of methods including lecture, demonstrations, written assignments, discussion, question and answer, projects and field trips.

**GRADING:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each chapter of study. Practical assignments are evaluated as completed. Practical skills are evaluated according to the text or taught procedures and performance standards established by the state licensing agency and set forth in the practical skills evaluation criteria. Students must maintain a theory grade average of 76% and pass a final written and practical exam to graduate. Students must make up failed or missed tests and incomplete assignments.



## Dress Code

Style and professionalism in dress are important aspects of the beauty industry. Paroba College offers this dress code as a way to help our students achieve a polished and professional appearance while maintaining the state required standards for safety and sanitation.

Paroba College management reserves the right to determine if a student meets dress code requirements and projects a professional image. Staff will make the final determination. Students who are not in dress code will not be allowed to clock in until compliance has been met. If a student is found to be out of compliance after clocking in, he or she may be asked to comply with the dress code or be sent home.

### Lower half: Apparel is to be 100% black in color

- Opaque (not see-through) hemmed slacks or pants, jeans, Capri pants or walking shorts. Pants may not touch the floor.
- Leggings & jeggings IF covered by a tunic, skirt or dress no shorter than 2" above the knee. A good rule of thumb is, if they are stretchy and they don't have pockets, they probably aren't considered pants.
- Professional Skirts or dresses no shorter that do not reveal undergarments or bare skin. Kilts are acceptable for men as long as they meet the other dress code requirements.
- Appropriate undergarments are required and should not be visible through or above/below clothing.
- Pants and skirts must be high enough on the waist as to cover the wearer's rear end and skin should not be visible at the waist even with movement (such as sitting, kneeling or bending).
- Jeans must be solid black. Acid washed, faded, ripped, holes, patched not permitted.

### Upper half: Apparel is to be 100% black in color

- Opaque (not see-through) shirts, blouses, t-shirts and tops with short or long sleeves (not sleeveless). Tops must reach at least to the top of the pants or skirt worn. At all times (even when sitting, kneeling or bending). Tops should have an adequate neckline to cover the bust and minimize visible cleavage.
- School-provided smock or lab jacket must be worn --OR-- students may purchase an apron from Paroba College that can be worn in place of the lab jacket or smock. Aprons are available at the front desk. Other aprons may not be permitted.
- School-provided name tag must be worn at all times.
- Appropriate undergarments are required and should not be visible through or above/below clothing.
- It is recommended that students wear a chemical apron when performing chemical or waxing services.

### Shoes: Shoes & accessories may provide up to 10% of color to your outfit

- Professional, closed toe shoes with enclosed sides and heel.
- For safety and comfort, heels may be no higher than 2" at the instep.
- As required by state safety and sanitation, hosiery or socks must be worn.
- If shoes have laces, they must be tied.
- Tennis shoes are permitted as long as they are clean and laces are tied.

### Accessories: Shoes & accessories may provide up to 10% of color to your outfit

- Tasteful and professional jewelry and accessories of colors other than black are permitted as long as they do not interfere with education or performing services.
- A good rule of thumb is, you must be able to remove a colored accessory and still be considered in dress code

### Hair and Makeup

- Professional and tasteful hair and makeup must be complete before clocking in.

### Not Permitted:

- Sheer apparel
- Visible undergarments (examples: bras, panties, boxers, etc.)
- Athletic wear (example: sweatpants)
- Hoodies
- Sleeveless tops (examples: tank tops, halter tops, tube tops)
- Sunglasses
- Hats, visors or bandanas
- Sandals, flip-flops, "croc" style shoes, rain boots, rubber boots
- Logo apparel with the exception of an approved Paroba logo

## Paroba College Administration and Faculty

### Administration

Barbara Davis, CEO  
Patrick Davis, President  
Rod Fender, Vice President  
Mary Kay Jurovcik,  
Marketing and Operations Director  
Lisa Pottruff, Assistant School Director  
Paul Malvas, Student Services Director  
Hollie Havens, Admissions Director  
Kailyn Wright, Admissions Counselor  
Jennifer Sanchez, Financial Aid Director  
Suzy Rodriguez, Financial Aid Counselor  
Trina Malm, Guest Services  
Justine Wells, Guest Services

### Faculty

*All faculty are licensed by the state of Washington to teach in the field(s) listed next to their names. Cosmetologists also teach Hair Design.*

*Listed Alphabetically.*

Desiree Beckett, Esthetics/Master Esthetics  
Michelle Benjamin, Esthetics/Cosmetology/Barbering  
Rod Fender, All Departments  
Kim Green, Clinic Supervisor, All Departments  
Amber Kelley-Bermudez, Esthetics/Master Esthetics  
Kim Langlo, All Departments  
Danette Maki, Cosmetology/Barbering  
Adam Nolin, Barbering/Cosmetology  
Lisa Pottruff, All Departments  
Josh Portell, Barbering  
Alexis Reasbeck, Esthetics  
Alyssa Torres, Cosmetology/Barbering  
Katrina Vialpando, Esthetics/Master Esthetics  
Cole Whitaker, Cosmetology/Barbering

## Program Costs

### Cosmetology 1600 Hours

Registration Fee	\$100.00
Tuition	\$17,128.58
Books	\$601.14
Kit	\$2310.92
Tax	\$282.47
TOTAL	\$20,423.11

### Advanced Esthetics 480 Hours

Registration Fee	\$100.00
Tuition	\$6291.07
Books	\$718.14
Kit	\$550.65
Tax	\$122.80
TOTAL	\$7782.93

### Barbering 1000 Hours

Registration Fee	\$100.00
Tuition	\$12,149.55
Books	\$604.14
Kit	\$2327.89
Tax	\$284.41
TOTAL	\$15465.99

### Hair Design 1400 Hours

Registration Fee	\$100.00
Tuition	\$14,994.00
Books	\$604.14
Kit	\$1941.98
Tax	\$246.97
TOTAL	\$17,887.09

### Esthetics 750 Hours

Registration Fee	\$100.00
Tuition	\$11,677.61
Books	\$621.14
Kit	\$1896.99
Tax	\$244.26
TOTAL	\$14540.00

### Instructor Training 600 Hours

Registration Fee	\$100.00
Tuition	\$5924.96
Books	\$479.90
Kit	\$161.00
Tax	\$60.88
TOTAL	\$6,626.74

### Master Esthetician 1200 Hours

Registration Fee	\$100.00
Tuition	\$19,438.23
Books	\$1018.09
Kit	\$2100.99
Tax	\$302.55
TOTAL	\$22,959.86

*Paroba College does not currently offer the Manicuring Program or the Extended Cosmetology Program.*

# PROGRAM START DATES

<b>COSMETOLOGY MTW</b>	<b>COSMETOLOGY ThFW</b>	<b>BARBER MTW</b>	<b>BARBER ThFW</b>
8/21/17	8/17/17	8/21/17	8/17/17
9/25/17	9/21/17	9/11/17	9/7/17
10/16/17	10/12/017	10/16/17	10/12/17
12/4/17	11/30/17	11/6/17	11/2/17
1/29/18	1/25/18	12/18/17	12/14/17
2/12/18	2/8/18	1/15/18	1/11/18
2/26/18	2/22/18	2/26/18	2/22/18
4/2/18	3/29/18	3/12/18	3/8/18
4/16/18	4/5/18	4/23/18	4/19/18
5/21/18	5/17/18	5/7/18	5/3/18
6/4/18	5/31/18	6/18/18	6/14/18
6/18/18	6/14/18	7/2/18	6/28/18
7/23/18	7/19/18	8/13/18	8/9/18
8/6/18	8/2/18	8/27/18	8/23/18
9/10/18	9/6/18	10/8/18	10/4/18
9/24/18	9/20/18	10/22/18	10/18/18
10/8/18	10/4/18	12/10/18	12/6/18
11/12/18	11/8/18		
12/3/18	11/29/18		

<b>ESTHETICS MTW</b>	<b>ESTHETICS ThFW</b>
9/18/17	9/14/17
10/30/17	10/26/17
12/11/17	12/7/17
1/29/18	1/25/18
3/12/18	3/8/18
4/23/18	4/19/18
6/4/18	5/31/18
7/16/18	7/12/18
8/27/18	8/23/18
10/8/18	10/4/18
11/19/18	11/15/18

<b>MASTER EST MTW</b>	<b>ADVANCED EST MTW</b>	<b>INSTRUCTOR MTW</b>
9/18/17	10/23/17	10/16/17
10/30/17	11/27/17	12/11/17
12/11/17	12/18/17	2/26/18
1/29/18	2/26/18	4/23/18
3/12/18	3/26/18	6/18/18
4/23/18	4/23/18	8/27/18
6/4/18	6/18/18	10/22/18
7/16/18	7/16/18	12/3/18
8/27/18	10/8/18	
10/8/18	11/5/18	
11/19/18	12/3/18	

MTW= Monday, Tuesday, Wednesday

ThFW= Thursday, Friday, Wednesday

Orientation occurs the Wednesday before start date.

There are no current start dates for Manicuring or Extended Cosmetology.



## 2018 Breaks & Holidays\*

<b>Tuesday - 01/01/2019</b>	<b>New Year's Day</b>
<b>Monday - 05/27/2019</b>	<b>Memorial Day</b>
<b>Thursday - 07/04/2019</b>	<b>Independence Day</b>
<b>Monday - 09/03/2018</b>	<b>Labor Day</b>
<b>Thurs.&amp; Friday - 11/22/18 &amp; 11/23/18</b>	<b>Thanksgiving Break</b>
<b>Monday - 12/24/18 thru 01/01/2019</b>	<b>Holiday Break</b>

\* All Breaks and Holidays are subject to change and approval.