



FOLLOW YOUR DREAMS AND FIND THE  
CAREER YOU HAVE BEEN LOOKING FOR IN  
THE HEALTH AND BEAUTY INDUSTRY



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NORTHWEST COLLEGE  
SCHOOL OF BEAUTY

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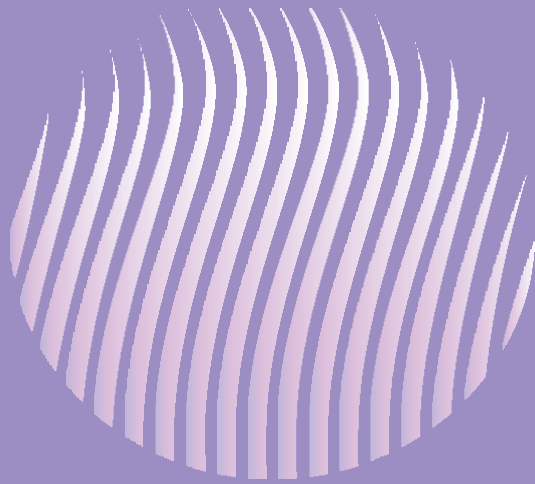
# STUDENT CATALOG

Volume 12.7.3

(Effective June 2023 -May 2024)

[www.nwcollege.edu](http://www.nwcollege.edu)

Follow Your  
**Dreams**  
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been looking for.



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**Welcome to  
Northwest  
College School of  
Beauty**

**Statement of  
Purpose & Goals**

**Northwest  
College School of  
Beauty Locations  
& Hours of  
Operation**

**Northwest  
College School of  
Beauty Staff**

**Admissions &  
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Ownership, Accreditation, and Licensing  
Northwest College School of Beauty is owned by J2D, LLC and managed by Dwight D. Cummings, President

Northwest College School of Beauty is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS)  
3015 Colvin Street  
Alexandria, Virginia 22314  
(703) 600-7600

Northwest College School of Beauty is licensed by the Oregon Higher Education Coordinating Commission  
775 Court Street NE  
Salem, Oregon 97301  
(503) 947-5751

The Oregon Health Licensing Office inspects Northwest College School of Beauty  
1430 Tandem Avenue NE, Suite 180  
Salem, Oregon 97301

All campuses are owned by J2D, LLC doing business as Northwest College School of Beauty

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# WELCOME TO NORTHWEST COLLEGE SCHOOL OF BEAUTY

**D**ear Student,

Congratulations on taking the first step in your exciting new career. Spa and salon professionals—hair stylists and colorists, barbers, facial estheticians, advanced estheticians, and nail technicians—are in great demand. It is no wonder more and more people are discovering the benefits of health, wellness, and beauty services to not only look better, but also feel better, as they go about their busy lives.

Congratulations, too, on considering Northwest College School of Beauty for your education and training program. Our college has been training cosmetology professionals since 1972, growing right along with the industry we serve. Today, we are continuing to meet the rising demand for health and beauty professionals with updated, learner-centered programs. Our small-group format, extensive one-on-one instruction and hands-on clinic experience fully prepare you for state licensing exams and an exciting career.

The profession offers so many opportunities: You can choose to work in an established salon, specialize as a colorist or esthetician, open your own spa or salon, become a product representative, and teach others valuable skills—the list goes on.

No matter which career path you choose, Northwest College School of Beauty is committed to giving you the best foundation for success. Our programs in hair design, barbering, esthetics, advanced esthetics, cosmetology, nail technology, and teacher training are accredited by the National Accrediting Commission of Career Arts & Science (NACCAS). NACCAS is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, electrology, and massage.

To find out more about our career programs, please visit our website, [nwcollege.edu](http://nwcollege.edu) or contact one of our campuses to speak with an admissions representative.

Dwight Deen Cummings, President  
Northwest College School of Beauty





# ABOUT NORTHWEST COLLEGE SCHOOL OF BEAUTY

## ***Mission Statement***

Interest in health, wellness and beauty continues to grow, creating a rising demand for skilled salon and spa specialists. At Northwest College School of Beauty, our mission is to offer this expanding industry a select group of health, wellness, and beauty professionals who “perform with knowledge and confidence.” To attain that goal and to ensure the success of our graduates, Northwest College School of Beauty offers progressive and learner-centered programs. As a student, you can expect your education to prepare you for state licensing exams and a rewarding career as a salon and spa professional.

## ***Educational Objectives***

Northwest College School of Beauty has been educating cosmetology professionals since 1972. We offer vocational career training programs that provide our students with the technical skills, theoretical knowledge, and professional and personal attitudes necessary for a successful career in the salon and spa industry. We know that college and technical education require an investment of time, energy, and money. That is why we provide you with the training and skills to achieve your goals. Students attending Northwest College School of Beauty receive:

- Milady Standard curriculum
- Instruction from registered professionals that are certified in the fields of practice that they teach and oversee
- Clean and safe environments at competitive prices
- Simulated salon experiences

***This Student Catalog and all courses at Northwest College School of Beauty are taught in the English language. All students must be able to read, speak and write in English to enroll in school.***

## ***Northwest College School of Beauty Locations***

All of our campuses are conveniently located making it possible for anyone in

the Portland Metro Area or Southern Oregon to attend. All schools have client parking. Northwest College School of Beauty also advertises to attract clients to ensure guided hands-on practice.

All campuses utilize a computerized testing program to prepare students for the state board exams. We encourage prospective students to visit our campuses anytime during regular business hours. For more detailed descriptions and photos of Northwest College School of Beauty locations, please refer to the campus pages on our website.

### **Beaverton Campus**

**4200 SW Watson Avenue  
Beaverton, OR 97005 | 503-649-1388**

Our Beaverton Campus is located just east of the MAX line at The Round. This location has more than 10,500 square feet of educational space and is fully equipped for hands-on education. Clinic equipment, implements, and products are comparable to those used in the industry.

### **Clackamas Campus**

**8307 SE Monterey Avenue  
Happy Valley, OR 97086 | 503-659-2834**

Our Clackamas Campus is located just north of Clackamas Town Center on Monterey Avenue, one block east of 82nd Avenue. This location has more than 9,000 square feet of education space that includes modern equipment, a library, and is fully equipped for hands-on education. Clinic equipment, implements, and products are comparable to those used in the industry.

### **Hillsboro Campus**

**1049 SW Baseline Road Suite E  
Hillsboro, OR 97123 | 503-844-7320**

Our Hillsboro Campus is located on SW Baseline Road, close to the Tualatin Valley Highway and nearby MAX and major Tri-Met bus routes (46, 47, 48 and 57). This location has more than 7,000 square feet of educational space and is fully equipped for hands-on education. Clinic equipment, implements and products are comparable to those used in the industry.

### **Medford Campus**

**2241 Tower East  
Medford, OR 97504 | 541-772-8937**

Our Medford location has more than 6,900 square feet of education space and is fully equipped for hands-on education. Clinic equipment, implements and products are comparable to those used in the industry.

### **Springfield Campus**

**3150 Gateway Loop  
Springfield, OR 97477 | 541-344-0397**

Our Springfield Campus is located just off I-5 and the 569 Beltline Highway in Springfield near Gateway Mall. This location has more than 14,000 square feet of educational space that includes modern equipment, a library and is fully equipped for hands-on education. Clinic equipment, implements and products are comparable to those used in the industry.

### **Tualatin Campus**

**8345 SW Nyberg Street  
Tualatin, OR 97062 | 503-218-2265**

Our Tualatin Campus is located just off I-5 and I-205 in Tualatin. This location has more than 11,000 square feet of educational space and is fully equipped for hands-on education. Clinic equipment, implements and products are comparable to those used in the industry.

### **Hours of Operation**

Beaverton and Clackamas campus hours:

Mondays 5 p.m.–10 p.m.  
Tuesday–Friday from 8 a.m.–10 p.m.  
Saturdays from 8 a.m.–5 p.m.  
Sunday – Closed

Hillsboro and Tualatin campus hours:

Tuesday–Saturday 8 a.m. – 5 p.m.  
Sunday and Monday – Closed

Medford campus hours:

Monday–Friday 8 a.m.–10 p.m.  
Saturdays 8 a.m.–5 p.m.  
Sunday – Closed

Springfield campus hours:

Monday–Friday 8 a.m.–10 p.m.  
Saturdays 8 a.m.–7 p.m.  
Sunday-Closed

# ABOUT NORTHWEST COLLEGE SCHOOL OF BEAUTY

## Make Up Hours

Students who miss scheduled hours/days may be allowed to come in at additional times other than their regularly scheduled hours, to make up these hours to stay on track and remain/get back into Satisfactory Academic Progress (SAP). To make up hours, students must meet one of the following reasons to obtain approval:

- A written doctor's note;
- A death in the family;
- A court appearance supported by evidence such as a jury summons;
- A vacation prearranged at least four weeks in advance that is less than 14 days; and
- Extenuating circumstances beyond the student's control with HR approval.

Students must follow the Attendance Policy on Page 22 of this Catalog and disciplinary action may occur should the student not comply. These make-up hours will be requested and approved by the Campus Manager and based on Instructor coverage. **At no time may a student do additional hours without approval.**

## School Closures

Other closures may be scheduled as needed for staff training and school repairs. In the event of inclement weather conditions, Northwest College School of Beauty will remain open for students, unless otherwise notified. If it is determined an inclement weather closure is necessary, notifications will be made to students via the Northwest College School of Beauty Facebook Page and/or text message alerts (carrier message and data rates may apply).

If the school has staff at the campus during inclement weather, we want all students to have access to their education! Students that live in outlying areas should use their best judgement when determining if traveling to school is safe and follow proper call-in procedures if they are unable to make it. If there are additional school related closures due to inclement weather, school repairs or staff training, the closure hours will be removed from the students' schedules and the hours will not count against students as an absence.

## School Holidays

The campuses are closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Day

# NORTHWEST COLLEGE SCHOOL OF BEAUTY STAFF

## Corporate Office

President .....	Dwight Cummings
Vice President of Human Resources .....	Julie Cummings
Human Resources Assistant .....	Darby Ronan
Director of Operators .....	Teresa Strub
Director of Education .....	Shannon Pyle
Accounting Supervisor .....	Heather Andrew
Financial Aid Manager .....	Cristin Zulaski
Compliance Manager .....	Connor Cummings
Title IX Coordinator .....	Julie Cummings
Admissions Manager .....	Chelsi Warren

## Beaverton Campus

Admissions Representative .....	Shayla Patterson
Campus Manager .....	Jaclynn Mathis
Instructor .....	Elizabeth Mayer
Instructor .....	Emily Carole Brotka
Lead Instructor .....	Mitchel Ross
Instructor .....	Amanda Harricharan
Financial Aid Administrator .....	Jessica Heath

## Clackamas Campus

Admissions Representative .....	Nicole Thompson
Campus Manager .....	Brenna Boyles
Instructor .....	Deborah Mathews
Instructor .....	Jeramiah West
Instructor .....	Kristopher Osborne
Financial Aid Administrator .....	Jayda Burney

## Hillsboro Campus

Admissions Representative .....	Shayla Patterson
Campus Manager .....	Alison Burrell
Instructor .....	Cynthia Robinson
Instructor .....	Paulina Guitron
Financial Aid Administrator .....	Jayda Burney

## Medford Campus

Director of Admissions .....	Chelsi Warren
Campus Manager .....	Shannon McEwen
Instructor .....	Noel Ramon-Wonder
Instructor .....	Carla M. Summers
Instructor .....	Stephanie Brown
Instructor .....	Elsie J. Gregg
Instructor .....	Tera Manning
Instructor .....	Johnita Moore
Instructor .....	Brittany Mosley
Advanced Esthetics Instructor .....	Cierra Vargas
Financial Aid Administrator .....	Jaime Wiley

# NORTHWEST COLLEGE SCHOOL OF BEAUTY STAFF

## Springfield Campus

Admissions Representative.....	Anne Trombley
Campus Manager.....	Robert Montgomery
Lead Instructor.....	Anna Alvarado
Instructor .....	Marlas Loveall
Instructor .....	Debra Kreth
Instructor .....	Angela Miller
Instructor .....	Casey Tiebout
Instructor .....	Danica Coble
Instructor .....	Lyndse Gwaelin
Instructor .....	Tammi Gary
Instructor .....	Tracy Kiefling
Instructor .....	Tiffeney Villa
Financial Aid Administrator .....	Tara Reaves
Financial Aid Administrator .....	Amanda Medlin

## Tualatin Campus

Admissions Representative.....	Lila McElroy
Campus Manager.....	Donna Coy
Advanced Esthetics Instructor .....	Jennifer Loria
Advanced Esthetics Instructor .....	Hannah Holman
Instructor .....	Trulie Wright
Instructor .....	Barbara Novy
Financial Aid Administrator .....	Cristin Zulaski





# ADMISSIONS AND ENROLLMENT

## *Admissions Policy and Procedures*

To qualify as a student at Northwest College School of Beauty, all applicants must meet the following criteria:

- Be at least 18 years of age
- Have a high school diploma, or its equivalent (GED), or a transcript showing high school completion
- Have evidence of completion of home schooling that the State of Oregon treats as a home or private school
- Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency **that is qualified to translate documents into English** and confirm the academic equivalence to a U.S. high school diploma
- Complete the school admission forms and informational tour
- For Teacher Training applicants only – must hold an active practitioner license(s) in the State of Oregon
- *Northwest College School of Beauty does not admit or accept Ability-to-Benefit students.*

Prior to accepting an applicant for admission and enrollment, prospective students and applicants will receive:

- A tour of the school
- Program costs and information
- Disclosure about physical demands of the industry
- The student catalog

This is a time for you to get a full understanding of the beauty industry, and the expectations of Northwest College School of Beauty, to determine if this is the career path that excites you! Northwest College School of Beauty courses are taught in English. To enroll, students must be able to read, speak, and write in English. Students must complete the Orientation Packet prior to the start of classes.

To complete the enrollment process, the following items are required:

- Proof of high school completion or its equivalent (GED)

- Driver's License, State photo ID card, passport, military ID, or other proof of age (such as a birth certificate)
- Alien registration card, if applicable
- Social Security card
- Pay or make payment arrangements for the \$100.00 registration fee

Acceptable proof of high school completion, or GED:

- Copy of high school diploma
- Official high school transcripts indicating high school completion
- GED certificate
- A GED pocket card
- Signed GED test results from the test site indicating a passing score
- Home school completion certificate from a State or private approved program

Students will be required to enter into our standard Enrollment Agreement. Students will also be required to sign our master standard promissory note. Anyone interested that cannot meet the admissions requirements is encouraged to reapply once they are able to meet these requirements.

If enrolling students are interested in applying for **federal student financial assistance and/or have already done so**, please also bring the following to the interview:

- A completed Free Application for Federal Student Aid (FAFSA) form, or proof of online form completion, for review by a financial aid administrator
- Students applying for federal student aid may be selected for random federal verification; if so, you will need to bring the following to the financial aid administrator at your campus:
- Your official IRS tax transcripts
- Your parents' official IRS tax transcripts if you are under 24 years of age, have no legal dependents, are unmarried, have never been an orphan or ward of the court, are not a veteran, and are not studying beyond a bachelor's degree.

Enrollment takes place after the campus tour appointment and all required items have been accepted by an admissions representative; without the required items, the enrollment process will stop until the prospective student has submitted them.

Northwest College School of Beauty enrolls students on a continual basis throughout the year. For more information, please call the Admissions Office at the campus you are interested in or visit our website.

The non-refundable registration fee in the amount of \$100.00 is due before the first day to secure enrollment.

A student must make satisfactory arrangements for payment of all tuition and institutional charges with a financial aid administrator prior to beginning classes, which may involve execution and delivery by the student of one or more promissory notes to and in favor of the school. In the event of a payment default or the occurrence of an event of default under any promissory note executed by a student, and such default continues for a period of 10 days, the school may, within its complete discretion, suspend or terminate the student's enrollment without notice.

Tuition and all school charges must be paid in full prior to graduation. Failure to do so will result in student transcripts not being released until the balance is paid in full.

## *Missed Start Date Transfers*

If a student does not start on the scheduled contracted start date, the student may transfer his or her contracted starting date to a future date. The \$100.00 registration fee is good for one year. A new enrollment agreement will need to be completed showing the new start and graduation date within the one-year time frame.

## *Transfer Students*

Students with prior training who wish to transfer credits earned at another school must first comply with all Northwest College School of Beauty's regular admission requirements. Students with credits from another school must submit a

# ADMISSIONS AND ENROLLMENT

written request to their former school for an official transcript to be mailed or faxed directly to Northwest College School of Beauty. This includes, but is not limited to, an official transcript of training with time accrued from the school previously attended. Northwest College School of Beauty will evaluate and determine how many hours will be eligible for transfer.

Northwest College School of Beauty may evaluate and give up to 500 hours credit for professional teaching experience or any academic training received in a community college or institution of higher education when that academic training contributes to achievement of the total approved Standard Course of Study. Transfer hours that are applied will reduce the amount of time and hours required to complete the course of enrollment and will reduce the amount of tuition.

For transfer and re-entry students, the remaining hours to complete the course of enrollment will be charged at an hourly rate. Please refer to the *Hourly Rates for Transfer and Re-Entry Students* table on page 8.

Textbook and equipment charges, if applicable, are additional expenses. The transfer student will be evaluated on both academic and practical skills to determine placement. Students with transfer hours from another institution may have those hours counted as both attempted and completed hours towards the student's educational program.

Any veteran receiving GI Bill® benefits while attending Northwest College School of Beauty is required to obtain transcripts from all previously attended schools and submit them to the school for review of prior credit. (*GI Bill* ® is a registered trademark of the U.S. Department of Veteran Affairs (VA). Any veteran receiving GI Bill ® benefits while attending Northwest College School of Beauty is required to obtain transcripts from all previously attended schools and submit them for review of prior credit).

## **Re-Entry**

If a person has withdrawn or been terminated from their Northwest College School of Beauty training program and

wishes to re-enroll at the school, they must request and submit a Petition to Re-enroll Form along with a \$75.00 non-refundable fee. The school's Director of Education, along with its Review Committee approval, will notify the student in writing within 14 business days of receiving the petition of the school's decision. If the student is approved to re-enroll, the decision letter will include any stipulations thereof. Any outstanding balances must be paid prior to approval for re-entry. Students will re-enter their program in the same satisfactory academic progress status they were in at the time of their withdrawal or termination. Students will be given credit for prior training and contracted only for the hours required to complete their program.

Students are hereby informed that prior training hours earned at any Oregon school are valid for only ten years from the date of graduation, withdrawal, or termination of enrollment per OAR 715-045-0200(10).

## **Textbook and Student Kit Charges**

Textbooks and student kits are provided by Northwest College School of Beauty exclusively to enrolled students who have started class and based on curriculum content and needs.

Students may have the ability to opt out of school issued textbooks<sup>1</sup> and kits<sup>2</sup> if:

- They were previously enrolled in another cosmetology program and the textbooks and workbooks are the same editions and manufacturer as the school issued books
- Contents of the kit and tools are substantially similar in quality and quantity as the school issued kits
- The kit items do not contain another school's branded logo and/or name
- The full kit is accounted for.

A student who wishes to purchase their own textbooks and kits must obtain a copy of the current textbook edition and kit list. A student purchasing their own textbooks must submit the textbooks and workbooks to the Campus Manager for review and must have the required

textbooks to begin their program. A student purchasing their own kit items must purchase equipment (such as blow-dryers, shears, or curling irons) of equal or better quality as the school issued kits. For kits that contain cosmetics or chemicals, such as Esthetics and Nail Technology kits, the student must purchase an identical brand and products as supplied in the school issued kits.

All textbook and kit opt-out exceptions are dependent on the approval of the Director of Operations and the Director of Education. Northwest College School of Beauty charges a Kit Evaluation Fee (\$25) to evaluate non-institutional kits for acceptance and opt-out of school issued kits. Student kits are not available for non-institutional purchase at the price rate and product level provided to enrolled students, so it is strongly recommended that students obtain the program kit from the school.

If a student needs to replace a lost book or kit, they may purchase a replacement from the school or they may choose to purchase it from another vendor.

<sup>1</sup>All students enrolled at Northwest College School of Beauty are provided with a business training book – *Cosmetology Business Concepts*; this textbook is written, published and produced by Northwest College School of Beauty and may not be purchased from another source as it is copyrighted material.

<sup>2</sup>All students enrolled at Northwest College School of Beauty are provided with an embroidered Northwest College School of Beauty apron or smock; this item is required to be worn by all students and must be purchased from the school.

## **Withdrawing from School**

If a student wishes to withdraw from Northwest College School of Beauty, the student must do so in writing and complete the Withdrawal Form. Within 30 days of the written notification being signed, a drop calculation under the school's refund policy will be calculated to determine whether the student is entitled to a refund or has any remaining financial obligation to the school.

For a full explanation of the Cancellation and Refund Policy, please

# ADMISSIONS AND ENROLLMENT

refer to page 32-34 of this catalog. If a student withdraws early, is unofficially withdrawn, or enrollment is terminated, a withdrawal fee of \$25.00 and a transcript fee of \$50.00 will be charged to the student.

## ***Withdrawal Appeals Process***

Students who unofficially withdraw or are terminated may appeal this decision. The student must submit a written appeal to the Director of Education along with any supporting documentation, reasons why the decision to terminate should be reversed, and/or a request for re-evaluation of progress. The Director of Education must receive this appeal within five business days of withdrawal or termination.

***If a student fails to appeal this decision within five days, the decision to terminate will stand.***

A student will be considered unofficially withdrawn for Northwest College school of Beauty after 30 consecutive days of no attendance.

An appeal decision will be made within five business days of receipt of the written appeal. This decision will be made by the Director of Education, the Director of Operations, and the Review Committee. A decision on the student's appeal will be made within five business days and will be communicated to the student in writing. This decision will be final.

If a student's appeal is successful, the student will automatically re-enter in the course and the financial aid funds will be reinstated to the student (if eligible).

## ***Hourly Rates for Transfer and Re-Entry Students***

The *\*Advanced Esthetics program* is only offered at Northwest College School of Beauty's Tualatin, Springfield and Medford Campuses.

Programs	Hourly Rate
Hair Design, Nail Technology & Esthetics	\$10.00
Hair Design & Esthetics	\$11.00
Nails Technology & Esthetics	\$13.00
Barbering	\$16.00
Hair Design	\$14.00
Nail Technology	\$25.00
Esthetics	\$16.00
*Advanced Esthetics	\$21.00
Teacher Training	\$11.00

## ***Schedule of Fees and Program Costs***

<b>Registration fee</b>	<b>\$100.00</b>
<b>Kit Evaluation Fee</b>	<b>\$25.00</b>
<b>Drop Program Fee</b>	<b>\$50.00</b>
<b>Early Withdrawal/Termination Fee</b>	<b>\$25.00</b>
<b>Transcript Fee</b>	<b>\$50.00</b>
<b>Transcript Evaluation Fee</b>	<b>\$50.00</b>
<b>Petition to Re-enroll Fee</b>	<b>\$75.00</b>
<b>Campus Transfer Fee</b>	<b>\$75.00</b>
<b>Schedule Change Fee</b>	<b>\$50.00</b>
<b>Replacement ID Badge Fee</b>	<b>\$15.00</b>
<b>Replacement Smock Fee</b>	<b>\$52.00</b>
<b>Canceled Check Fee</b>	<b>\$36.00</b>
<b>Late Fee</b> (monthly payments not received within [5] days of due date)	<b>5%</b>
<b>Non-Refundable Credit Card Processing Fee</b> (transactions over \$100.00 (registration fee excluded))	<b>3% of transaction</b>

## ***Normal and Maximum Time Frame***

Program	Clock Hours	Normal Time (30 hrs/wk)	Normal Time (25 hrs/wk)	Maximum Clock Hours Available	Maximum Time (30 hrs/wk)	Maximum Time (25 hrs/wk)
Hair Design, Nail Technology & Esthetics	1,835	61 weeks	73 weeks	2,293.75	76 weeks	92 weeks
Hair Design & Esthetics	1,594	53 weeks	64 weeks	1,992.50	66 weeks	80 weeks
Hair Design	1,150	38 weeks	46 weeks	1,437.50	48 weeks	58 weeks
Barbering	946	32 weeks	38 weeks	1,182.50	39 weeks	47 weeks
Nail Technology & Esthetics	841	28 weeks	34 weeks	1,051.25	35 weeks	42 weeks
*Advanced Esthetics	725	24 weeks	29 weeks	906.25	30 weeks	36 weeks
Esthetics	600	20 weeks	24 weeks	750	25 weeks	30 weeks
Nail Technology	281	9 weeks	11 weeks	351.25	12 weeks	14 weeks
Teacher Training	1,000	33 weeks	40 weeks	1,250	42 weeks	50 weeks

# ADMISSIONS AND ENROLLMENT

Start Dates and Estimated Graduation Dates by Program – 30 hours per week schedule:

Start Date	Hair Design, Nail Technology & Esthetics (1,835 hours)	Hair Design & Esthetics (1,594 hours)	Hair Design (1,150 hours)	Barbering (946 hours)	Teacher Training (1,000 hours)	Nail Technology & Esthetics (841 hours)	Advanced Esthetics (725 hours)	Esthetics (600 hours)	Nail Technology (281 hours)
1/17/2023	5/1/2024	3/1/2024	11/8/2023	9/16/2023	9/30/2023	8/20/2023	-	6/20/2023	3/30/2023
2/14/2023	5/29/2024	3/29/2024	12/6/2023	10/14/2023	10/28/2023	9/17/2023	-	7/18/2023	4/27/2023
3/14/2023	6/26/2024	4/26/2024	1/3/2024	11/11/2023	11/25/2023	10/15/2023	-	8/15/2023	5/25/2023
4/11/2023	7/24/2024	5/24/2024	1/31/2024	12/9/2023	12/23/2023	11/12/2023	-	9/12/2023	6/22/2023
5/8/2023	-	-	-	-	-	-	11/10/2023	-	-
5/9/2023	8/21/2024	6/21/2024	2/28/2024	1/6/2024	1/20/2024	12/10/2023	-	10/10/2023	7/20/2023
6/6/2023	9/18/2024	7/19/2024	3/27/2024	2/3/2024	2/17/2024	1/7/2024	-	11/7/2023	8/17/2023
7/11/2023	10/23/2024	8/23/2024	5/1/2024	3/9/2024	3/23/2024	2/11/2024	-	12/12/2023	9/21/2023
8/8/2023	11/20/2024	9/20/2024	5/29/2024	4/6/2024	4/20/2024	3/10/2024	-	1/9/2024	10/19/2023
9/19/2023	1/2/2025	11/1/2024	7/10/2024	5/18/2024	6/1/2024	4/21/2024	-	2/20/2024	11/30/2023
10/17/2023	1/29/2025	11/19/2024	8/7/2024	6/15/2024	6/29/2024	5/19/2024	-	3/19/2024	12/28/2023
11/14/2023	2/26/2025	12/27/2024	9/4/2024	7/13/2024	7/27/2024	6/16/2024	-	4/16/2024	1/25/2024
12/4/2023	-	-	-	-	-	-	7/14/2024	-	-
12/12/2023	3/26/2025	1/24/2025	10/2/2024	8/10/2024	8/24/2024	7/14/2024	-	5/14/2024	2/22/2024
1/23/2024	5/7/2025	3/7/2025	11/13/2024	9/2/2024	10/5/2024	8/25/2024	-	6/25/2024	4/4/2024

Start Dates and Estimated Graduation Dates by Program – 25 hours per week schedule:

Start Date	Hair Design, Nail Technology & Esthetics (1,835 hours)	Hair Design & Esthetics (1,594 hours)	Hair Design (1,150 hours)	Barbering (946 hours)	Teacher Training (1,000 hours)	Nail Technology & Esthetics (841 hours)	Advanced Esthetics (725 hours)	Esthetics (600 hours)	Nail Technology (281 hours)
1/17/2023	8/4/2024	5/21/2024	1/6/2024	11/4/2023	11/21/2023	10/3/2023	-	7/20/2023	4/13/2023
2/14/2023	9/1/2024	6/18/2024	2/3/2024	12/2/2023	12/19/2023	10/31/2023	-	8/17/2023	5/11/2023
3/14/2023	9/29/2024	7/16/2024	3/2/2024	12/30/2023	1/16/2024	11/28/2023	-	9/14/2023	6/8/2023
4/11/2023	10/27/2024	8/13/2024	3/30/2024	1/27/2024	2/13/2024	12/26/2023	-	10/12/2023	7/6/2023
5/9/2023	11/24/2024	9/10/2024	4/27/2024	2/24/2024	3/12/2024	1/23/2024	-	11/9/2023	8/3/2023
6/6/2023	12/22/2024	10/8/2024	5/25/2024	3/23/2024	4/9/2024	2/20/2024	-	12/7/2023	8/31/2023
7/11/2023	1/26/2024	11/12/2024	6/29/2024	4/27/2024	5/14/2024	3/26/2024	-	1/11/2024	10/5/2023
8/8/2023	2/23/2025	12/10/2024	7/27/2024	5/25/2024	6/11/2024	4/23/2024	-	2/8/2024	11/2/2023
9/19/2023	4/6/2025	1/21/2025	9/7/2024	7/6/2024	7/23/2024	6/4/2024	-	3/21/2024	12/14/2023
10/17/2023	5/4/2025	2/18/2025	10/5/2024	8/3/2024	8/20/2024	7/2/2024	-	4/18/2024	1/11/2024
11/14/2023	6/1/2025	3/18/2025	11/2/2024	8/31/2024	9/17/2024	7/30/2024	-	5/16/2024	2/8/2024
12/4/2023	-	-	-	-	-	-	11/10/2023	-	-
12/12/2023	6/29/2025	4/15/2025	11/30/2024	9/28/2024	10/15/2024	8/27/2024	-	6/13/2024	3/7/2024
1/23/2024	8/10/2025	5/27/2025	1/11/2025	11/9/2024	11/26/2024	10/8/2024	-	7/25/2024	4/18/2024



## ***Northwest College School of Beauty Financial Aid and Consumer Information***

Students have financial aid resources and options they can use while attending school to help pay some or all the charges of attending school such as tuition, kits, and books.

### ***Financial Aid (if eligible):***

Grants, Student Loans

### ***Interest Free Monthly Installment Payments (or balance pay-off):***

A student's payment options include financial aid (if available) to those who are eligible, interest free installment payments for those who are eligible, credit card, check, cash, or scholarship. Credit Card, (a 3% fee will be added for payments of \$100 or more.

### ***Other:***

Scholarships, Personal or family loans, Part-time employment

Of these resources' employment, grants, and scholarships do not require repayment. Scholarships are accepted until the student's graduation day.

Student loans, like any other type of loan, are loans that must be repaid with interest. When researching possible sources for funding post-secondary education, students would be well-advised to first explore grants, scholarships, and part-time employment sources as none of these sources of financial aid require repayment. If you absolutely must take out a student loan to complete your education, it is advisable to borrow as little as possible from the student loan program.

Students planning to enroll at Northwest College School of Beauty may be eligible to participate in various federal student financial aid programs. With the exception of the federal PLUS Loan programs and the federal Stafford Unsubsidized program, a student must demonstrate financial need to receive federal student financial aid.

Financial need is defined as the difference between the cost of education and the student's (and/or family's) ability to pay the costs.

Northwest College School of Beauty will not impose the following: any penalty or assessment of late fees, the denial of access to classes, the denial of access to libraries

or other institutional facilities, or the requirement that a covered individual borrow additional funds on any covered individual because of the individual's inability to meet his or her financial obligations to Northwest College School of Beauty due to delayed disbursement funding from the VA ***under chapter 31 or 33.***

## ***Payment Options for Cash-Pay Students***

Northwest College School of Beauty has several different options available to cash-pay students. Monthly payments can be made directly to the student's campus through the front desk or directly to the corporate office. These payments can be made by cash, check, or credit card. Please note, there is a 3% service charge for credit card payments over \$100.00. For more information, please contact the Financial Aid Office at your campus.

## ***Financial Aid***

Northwest College School of Beauty offers several options for the payment of tuition and related expenses. Students who are able to pay for their tuition can be placed on a payment plan. For more information, contact the Financial Aid Office at your campus which can be reached by calling the main campus phone number. Private education loans are available through various financial institutions such as banks and credit unions. The majority of these loans are credit-based. Students who wish to explore this option need to contact the lender from which they wish to borrow funds. The Financial Aid Office will assist in any way reasonably possible.

Northwest College School of Beauty also participates in federal financial aid programs for eligible students. The majority of these programs are based on a student's financial need as determined by the federal government. Financial need is the difference between the cost of attending school (the cost of attendance) and how much you or your family can be expected to contribute toward your educational expenses (the expected family contribution). Students seeking financial aid assistance must

complete the FAFSA, which is available online at: <http://www.fafsa.ed.gov/>

## ***Federal Student Financial Aid Programs***

Federal student financial aid is available to enrolled students who qualify. Students applying for financial aid funding need to complete the FAFSA. The applications online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). It is especially important to fill out the application completely and accurately.

The school will use this application to determine a student's need, expected family contribution (EFC), and eligibility. Absolutely no financial aid estimates will be given without first obtaining the student's EFC.

Northwest College School of Beauty currently participates in the Pell Grant and Direct Stafford Loan programs. Pell Grants are federal financial aid grants that do not have to be repaid. Pell Grant awards are granted based upon need.

Eligibility for this program is determined by a standard formula that is revised and approved every year by the federal government.

Direct Stafford Loans are federally guaranteed student loans. You must repay your student loans. Repayment starts six months after you graduate, when you drop below half-time status, or you terminate your training. There are three types of Direct Stafford Loans:

- Subsidized loans are available to students who demonstrate financial need. Interest is paid by the federal government while the borrower is in school at least half-time, during the six-month grace period, and in periods of deferment.
- Unsubsidized loans are available to students who do not have financial need. Interest is charged to the borrower from the time the loan is disbursed until it is paid in full.

PLUS (Parent Loan for Undergraduate Students) loans are available to the parents of dependent undergraduate students. The repayment on PLUS loans differs from subsidized or unsubsidized loans. PLUS loans go into repayment 60 days after the last disbursement of funds and the parents are responsible for



repayment of the loan. A detailed description of these programs can be found in *The Guide to Federal Student Aid*. Copies of the guide will be provided to you by the Financial Aid Office.

The student guide is also available in the admissions booklet and online at:

[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

Additional information will also be provided during loan counseling sessions. Students interested in receiving financial aid assistance must attend an entrance interview with the financial aid administrator prior to any disbursements being made. Students that have received federal financial aid must also participate in an exit interview prior to graduation. Students applying for financial aid must complete all financial aid documents within 30 days of starting or they will be considered cash pay students. Cash pay students must set up a payment plan with financial aid in order to continue attending school.

### ***Disbursement of Funds***

All federal student financial aid is disbursed through the Financial Aid Office. Students must be making Satisfactory Academic Progress (SAP) in order to remain eligible for financial aid. To be considered making satisfactory academic progress, students must have a minimum grade point average of 75% and must have 80% attendance rate of their scheduled hours. No disbursement will be made while a student is on a leave of absence.

### ***Family Educational Rights and Privacy Act (FERPA)***

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An eligible student, under FERPA, is a current student who is 18 years of age or older and attends a postsecondary institution. These rights include:

- The right to inspect and review the student's education records within 45 days after the day Northwest College School of Beauty received a request for access. A student should submit a written request that identifies the record(s) the student wishes to

inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, the official will advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who asks that the school amend the student's record should write to the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school may disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interest. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position (including law enforcement, unit personnel, health staff, auditors, and NACCAS representatives), a person serving on the board of trustees, or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or

contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

- A student has the right to file a complaint with the U.S. Department of Education concerning the school's alleged failures to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance  
Office

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

### ***Release of Student Files***

Northwest College School of Beauty will not release any student files to unauthorized persons without written approval of the student. All students have the right to request a review of their individual files using the process listed in section 1 under FERPA. However, students will not be entitled to inspect their parents' financial information. Written consent is required before student files may be disclosed to third parties, with the exception of an accrediting commission or government agencies authorized by law.

Any student who wishes to inspect and review their education records must do so in writing. This request must be submitted to:

Julie Cummings, Vice President of  
Human Resources

By email to:  
[jcummings@nwcollege.edu](mailto:jcummings@nwcollege.edu)

or by mail to:

Northwest College School of Beauty

8345 SW Nyberg Street  
Tualatin, OR 97062

Please note: The school is not required to provide copies of student records under FERPA. Northwest College School of Beauty's FERPA Waivers are valid for one year from the date of signature.

### ***Maintenance of School Records***

Student records are stored in fireproof filing cabinets and maintained for 6 years (they also may be stored digitally).

Transcripts are maintained for 25 years. Financial aid information is maintained for 6 years. Any transcript request needs to be in written form and to be submitted to Northwest College School of Beauty.

There will be a \$50.00 fee for an official sealed copy of a transcript.

### ***Job Placement Rates***

Northwest College School of Beauty is immensely proud of its graduation and placement rates. We are required to give placement rates to prospective students before the time of enrollment. You will be provided with the most current rates and the meaning of the data by your admissions representative prior to enrollment. This information is updated annually and posted in the Admissions Office at each campus.

**As of 2021, our Institutional Outcomes rate percentages over all campuses are as follows:**

- **Graduation Rate: 67.17%**
- **Licensure Rate: 85.96%**
- **Placement Rate: 64.31%**

### ***Placement Assistance***

Northwest College School of Beauty does not and cannot guarantee job placement upon graduation; however, the school does provide placement assistance.

Placement assistance consists of identifying employment opportunities and advisement on appropriate means of attempting to realize the opportunities available. Northwest College School of Beauty has a Career Center on our school website where salons can post open jobs exclusively for our students. Students are given access to the Career Center once they reach 80% of program completion. Jobs are also posted on school bulletin boards on campus.

### ***Applied Effort Policy***

Northwest College School of Beauty operates as a hands-on adult learning environment. In order for students to learn, it is necessary for them to contribute to the learning process. This means that all students must apply effort in learning the theoretical and practical principles related to their course of study. In addition, all hours credited to the students must be time that is actually used toward learning, whether it is in the classroom, during technical instruction, or in clinic training. In order to ensure the highest quality of education, students must do their part.

This consists of, but is not limited to, the following:

- Students must attend school during their contracted time and be on time.
- Students must follow all sanitation and safety rules, including the dress code.
- Students must pay the tuition and other charges related to their education.
- Students may never eat or drink in the classrooms, the student salon areas, or the treatment rooms. Water in a clear, sealable container is allowed in these areas.
- Students must follow the directions of all staff members.

### ***Student Library***

Northwest College School of Beauty keeps information in the school library (or testing room) including periodicals, videos, and industry publications. The library also provides students with a quiet place to study.

### ***Student Services and Advisement***

Students seeking support in finding housing, professional counseling, drug and/or alcohol treatment, and other professional services should schedule an appointment with the Campus Manager. There may be occasions when a student wishes to discuss a specific matter with a school official. Students are encouraged to ask a staff person for a time when the problem or issue can be discussed privately. Campus Manager monitor monthly student attendance and academic progress. Progress reports/report cards and an advising session will be given once a month to discuss student progress and will be documented with the signature and date of both the student and the advising staff member.

### ***Right to Change Prices***

Northwest College School of Beauty reserves the right to change kit contents, products, tuition or fees, and prices to reflect prevailing market prices for any new enrolling students.

### ***Over-Contract Charges, Normal Time, and Maximum Time Frame***

Any student who does not finish their program(s) by their contracted graduation date is "over-contract." As stated in the Enrollment Agreement, a student who exceeds their contracted graduation date will be charged an hourly rate based on the program(s) enrolled in until completion of the program(s) or until the maximum time frame is reached. Refer to the hourly rate table on **Page 8**.

The maximum time frame is the maximum amount of time given to a student to complete their course of student and will not exceed 125% of the course length. If a student does not complete their program(s) within the 125% maximum time frame, they will lose financial aid eligibility and be withdrawn from their program(s). Students may petition to re-enroll and complete their course without financial aid. Upon the student's request, the petition will be provided to the student and returned to the Director of Education. A non-refundable fee of \$75.00 is due at the time of petition receipt. The Director of Education will evaluate the petition.

The student will be informed in writing of the results within 14 business days of petition receipt. If approved, the student must pay any applicable tuition and fees in advance. If approved, the student will return to the same satisfactory academic progress and attendance status as they were at the time of withdrawal upon the approval of their petition to re-enroll.

### ***Statement of Non-Discrimination***

Northwest College School of Beauty, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, as amended in ORS 659.850, and ORS chapter 659A, does not discriminate on the basis of race, color, national origin, ethnic origin, sex, gender, sexual orientation, gender identity, religion, age, marital status, veteran status or physical or mental disability in any of its

policies, procedures, or practices. This non-discrimination policy covers students, employees, and prospective students at Northwest College School of Beauty, including but not limited to academic admissions, student financial aid, and educational services. Any student or employee found to be in violation of this policy will have disciplinary action taken against him or her, up to and including termination of enrollment. Northwest College School of Beauty's policies governing employees will be enforced in situations where instructional staff or other school personnel have been found to have engaged in discriminating behavior. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries. Bureau of Labor and Industries 800 NE Oregon St., Suite 1045 Portland, OR 97232 971-673-0761

### ***Harassment and Discrimination-Free Campus Policy***

It is Northwest College School of Beauty's policy and goal to maintain a healthy and positive campus environment free from harassment and discrimination for all of its students and staff. Harassment and discrimination of any sort, for any reason, including verbal, physical, and visual conduct that may interfere with a student's performance at school or that is intimidating, hostile, or offensive, will not be tolerated. This conduct is not permitted by students, school employees, or volunteers against other students, school employees, volunteers, customers, or other related persons. It is the responsibility of all students to maintain a campus environment free of harassment and discrimination and to report such incidents to the Campus Manager or, if you are not comfortable discussing the incident with him or her, then to an instructor or a member of management. The campus environment includes any Northwest College School of Beauty-sponsored events at other locations. School staff/Managers shall take immediate and appropriate measures to investigate and respond to all known reported instances of harassment by any

student and to deter such future conduct. Northwest College School of Beauty's Harassment and Discrimination Free Campus Policy is intended to protect students from harassment by students, employees, volunteers, vendors, and others doing business with the school at all Northwest College School of Beauty locations and school-sponsored events. Questions or complaints regarding Title IX may be referred to Northwest College School of Beauty's Title IX Coordinator and/or to the U.S. Department of Education's Office for Civil Rights. Northwest College School of Beauty's Title IX Coordinator is: Julie Cummings 8345 SW Nyberg Street Tualatin, OR 97062 503-218-2265 TitleIXCoordinator@nwcollege.edu

- ***Prohibited Conduct***  
Harassment of a student, school employee, volunteer, or customer for any reason is prohibited. Harassment and discrimination of a student, school employee, volunteer, or customer because of his or her race, color, national origin, ethnic origin, familial status, religion, sex, sexual orientation, gender identity, age, marital status, former or current service member status, or disability is unlawful and absolutely prohibited at Northwest College School of Beauty. Harassment can take on many forms and includes, but is not limited to, offensive words, slurs, epithets, derogatory or abusive language, jokes, pranks, negative stereotyping, abusive written or graphic material, threatening, intimidating, or hostile acts, or physical contact that denigrates or shows hostility toward a student. In determining whether a hostile environment has been created, conduct will be evaluated from the perspective of a reasonable person in the alleged victim's position, considering all the circumstances. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. The following

are some examples of conduct that have been found to be unlawful harassment or discrimination:

- ***Verbal Harassment***  
Verbal abuse, including derogatory or offensive language, slurs or jokes directed at, or made in the presence of, another student based on race, sex, color, age, religion, sexual orientation, gender identity, national origin, or other traits.
- ***Sexual Harassment***  
This includes conduct on campus that is unwelcome, including unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that (a) prevents an individual from effectively performing schoolwork; (b) creates an intimidating, hostile, or offensive working environment; or (c) when such conduct is made a condition of academic advancement, either implicitly or explicitly. Conduct is unwelcome if it is not solicited or initiated by the subjected student or if such a student regards the conduct as undesirable or offensive. Sexual harassment includes sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A single or isolated incident of sexual violence may create a hostile environment.
- ***Nonsexual, Gender-Based, Sexual Orientation or Gender Identity Harassment***  
Conduct that is nonsexual in nature, consisting of nonsexual written, verbal, or physical conduct that denigrates or shows hostility toward a student because of the student's gender, is prohibited. Conduct that denigrates or that is hostile or offensive toward a student because of a student's sexual orientation or gender identity is prohibited.
- ***Racial Harassment***

Any conduct that is hostile, offensive, and unwelcome or denigrates another student or employee because of race is prohibited.

### ***Reporting Procedure for Harassment and Discrimination***

Any student who is subject to, witnesses, or becomes aware of any act of harassment or discrimination should immediately report it to the Campus Manager. If a student is uncomfortable reporting to the Campus Manager, they may also go to an instructor or a member of management directly to report such prohibited conduct. If the conduct is sexual harassment or discrimination, the student should complete the Student Complaint Form and email the form to the Title IX Coordinator. **ALL STUDENTS SHOULD NOTE THAT FAILURE TO USE THE SCHOOL'S COMPLAINT PROCEDURE MAY RESULT IN THE DEFEAT OF ANY HARASSMENT CLAIM IF LITIGATED.**

Staff members who receive complaints about harassment or discrimination or who are made aware of conduct that may constitute harassment or discrimination are required to promptly report such information to the Campus Manager or the Title IX Coordinator. The Title IX Coordinator may evaluate requests for confidential reporting. All complaints will be reduced to writing and signed or otherwise verified by the complainant. All complaints of harassment and/or discrimination will be investigated promptly by the Title IX Coordinator. Both the complainant and the alleged offender will be interviewed as part of the investigation. The complainant and the alleged perpetrator shall be permitted the opportunity to present evidence and witnesses. A preponderance of evidence evidentiary standard (i.e., more likely than not that the alleged conduct occurred) shall be applied in evaluating complaints. The person who initiated the procedure and the alleged perpetrator will be informed in writing of the findings and the disposition of the matter at the conclusion of the investigation. For instances of alleged sexual violence, students have the right to

file a criminal complaint and a Title IX complaint simultaneously.

### ***No Retaliation for Participation***

Northwest College School of Beauty will endeavor to handle all reported complaints of harassment and discrimination directly and with due regard for the privacy of everyone involved. No adverse retaliatory academic action shall be taken against any student making a good faith report of alleged harassment or against any individual who assisted or participated in the investigation or subsequent proceedings.

If a student feels that he or she has been a victim of retaliation under this policy, the student must notify the Campus Manager or a member of management as soon as possible. Title IX prohibits retaliation. The school shall take immediate effective action to stop reported and known instances of harassment or discrimination.

### ***Remedial Action***

After thorough investigation of the complaint, Northwest College School of Beauty will, in its discretion, take appropriate measures that are determined to end the harassment or discrimination if found to have occurred, and remedy the discriminatory effects. Remedies may include, but are not limited to:

1. Discipline of the person(s) engaged in harassing or discriminatory conduct, up to and including termination of enrollment.
2. Communication to, and/or training of, all students about the school's harassment free and anti-discrimination policies.
3. Re-issuance of the Harassment and Discrimination Free Campus Policy to all students.

### ***Interim Measures***

Interim measures may be taken to protect students in the educational setting. During an investigation, the alleged offender may be suspended from the premises or program. At the complainant's request, he or she may have changes made to his/her schedule as needed or other steps taken to ensure safety.

### ***Sources of Counseling, Advocacy and Support***

Students are encouraged to contact the Title IX Coordinator for counseling, advocacy, and support resources.

### ***Reaffirmation of Policy***

Although Northwest College School of Beauty cannot eliminate all forms of prejudices of its students and employees, it will take reasonable measures to control or eliminate the overt expression of those prejudices in the campus environment of which it is aware. Northwest College School of Beauty intends to provide an environment that is pleasant, healthful, and free from intimidation, hostility, or offenses for all its students.

**Harassment and discrimination of any sort will not be tolerated at Northwest College School of Beauty.**

### ***Reasonable Accommodation of Disabilities***

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, Northwest College School of Beauty will provide reasonable accommodation for qualified applicants and students with disabilities who need such an accommodation to participate in the programs offered. All requests for accommodation will be considered and Northwest College School of Beauty will work with the student or applicant to identify the most suitable accommodation that will allow the applicant or student to participate in educational programs. Applicants and students who believe they need reasonable accommodation should contact their Campus Manager.

Northwest College School of Beauty may request that written documentation from a medical provider be provided.

Applicants and students should refer to the Physical Demands of the Profession on pages 39-41 of this Catalog.

Northwest College School of Beauty will work with a student to provide necessary academic and program adjustments whenever possible unless a particular adjustment would alter or remove essential academic requirements; fundamentally alter the nature of a service, program, or activity; violate federal or state guidelines, regulations, laws and/ or rules; or result in undue financial or administrative burdens on Northwest College Administration and Staff.

Discrimination against qualified persons with disabilities is prohibited at Northwest College School of Beauty. No otherwise qualified individual with a disability shall,



solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity offered at Northwest College School of Beauty.

### ***Reasonable Accommodation for Religious Observance or Practice***

Northwest College School of Beauty will provide reasonable accommodation for the religious practices or needs of students. Religious practice or need is broadly defined and includes moral or ethical beliefs as to what is right and wrong that are sincerely held by the individual student with the strength of traditional religious views. Students who believe they need reasonable accommodation should contact their Campus Manager.

### ***Drug and Alcohol Policy***

Northwest College School of Beauty is committed to preserving a campus that is free of substance abuse and its negative consequences. This policy, which includes components for deterrence and detection, will be enforced uniformly with respect to all students. Any violation of this policy may subject the student to discipline, up to and including immediate termination of enrollment from school. Violations of this policy may be reported to appropriate law enforcement officials.

We have adopted this policy for the following reasons:

- To establish and maintain a safe, healthy campus for our students
- To limit errors and accidental injuries to persons or property
- To limit absenteeism and tardiness, and to improve productivity
- To limit the increased risk of student dishonesty posed by substance abuse
- To facilitate rehabilitation assistance for any student who seeks help before a violation of this policy has occurred
- To protect the reputation of Northwest College School of Beauty and the morale of its students

### ***Definitions***

As used in this policy,

- “alcohol” means any alcoholic beverage that may be legally sold and consumed
- “drug” means any substance other than alcohol, including without limitation prescription drugs and illegal drugs capable of altering an

individual’s academic or job performance, perception, alertness, coordination, or judgment

- “prescription drug” means any substance prescribed for a student’s own consumption by a licensed medical practitioner that is not illegal under federal law (medical marijuana is illegal under federal law and excluded from this definition)
- “illegal drug” means any drug or controlled substance the possession, sale, or consumption of which is illegal under federal or state laws (despite the passage of Measure 91 in Oregon, marijuana is still an illegal substance under federal law)
- “impaired” means that a student’s academic performance, perception, alertness, coordination, or judgment has been decreased in any perceptible manner. It includes having any detectable level of prohibited drugs or alcohol present in the student’s system if a test is administered in accordance with this policy.

### ***Policy Rules***

The following rules apply to all students:

- All students are prohibited from being impaired by drugs or alcohol during school hours; provided, however, that the school will make reasonable accommodation for prescription drugs as defined above used strictly in accordance with directions, if they are necessary to treat or mitigate the effects of a student’s disability and such an accommodation does not (1) cause an undue hardship to the school; (2) present a direct threat to the student third parties; (3) violate federal law; or (4) prevent the student from performing essential job functions.
- The use, sale, possession, transfer, or purchase of illegal drugs or illegal drug-related paraphernalia on the school’s property or while engaging in school activities in any other location is strictly prohibited. “Use” of illegal drugs is defined to include the student having any detectable amount of an illegal drug or alcohol in his or her body.
- No alcohol may be brought or consumed on the school’s premises

or as part of school activities. Under no circumstances may a student conduct business or operate vehicles on behalf of the school if impaired by alcohol or any other drug or substance.

- No prescription drug may be brought to the school’s premises by any person other than the one for whom it is prescribed. Medical marijuana may not be brought onto the school’s premises and may not be used while conducting our business. Other prescription drugs may be used on our premises or while conducting school business only in the manner, combination, and quantity prescribed. Any other use of any prescription drug will be considered a violation of this policy. If authorized use of any prescription drug will result in impairment while a student is learning, the student is responsible for contacting the Campus Manager to discuss whether reasonable accommodation can be provided.
- If a student’s off-duty use of illegal drugs or alcohol results in violation of the school’s attendance standards, or is the cause of errors, accidents, poor work performance, or inability to cooperate with and show courtesy to others, the student may be disciplined, or enrollment terminated from the school. If a student wishes to obtain rehabilitation treatment for substance abuse, the request for accommodation must be made before a violation of this policy occurs.
- Students are considered to be in possession of substances prohibited by this policy if the substances are found in the student’s personal belongings, work areas, assigned storage areas, or in vehicles brought onto the school’s property, as well as when they are found on the student’s person. (See below for additional details regarding the school’s right to conduct searches).
- Students must fully disclose any convictions under a state or federal



criminal drug statute to the school within 3 days after such conviction.

- Convictions which are part of a student's expunged juvenile record will not be disclosed. A conviction will not automatically result in discipline or termination or enrollment. The school will determine the appropriate response after considering all the circumstances. Failure to report a conviction may subject a student to discipline or termination of enrollment.
- Students must notify the school of any criminal drug offense conviction of a violation that occurred on campus or during an off-site school activity no later than 5 days after such conviction. The school will determine the appropriate response after considering all the circumstances. Failure to report a conviction may subject a student to discipline up to and including termination of enrollment.
- It is a violation of this policy to fail to fully cooperate with any aspect of its enforcement, including without limitation refusal to submit to or interfering with required testing, searches, professional evaluation for drug/alcohol abuse or dependency, or treatment plans prescribed by rehabilitation counselors.
- Northwest College School of Beauty complies with all federal, state, and local laws regarding drug and alcohol use, including without limitation 20 U.S.C. § 1101i.

### ***Possible Drug Testing***

Northwest College School of Beauty reserves the right to conduct drug tests in the following circumstances:

#### ***Reasonable Suspicion***

A student may be tested for drugs and/or alcohol after a school-related accident or significant error (testing will not be required if the school concludes that drugs or alcohol were clearly not a factor causing the accident or error).

When a student shows signs of impairment at school, including without limitation: excessive absenteeism or tardiness, frequent absences on or prior to weekend, frequent accidents or errors, observance of drug paraphernalia,

suspected contraband and/or alcohol, erratic or bizarre behavior, declining performance, unusual speech, appearance, or odors, or other credible information or indications that create a reasonable suspicion that a student may be in violation of this policy.

### ***Random Drug Testing***

Northwest College School of Beauty may require random drug testing on any student.

Students who have entered a treatment program for substance abuse and students who test positive for substance abuse may be randomly retested, or retested without prior notice, at any time within 24 months after entry into the treatment program or the date of a positive test result.

#### ***Process***

Northwest College School of Beauty will obtain written consent from each student prior to a drug and/or alcohol screening test. A student who fails to submit to testing may be subject to discipline, up to and including termination of enrollment.

Northwest College School of Beauty will pay for the cost of administering all tests conducted pursuant to this policy.

Any student who cannot provide a valid or suitable urine specimen due to a medical condition should notify the Campus Manager so that accommodation to testing procedures can be identified.

### ***Conducting Searches***

Northwest College School of Beauty reserves the right to conduct searches of all personal items that are carried onto or removed from its property. Searches may be conducted when the school determines, at its discretion, that there is reasonable cause to believe that there has been a violation of this policy. This includes the right to search lockers, drawers, equipment, vehicles brought onto our property, packages, bags, lunch boxes, and other items. No student or other person will be forcibly searched or detained; however, refusal to cooperate with searches will be considered evidence of a violation of this policy. Any illegal drugs or related paraphernalia found in or on the school's property may be released to a law enforcement agency.

Northwest College School of Beauty will use qualified medical personnel, facilities, and procedures to conduct drug screening

tests in order to ensure a high degree of accuracy and integrity in testing and analysis of samples. The detectable presence of any drug in the system will constitute a "positive" test. All positive drug test results will be confirmed at a clinical laboratory licensed by the State of Oregon.

If Northwest College School of Beauty has reasonable grounds to believe that an individual is under the influence of alcohol, it may require the administration of a blood alcohol content test by a qualified third party or a "breathalyzer test," in accordance with applicable laws. An alcohol concentration of .02 or greater will constitute a "positive" test.

Test results and other information concerning investigations of policy violations will be treated as confidential to the extent we determine that it is practical. Test results will be provided to the tested student in accordance with applicable laws. Vehicles used to transport illegal drugs may be seized and forfeited under federal and/or state law. Alcohol is an illegal drug for those under 21. For drivers under the age of 18, any detectable amount of alcohol is grounds for losing their driver's license until they are 18. Recreational marijuana is an illegal drug in Oregon for those under 21 and is an illegal drug, no matter the age of a student, under federal law. A drug-related criminal conviction may bar a student from his or her chosen career path.

### ***Revisions***

Northwest College School of Beauty may revise this policy from time to time as it deems appropriate. Its efforts to maintain a drug free campus are not intended to be limited exclusively to this policy. It may take other steps which are lawful and appropriate to detect and eliminate substance abuse on campus.

### ***Cellular Telephone Policy***

Students may not engage in texting, video games, movies and/or phone conversations during class time or when scheduled on the clinic floor. Calls should be returned while on a break and students must step outside to return calls and send text messages. If there is an emergency, let your emergency contact know they are to call the front desk and a message will be delivered to you.

At no time is a student authorized or allowed to record audio, take video, or to take still photos on campus, both inside and outside of the facility on company property. At times, a student may take pictures of their work with an authorized

model release form signed by the person in the photo(s).

### ***Oregon Voter Registration Cards***

Oregon Voter Registration cards are available to all students and are located in or near the student breakroom of each campus. A student may also register to vote online at:

<https://sos.oregon.gov/voting/Pages/registration.aspx?lang=en>

### ***Internal Complaint Procedure***

As our students are adults, state regulations and national accrediting commission policies students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. If a complaint or problem remains unresolved at the school level will be considered at the state agency level. If you bypass your school and go directly to the State with a complaint, they will contact your school and ask if you tried to seek resolution of the problem through the school procedures.

First, discuss the problem with your instructor. If you still feel there is a problem, go to the Campus Manager to discuss the problem. If, after you have spoken with the Northwest College School of Beauty staff at your campus, you feel that your problem has not been resolved, proceed as follows:

1. A student at Northwest College School of Beauty may file a complaint with the Campus Manager or any other member of management. The complaint must be in writing and should outline the allegation or nature of the complaint.
2. A school representative or the Campus Manager will telephone or meet with the complainant within ten calendar days of receipt of the written complaint. If, after evaluation, the problem cannot be resolved through discussion to the satisfaction of the complainant, the problem will be referred to the school's Complaint Committee.
3. The school will document this meeting in writing.
4. The Complaint Committee will meet within 21 calendar days of receipt of the complaint and review the allegations. If more information from the complainant is needed, a letter will be written outlining the additional information.
5. If no further information is needed the complaint committee will send a letter to

the complainant within 15 calendar days stating action will be taken to correct the problem or information to show the allegation was not warranted or based on fact.

6. If the complainant is unsatisfied with the results of the Committee's review, he or she may choose to take the matter to the state licensing agency that licenses the school.

If the problem remains unresolved by the state licensing agency the student may choose to take the matter to Northwest College School of Beauty's accrediting agency.

Complaint forms may be obtained from the Campus Manager. Students aggrieved by the action of the school should attempt to resolve these problems with the appropriate school officials. All Title IX complaints regarding alleged sexual harassment or discrimination must be immediately reported to the Title IX Coordinator at:

[titleixcoordinator@nwcollege.edu](mailto:titleixcoordinator@nwcollege.edu)

Should this procedure fail, students may contact:

Oregon Higher Education  
Coordinating Commission  
775 Court Street NE  
Salem, OR 97301 (503) 947-5751

After consultation with appropriate staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of Oregon Administrative Rules 715-045-0001 through 715-045-0210, the commission's executive director will begin the complaint investigation process as defined in OAR 715-045-0023, Appeals and Complaints. Any person unlawfully discriminated against as described in ORS 345.240 may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries. Students may contact: Bureau of Labor and Industries 800 NE Oregon St., Suite 1045 Portland, OR 97232 Telephone: (971) 673-0761 Notice to all faculty and students: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) (20 U.S.C. § 1092(f); 34 C.F.R. § 668.46), requires that this college publish and distribute an annual security report and Statement of Campus Security Policy.

### ***Northwest College School of Beauty Campus Security Policy***

All students and employees must report any criminal actions or other emergencies occurring on campus or at any off-campus college activities to the Campus Manager immediately after it occurs. Criminal activity includes, but is not limited to, the crimes listed below:

#### *Criminal Offenses*

- Criminal homicide: murder, non-negligent manslaughter, and manslaughter by negligence
- Sexual assault: rape, fondling, incest, and statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor Vehicle Theft
- Arson

#### *Hate Crimes*

Consisting of the above offenses, and any incidents of

- Larceny-theft
- Simple assault
- Intimidation
- Destruction, damage, and/or vandalism of property

#### *Violence Against Women Act (VAWA)*

##### *Offenses*

- Domestic Violence
- Dating Violence
- Stalking

##### *Arrests and Referrals for Disciplinary Action*

- Weapons law violations
- Drug abuse violations
- Liquor law violations

The Compliance Manager will report to the local police agencies any criminal activity on campus or off-campus student activities. All college property is off-limits to students after regularly scheduled hours unless accompanied by a staff or faculty member who has been authorized by the Campus Manager to open the designated area for a school activity. Any unauthorized entry will be immediately reported to the local police. The college is equipped with an electronic security system that automatically dispatches a police officer when unauthorized entry occurs. Statistics will be compiled concerning the number of arrests for the crimes listed above occurring on campus. These statistics will be compiled in accordance with the definition used in

the uniform crime reporting system of the Federal Bureau of Investigation.

All faculty and students are encouraged to speak directly with the Campus Manager for directions and guidance pertaining to any of the information disseminated in this disclosure.

# EMERGENCY PROCEDURES

The following agencies will provide information for students and faculty seeking counseling services in this area:

## **Beaverton, Hillsboro, and Tualatin**

Non-Emergency:  
503- 629-0111

## **Clackamas**

Non-Emergency:  
503-655-8211

## **Medford**

Non-Emergency:  
541-776-7206

## **Springfield**

Non-Emergency:  
541-682-4141

## **Sexual Assault 24 Hour Hotline:**

1-800-656-HOPE  
1-800-656-4673

## **National Domestic Violence 24 Hour Hotline:**

1-800-799-SAFE  
1-800-799-7233

## **Alcohol and Drug Help Line:**

1-800-923-4357

## *In Case of Any Emergency*

### **Evacuate the area immediately.**

Evacuation routes and meeting areas are posted throughout your campus and are covered in new student orientation.

**Walk to the nearest exit.** If you are with a client or if you have a client, take the client with you. Stay calm.

**Call the fire department, police or ambulance using 911.** The person at the reception desk should find the nearest telephone and place the call immediately, but only after leaving the building if there is an immediate threat.

Give the following information:

### **Beaverton Campus**

1. Your name
2. School address:  
**4200 SW Watson Avenue Beaverton, OR 97005**
3. The school telephone number:  
503-649-1388
4. Nature of the call: Fire, First Aid, etc.

### **Clackamas Campus**

1. Your name
2. School address:  
**8307 S.E. Monterey Avenue  
Portland, OR 97086**
3. The school telephone number:  
503- 659-2834
4. Nature of the call: Fire, First Aid, etc.

### **Hillsboro Campus**

1. Your name
2. School address:  
**1049 S.W. Baseline Road Suite E.  
Hillsboro, OR 97123**
3. The school telephone number:  
503-844-7320
4. Nature of the call: Fire, First Aid, etc.

### **Medford Campus**

1. Your name
2. School address:  
**2241 Tower East.  
Medford, OR 97504**
3. The school telephone number:  
541-772-8937
4. Nature of the call: Fire, First Aid, etc.

### **Springfield Campus**

1. Your name
2. School address:  
**3150 Gateway Loop  
Springfield, OR 97477**
3. The school telephone number:  
541344-0397
4. Nature of the call: Fire, First Aid, etc.

### **Tualatin Campus**

1. Your name
2. School address:  
**8345 SW Nyberg Street  
Tualatin, OR 97062**
3. The school telephone number:  
503-218-2265
4. Nature of the call: Fire, First Aid, etc.

You will be asked to stay on the line if at all possible. It is especially important that you do this, as the 911 operator will need to get as much information as possible in order to provide the maximum help

needed at the scene. Do not hang up unless told to do so by the 911 personnel.

## *Fire Procedures*

**First follow emergency procedures on the left. If no staff member is available, persons closest to the fire extinguisher should:**

1. Take the fire extinguisher from the wall bracket.
2. Hold the extinguisher upright and pull the ring pin, snapping the plastic seal.
3. Stand back eight to ten feet from the fire and aim at the base of the fire.
4. Keeping the extinguisher upright, squeeze the handles together to discharge and sweep from side to side.
5. Move closer as the fire is extinguished, but not so close as to scatter the burning material.
6. Evacuate and ventilate the area immediately after use—the fumes and smoke from any fire may be hazardous and can be deadly.



## *Appropriate Student Conduct*

Northwest College School of Beauty requires all students to conduct themselves with maturity, integrity, and professionalism, and to always treat others with dignity and respect.

The students shall work in harmony with each other and with the institution. Under no conditions will one student criticize the work of another student in front of clients or publicly.

If you have an issue with another student, begin resolution by taking it to that student. If it cannot be resolved, take it to the instructor; if further intervention is necessary, the Campus Manager will become involved. We expect students to act like the professionals they are becoming. Conduct that is unprofessional, physically threatening, bullying, dishonest, taunting, rude, vulgar, discriminatory, or sexually inappropriate is prohibited and may result in disciplinary action, which may include termination of enrollment from school. Such conduct is prohibited regardless of the motivation for the conduct.

Northwest College School of Beauty strongly discourages romantic relationships between students. Failed romantic relationships between students can lead to hurt feelings, gossip, unprofessional behavior, a hostile and/or uncomfortable environment, and disrupts the educational process.

Northwest College School of Beauty expects nothing but professional conduct from its students. A professional does not arrive late. A professional treats clients, instructors and fellow students with courtesy and awareness. A professional constantly takes the time to follow the rules of good grooming and proper sanitation. To promote professionalism, Northwest College School of Beauty expects its students to adhere to the following rules. The rules are not arbitrary. They reflect the level of conduct students will be expected to maintain throughout their career.

Students must understand that violations of any of these policies may result in NWC taking disciplinary action against the student, which may result in the Students termination of enrollment.

### *1. Dress Code: Uniform and Attire*

- All students will be expected to always dress professionally. Students are expected to arrive at school looking professional (they are not to change clothing at school). Part of looking professional is following good hygiene and grooming routines which include regularly bathing, having clean and styled hair, makeup applied prior to school, etc.
  - Smocks are to be worn at all times. Students must wear a Northwest College School of Beauty smock when on campus.
  - Advanced Esthetics students must wear school issued scrubs while on campus.
  - Dresses, skirts, and shorts are to be no shorter than three inches above the knee. No sleeveless dresses, blouses, or shirts are to be worn (this includes tank tops).
  - Bare midriffs, pectoral cleavage, gluteal cleavage, or bare backs are considered “too revealing” and unprofessional.
  - It must be clear and apparent at all times that students are clothed under their smock.
  - Open-toed shoes and sandals are not allowed. This includes flip-flops of any kind.
  - Students may wear tennis shoes only if they are clean and without holes or tears.
  - If students choose not to wear socks or stockings, they must agree that they do so at their own risk.
  - Blue jeans are not allowed.
  - Any attire with a hood is not allowed. This includes hooded sweatshirts.
  - Sweatpants, sweatshirts, and other workout attire are not permitted.
  - Baseball caps and hats in general are not allowed.
2. *Drugs and Alcohol*
- No drugs or alcoholic beverages are allowed on the premises of the school. Any student found in violation of this rule could have their enrollment terminated. Any student arriving to school intoxicated or under the influence of alcohol or drugs could have their enrollment terminated. Students will not be allowed to attend school under the influence of prescribed medications if the medication in any way impairs the student.
3. *Food*
- No food, drinks, or chewing gum is permitted at any time (except in the student breakroom). Plain water is allowed on the clinic floor and classrooms in a clear, closeable container only.
4. *Theft*
- Any student found to be involved in theft will be subject to termination of enrollment and possibly legal prosecution.
  - School staff may contact law enforcement if a student is found to be involved in theft on school premises.
5. *Vandalism*
- Any student guilty of willful destruction of school property will be dismissed immediately. If a student damages or breaks school property, he or she will be required to replace the damaged property or to pay for the damage.
6. *School Phones*
- School phones are to be used for school business. No student is allowed to use any school phone for personal calls. If a client is to be called, the front desk person or Instructor will make the call. Students will not be called to the desk for personal calls. If there is an emergency, the front desk will deliver a message to you. In the case of an emergency, a student may use a school phone to call 911.
7. *Lockers*
- Each student is provided locker space. If students use their own combination or key locks on their lockers, the combination or a copy of the key must be kept in their file. Students are not to share their locker combinations with anyone other than their locker partner. Lockers are for personal storage and are locked for security purposes. Revealing lock combinations breaks down this security. Under no circumstances are students to store used files, chemicals, drinks, or food of any type in their lockers. The school reserves the right to inspect lockers at any time as they are the property of the school – this space is on-loan to students. Locks must be returned to the Campus Manager upon completion of a



- course or if a student takes a leave of absence.
8. *Sanitations*
    - Sanitation duties are assigned by instructors and are checked by the instructors, or a teacher trainer. The State of Oregon gives credit for sanitation and clock hour training is required in this area for all Northwest College School of Beauty programs.
  9. *Cleanliness*
    - Students will be responsible for the cleanliness of their work areas, making sure they are clean at the end of the day.
  10. *Front Desk*
    - Only the student assigned to the front desk with the receptionist can occupy the front desk. Any other students will be asked to leave. Only staff members can handle payment and cash transactions.
  11. *Travel Cards*
    - No student is allowed to perform services without a travel card (outline of services) from the desk. A student in violation of this rule may be sent home for the day. All students pay student prices for supplies obtained for personal use; the receptionist, the student receptionist, or an instructor must initiate a computer-generated travel card. It must be initialed by an instructor in order to count toward a student's required number of practice services.
  12. *Appointments*
    - The receptionist, instructors, and Campus Managers are the only people allowed to reschedule appointments.
  13. *Checking Campus for Students*
    - Northwest College School of Beauty will make 3 attempts to locate a student on campus. Any student who is unable to be located and is still clocked in (an indication of being on the school premises) will be clocked out for the remainder of the day by an instructor or the Campus Manager. School premises include inside the building or outside in a designated break area. Northwest College School of Beauty does not consider a car in the parking lot on school premises.
  14. *Refusing a Client*
    - Any student who has refused a client for services may be clocked out and asked to leave for the remainder of the day. If the student is argumentative with the desk person, receptionist or instructor, the student may be subject to in or out of school suspension immediately. Always remember that your client should be foremost in your concerns and actions. The minimum required services are the minimum required by the State of Oregon.
  15. *Hours and Operation*
    - Completing the minimum requirements does not make the student exempt from performing services. This is a learning environment, and every service is a learning experience in soft skills and technical skills required to be a successful industry professional.
    - All students must complete the State required hours and operations mark-offs to graduate from school. Per requirements, these mark-offs must be completed on "live people" a minimum of 75% of the time in order to graduate.
  16. *Instructor/Employee Direction*
    - Any student who acts in direct violation of the direction of an instructor or school employee may be suspended immediately as long as the direction given is in accordance with school policy.
  17. *Student Kit, Equipment and Textbooks*
    - All students must have approved kits, equipment, and textbooks with them at all times. The school will not be responsible for stolen property. We recommend that students mark all their equipment and personal belongings with their name and phone number. Kits must contain the required quantities and brands of items.
  18. *Tests*
    - In freshman class, tests are given at the completion of each appropriate class module. On the salon floor, testing is completed utilizing a computerized testing program. No cell phones, cameras, notebooks, or other items that could be used for recording test questions and/or answers or are allowed in the testing room at any time. If a student is found breaking this rule and/or cheating on tests, the student will be disciplined in accordance with the Corrective Action and Discipline for policy violations section listed on page 26 of this catalog.
  19. *Passing Grades / Make Up Tests Program Requirements*
    - A student must have a passing grade of 75% or higher in all subjects. If a student misses a test, a make-up test will be required. If a student does not pass or misses a test, he or she will be allowed to retake or makeup that test. Both making up and retaking a test due to not passing or missing must be scheduled with the student's instructor within two weeks of missing or initially taking the test.
    - Regardless of the actual passing grade, the highest score awarded to a student for a re-take will be 75%. Upon completion of the course(s) the student has been contracted for (including the required hours in the course[s], completion of each module of study, lab work, and practical applications), the student is given a written and practical school final examination. Upon successfully passing this exam with at least a grade of 75% in each section, the student is certified to take the Oregon State Board of Cosmetology examination and his or her transcripts are forwarded to the Oregon State Board of Cosmetology.
  20. *Changes in Rules, Policy, Tuition, Kits, Services and Fees*
    - The school reserves the right to make any changes to these rules and regulations at any time. Students will be notified of any changes via in-class announcement or bulletin board posting. It is the responsibility of the student to attend any additional meetings required for program success (announcements may be made during classes of such changes).
  21. *Clocking In and Out*
    - All students should clock in upon arrival at school and departure from campus. Any time a student leaves the campus, they must clock out and back in upon return. Under no circumstance is a student allowed to either clock-in or clock-out anyone other than themselves. It is against state, federal, and school policy for a student to do so for another student. Any student who violates this policy may be immediately terminated. Sitting in a car is considered off campus. Northwest College School of Beauty considers "on campus" to be inside the facility and outside in designated break areas. Areas where a student is unavailable, such as

sitting in a car, are considered “off campus.”

## 22. Visitors

- All visitors need to enter the building through the main entrance and sign in with the receptionist. The receptionist will direct visitors to the correct destination. Visitors may not disrupt the learning process on the salon floor, classrooms or loiter in student and/or staff areas (including break and lunchrooms) for any reason.
- For safety reasons, only students, staff and salon clients are allowed on the salon floor. Only visitors with scheduled appointments will be allowed on the salon floor or in classrooms; this includes models for student practicals. All visitors must sign out with the receptionist upon leaving.

## 23. Offsite Practice

- Students are not allowed to practice and/or perform services outside of school. A licensed instructor must oversee all students’ work. Performing services outside of school could lead to disciplinary action and fines from the Oregon Health Licensing Office (“HLO”). A copy of the rule is listed below.
- OAR 817.090.0035  
The Office has adopted the following presumptive penalty schedule for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> violation of practitioner licensing laws and rules. This schedule applies, except at the discretion of the Office pursuant to ORS 676.992 (Civil penalties). For the 4<sup>th</sup> and subsequent offenses, the provisions of ORS 676.992 (Civil penalties) apply.  
Performing, attempting to perform, or purporting to perform services in a field of practice without proper certification, freelance authorization, temporary practitioner registration, or demonstration permit is a violation of ORS 690.015 (Prohibited acts)(2)(a) or ORS 690.015 (Prohibited acts)(2)(e).  
Fines for never held or expired certification, freelance authorization, temporary practitioner registration, and/or demonstration permit is as follows:  
1st offense: \$1,000.00  
2nd offense: \$2,500.00  
3rd offense: \$5,000.00

## Attendance Policy

Attendance is especially important in any higher learning setting because it determines how quickly students may

proceed through their education.

Students are required to clock in upon entering the school and clock out upon leaving the school. Remaining on the clock while the student is off campus is a falsification of time records and is considered time clock fraud. On campus is defined as in the school building or outside in a designated break area. Sitting in a car on school premises is not considered on campus.

Violations of the time clock policy could lead to disciplinary action, up to and including termination of enrollment from Northwest College School of Beauty. The clock-in procedure is necessary to document hour requirements for Oregon State Completion Requirements and Title IV Funding eligibility.

Breaks:

- Day students are scheduled to take a half-hour lunch break.
- Night students are given a 15-minute break.

Students do not have to clock out for breaks and lunch periods while remaining on school premises. However, if the student leaves the campus for any reason they are required to clock out and clock back in upon returning to school. If the student remains clocked in during a break, they may be called to take appointments. Refer to the *Refusing a Client* paragraph (rule 14 in *Appropriate Student Conduct* of the *Students Rules and Regulations* section on page 20).

Course lengths are calculated based on perfect attendance. Timely attendance is critical as staff, students and clients depend on you. Students must maintain at least 80% attendance in order to be in satisfactory academic progress and to receive federal student financial aid. Northwest College School of Beauty expects attendance to be at a rate of no less than 80% (please refer to the Satisfactory Academic Progress policy, pages 23-27). This is the minimum percentage of time students must attend in order to remain in satisfactory academic progress.

While 80% attendance is the minimum attendance requirement, the student could accrue over-contract charges if the

student attends less than 100% of their scheduled contract hours. Hours that go over a student’s contracted graduation date will be charged at an hourly rate in accordance with the rate table on page 8.

A full-time student is defined as any student who attends class at a minimum of 25 hours per week. Any student leaving early for the day must check out at the front desk to ensure they do not have any scheduled appointments. Students must obtain a “leave early or arrive late” approval from the Lead Instructor or Campus Manager.

Absences and tardiness hours must be made up (See *Make Up Hours*, page 3). The following are some, but not all, reasons a student will be approved to miss time and make up hours missed:

- A written doctor’s note
- A death in the family
- A court appearance supported by evidence such as a jury summons.
- A vacation prearranged at least four weeks in advance.

If a student is tardy (late) by five minutes or more to class, the student may not be allowed to enter the classroom if entering late will disrupt the other students’ classroom education, test taking, demonstration, etc., until after the first break of class. The student must remain on campus in the breakroom, studying, and re-enter class at such a time it does not cause disruption.

The lost time due to the tardiness must be made up at a future time prior to the student’s scheduled graduation date. Students are charged according to their scheduled attendance.

If a student does not show up to class or is late to class consistently, the student may be required to repeat the class and may accrue over contract charges.

A student must call in to notify the school if he or she is going to be late or absent. The student is required to call in prior to the beginning of his or her scheduled school shift (9:00 a.m. for day students and 5:00 p.m. for night students). If the student fails to call in prior to their scheduled school shift, he or she will be considered a “no call/no show.”

Any student that is a “no call/no show” will be considered in violation of the attendance policy. Violations can result in in-school suspension, out-of-school suspension, or even termination of enrollment. All continued unexcused absences of 14 days or more will mean unofficial withdrawal, termination of the student’s contract, refund calculation of tuition according to Northwest College School of Beauty’s refund policy.

Students who are terminated for violations of the attendance policy may apply for re-admission.

Disciplinary consequences for attendance policy violations are as follows:

- 1st offense: Documented verbal warning to be placed in the student’s file
- 2nd offense: Written warning to be placed in the student’s file
- 3rd offense: One (1) day of in-school suspension
- 4th offense: Three (3) days of in-school suspension
- 5th offense: Five (5) days of in-school suspension
- 6th offense: Suspension – duration to be determined based on violation
- 7th offense: Referral to Review Committee for further action

If you are called for an appointment and do not respond after the third call, you will be clocked out by an instructor. This is considered an unexcused absence. All unexcused absences hours must be made up outside of your normally scheduled time. If you are absent or tardy, you will be expected to report the reason to the Campus Manager. Fridays are mandatory attendance for night students; Saturdays are mandatory attendance for day students. Absences on these days require an approved time off request, submitted at least two weeks in advance. Students may not take off more than two consecutive Fridays or Saturdays. All absences, both excused and unexcused, count toward the calculation of the student’s attendance rate.

### ***Attendance Corrections***

All students are required to use the biometric timeclock daily and keep a written attendance log. If a student believes there is an error in their recorded

attendance, they must complete the student attendance correction request form and submit their written attendance log to the Campus Manager within 30 days for review.

### ***Corrective Action and Discipline for Policy Violations***

Corrective action focuses on clearly communicating an expectation of change and improvement when student performance or behavior is not congruent with the school’s policies. The goal of corrective action or discipline is to correct the situation and to avoid further policy violations. The corrective action taken will depend on the circumstances and severity of the situation or violation.

The school may impose disciplinary actions for any violation of a school policy set forth in this Catalog, including without limitation, a violation of the Student Rules and Regulations or General School Policies.

The Campus Manager has the authority to discipline students for violations of school policies. Such discipline may include but is not limited to: verbal warning, written warning, in-school suspension, suspension, disciplinary probation, and termination of enrollment. If a student receives a verbal warning, written warning, or in-school suspension, then the student will be required to sign an acknowledgment that the student received the warning/suspension; signing the acknowledgement does not indicate the student agrees with the disciplinary action. All disciplinary actions will be documented and placed in the student’s file. The school will provide written notice to the student of its decision to suspend the student, place the student on disciplinary probation, or terminate the student’s enrollment. Progressive disciplinary consequences for most policy violations are as follows:

- 1st offense: Documented verbal warning to be placed in the student’s file
- 2nd offense: Written warning to be placed in the student’s file

- 3rd offense: One (1) day of in-school suspension
- 4th offense: Three (3) days of in-school suspension
- 5th offense: Five (5) days of in-school suspension
- 6th offense: Suspension – duration to be determined based on violation
- 7th offense: Referral to Review Committee for further action

The disciplinary option selected will depend upon the severity of the violation, regardless of the number of prior warnings the student has received (if any) and is at the school’s sole discretion to determine what level of discipline is appropriate in any given circumstance. Any questions regarding disciplinary action may be addressed to the Campus Manager.

### ***In-School Suspension, Out-of-School Suspension, Disciplinary Probation and Termination of Enrollment***

In-school suspension is an in-school program to which a student may be assigned for a short period of time for behavioral issues and policy violations in lieu of out-of-school suspension. It is designed to counteract negative effects of suspension, such as unexcused absences, that negatively impact the student’s attendance rate. Students receive up to 3 in-school suspensions and 1 out-of-school suspension; however, a student who commits a policy violation may be terminated at any time at the discretion of Northwest College School of Beauty.

The school reserves the right to place students returning from suspension on disciplinary probation for any length of time. Disciplinary probation will include specific terms for continued enrollment and may result in suspension or termination of enrollment for violation of those terms at the discretion of the Campus Manager, the President, and/or any of the school’s directors.

No student will be allowed more than two periods of disciplinary probation during enrollment without demonstrating to the school’s



satisfaction that the student will comply with the school's policies going forward. If, after two periods of probation, the student has not demonstrated to the school's satisfaction compliance with the school's policies moving forward, the student may be terminated at the discretion of the Campus Manager, the President, and/or any of the school's directors.

Suspension and disciplinary probation will not affect the student's status (full-time or part-time) or the school's obligations with respect to any financial aid for the student. However, if the student fails to make up these hours after being suspended and, consequently, the student fails to meet the minimum SAP requirements at a scheduled SAP evaluation period, then the school will follow the procedures for non-compliance with SAP listed in the SAP Policy on pages 27-31 of this catalog.

Termination of enrollment may result in a no-trespass order, which prohibits the former student from contacting the school, its staff, and its students.

A nonexclusive list of behaviors that could result in immediate termination of enrollment is as follows:

- sexual harassment or discriminatory behavior of any type or target
- use of controlled substances, marijuana, or alcohol (or being under the influence of any controlled substance while on school property)
- theft
- insubordination
- falsification of records
- willful damage to school property
- physical violence

If an accident occurs and there is a reasonable suspicion that a student was under the influence of a controlled substance, a drug test will be required. The school's termination of enrollment of a student will result in the student's loss of financial aid and may require that the student repay part of the financial aid that was provided to said student.

A student that is terminated has the right to appeal the termination decision. For more information about the appeals process, see the section entitled *Withdrawal Appeals Process* on page 8.

Any student that has been terminated may petition to re-enroll 90 days after the date of termination. For more information about the re-entry process, see the section *Re-Entry* under *Admissions and Enrollment* on page 7.

### ***Student Progress Reports***

The student's progress report is available for review by the student at any time.

Progress reports are monitored monthly and reviewed with the student at that time. During the progress report meeting with the student, an instructor will review the student's SAP standing, attendance and hours, academic tests and lab-mark-offs that still need to be completed.

### ***Freshman Class Repeating***

A student must repeat that portion of the course in which he or she received an incomplete or non-passing grade and must do so within the original contracted length of the student's program of study. Upon successfully passing or completing that portion of the course he or she originally failed, the student will receive a passing grade of 75%. Until this occurs the failing grade/incomplete will affect the grade point average (GPA). If after the third attempt a student is still unable to receive a passing grade in freshman class he or she could be terminated from Northwest College School of Beauty.

If a student misses more than two days in freshman class, he or she may be required to re-take the class. If there are mitigating circumstances, and the student can demonstrate minimum required competency, the Campus Manager may grant an exception.

### ***Grading Procedures and Testing***

Grades are given for both practical and theoretical work. Numeric grades are given in academic and practical work.

The school uses a numerical grading system with 75% recognized as the minimum passing score. Satisfactory academic progress is based on a 75% cumulative grade point average which consists of academic and practical exams. Any test in which a student receives less than 75% must be retaken within 30 days and prior to graduation after the student failed the test. A student

is allowed to retake a failed examination, but the maximum score a student can receive on a retaken exam is 75%.

Northwest College School of Beauty uses the following basic grading scale for all academic and practical grades:

- 75% and above = meeting satisfactory academic progress standard
- 74% or less = not meeting satisfactory academic progress standard

### ***Satisfactory Academic Progress Policy***

Northwest College School of Beauty's Satisfactory Academic Progress (SAP) Policy is to be fair and consistent in effectively evaluating the student's measurable progress toward successfully completing their chosen program of study. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS). This policy also meets the requirements as established by the U.S. Department of Education and the Higher Education Coordinating Commission (HECC) in Oregon. The Satisfactory Academic Progress Policy applies to every student enrolled in a NACCAS-approved program. All students are provided with this policy prior to enrollment in any of the school's currently offered programs in the Orientation packet.

The Satisfactory Academic Progress policy, hereinafter referred to as SAP, is applied consistently to all students enrolled in our programs regardless of the program they are enrolled in or their method of payment (i.e., federal student financial aid, other loans, cash-pay, scholarships, etc.). Students receiving funds under the Federal Title IV Financial Aid Program must maintain minimum SAP standards to maintain eligibility for such funds; and to avoid interruptions of Financial Aid.

SAP requires that each student maintain a minimum cumulative grade point average of 75% and maintain attendance of at least 80% of their scheduled hours. Students who meet the minimum requirements will be considered making

satisfactory academic progress (SAP) and able to complete the scheduled course within the maximum time frame.

Student Training is measured and communicated by:

1. Attendance – a quantitative measure where students are required to meet 80% attendance of their entire scheduled hours;  
and
2. Academic Grades – a qualitative measurement of maintaining a 75% grade point average on class written and practical grades, floor testing requirements (including but not limited to CBC, practical exams, and introductory packets), and senior practical's where applicable in the student's chosen program.

The school's academic year is defined as 900 clock hours over at least 26 academic weeks of instruction.

For students enrolled in programs 900 clock hours or longer, each full academic year will be divided in to two equal evaluation periods and the remainder of the program hours that are not a full academic year (900 hours) will be treated either:

1. As a single evaluation period if the remaining clock hours are 450 hours or less; *OR*
2. The remaining clock hours will be divided in half if the remaining clock hours are over 450 hours.

For students enrolled in programs that are 900 clock hours or less, program hours will be divided into two equal evaluation periods. This also applies to transfer and re-enrolling students with less than 900 hours to complete a program(s).

SAP will be evaluated at the conclusion of each evaluation period. Northwest College School of Beauty has elected to omit evaluations at the conclusion of the last evaluation period. All evaluations

for students who *are meeting SAP* standards will be reviewed and signed by the student with 7 school business days following the actual SAP period date.

For students who are considered *not meeting SAP* standards, their evaluation results will be reviewed with the student by a staff member, and the student will sign and receive a hard copy of their SAP Evaluation Report(s) along with a SAP Warning within seven (7) school business days of the student's scheduled evaluation date. The signed original report along with supporting communications documents will be placed in the student's financial aid file, and a copy will be placed in the student's academic advisement folder.

All in or out of SAP evaluations will be uploaded to the student SMART profile.

### *SAP Evaluation Periods by Program*

Northwest College School of Beauty is not currently enrolling for the Hair Design & Nail Technology program. In addition, the Advanced Esthetics Course is only offered at the Tualatin, Springfield and Medford campuses. Students are evaluated for compliance with SAP requirements based on their contracted school schedule. SAP compliance will be audited per program at the following scheduled hours evaluation periods:

*Transfer students are evaluated for compliance at the midpoint of the contracted clock hours or the stablished evaluation periods, whichever comes first.*

#### Hair Design, Nail Technology & Esthetics (1,835 clock hours)

Evaluation Periods	30 hours/week	25 hours/week
1 <sup>st</sup> Evaluation Period Ends	450 Clock Hours and 15 weeks	450 Clock Hours and 18 weeks
2 <sup>nd</sup> Evaluation Period Ends	900 Clock Hours and 30 weeks	900 Clock Hours and 36 weeks
3 <sup>rd</sup> Evaluation Period Ends	1350 Clock Hours and 45 weeks	1350 Clock Hours and 54 weeks
4 <sup>th</sup> Evaluation Period Ends	1800 Clock Hours and 60 weeks	1800 Clock Hours and 72 weeks

#### Hair Design & Esthetics (1,594 clock hours)

Evaluation Periods	30 hours/week	25 hours/week
1 <sup>st</sup> Evaluation Period Ends	450 Clock Hours and 15 weeks	450 Clock Hours and 18 weeks
2 <sup>nd</sup> Evaluation Period Ends	900 Clock Hours and 30 weeks	900 Clock Hours and 36 weeks
3 <sup>rd</sup> Evaluation Period Ends	1247 Clock Hours and 42 weeks	1247 Clock Hours and 50 weeks

Hair Design (1,150 clock hours) Evaluation Periods	30 hours/week	25 hours/week
1 <sup>st</sup> Evaluation Period Ends	450 Clock Hours and 15 weeks	450 Clock Hours and 18 weeks
2 <sup>nd</sup> Evaluation Period Ends	900 Clock Hours and 30 weeks	900 Clock Hours and 36 weeks

Barbering (946 clock hours) Evaluation Periods	30 hours/week	25 hours/week
1 <sup>st</sup> Evaluation Period Ends	450 Clock Hours and 15 weeks	450 Clock Hours and 18 weeks
2 <sup>nd</sup> Evaluation Period Ends	900 Clock Hours and 30 weeks	900 Clock Hours and 36 weeks

#### Teacher Training (1,000 clock hours)

Evaluation Periods	30 hours/week	25 hours/week
1 <sup>st</sup> Evaluation Period Ends	450 Clock Hours and 15 weeks	450 Clock Hours and 18 weeks
2 <sup>nd</sup> Evaluation Period Ends	900 Clock Hours and 30 weeks	900 Clock Hours and 36 weeks

#### Nail Technology & Esthetics (841 clock hours)

Evaluation Periods	30 hours/week	25 hours/week
1 <sup>st</sup> Evaluation Period Ends	420.5 Clock Hours and 14 weeks	420.5 Clock Hours and 17 weeks

#### Advanced Esthetics (725 clock hours)

*(Only offered at Tualatin, Springfield, Medford Campuses)*

Evaluation Periods	30 hours/week	25 hours/week
1 <sup>st</sup> Evaluation Period Ends	362.5 Clock Hours and 12 weeks	362.5 Clock Hours and 15 weeks

#### Esthetics (600 clock hours)

Evaluation Periods	30 hours/week	25 hours/week
1 <sup>st</sup> Evaluation Period Ends	300 Clock Hours and 10 weeks	300 Clock Hours and 12 weeks



## Nail Technology (281 hours)

Evaluation Periods	30 hours/week	25 hours/week
1 <sup>st</sup> Evaluation Period Ends	140.5 Clock Hours and 5 weeks	140.5 Clock Hours and 6 weeks

## Grading Procedures

Grades are given for both practical and theoretical work. Numeric grades are given in academics and attendance; pass/no pass is given in the clinic/lab. The school uses a numerical grading system with 75% recognized as the minimum passing score.

Northwest College School of Beauty uses the following basic grading scale for all academic grades:

- 75% and above = meeting satisfactory academic progress standard
- 74% or less = not meeting satisfactory academic progress standard

Scale:

90-100% = A Outstanding Performance

80-89% = B Very Good Performance

75-80% = C Satisfactory Performance

74% or less = F Unsatisfactory Performance

## Maximum Time Frame

The maximum time frame is the maximum time a student has to complete their contracted course. All minimum course lengths are established by the Oregon Board of Cosmetology. Students exceeding the maximum time frame of 125% of the course length are no longer eligible to receive financial aid and will be withdrawn from school.

The maximum time frame allowed for transfer students who need less hours to complete than the full course requirements are evaluated based on their actual contracted hours at Northwest College School of Beauty only.

The maximum time frame (which does not exceed 125% of the course length) allowed for students to complete each course in SAP is stated in the table on Page 8.

## Evaluations

Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have many opportunities to meet both the attendance and academic progress required. SAP evaluations will occur following the evaluations per program. With at least one evaluation by the midpoint of contracted hours.

Students meeting the minimum requirements for academics (75%) and attendance (80%) at the evaluation are considered to be making SAP until the next scheduled evaluation.

Students deemed not maintaining SAP may have their Title IV funding interrupted.

Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the period will be added to the attendance from the preceding periods to determine whether the student will complete the course within the maximum time frame established in this policy. This is calculated by total hours earned beginning the first day of course commencement and ending the last day of the completed period (phase) divided into the student's scheduled hours beginning the first day of their respective program and ending the last day of the completed period (phase).

Student's actual hours attended + scheduled hours = cumulative % of attendance.

If the student is not meeting the minimum SAP requirements at the conclusion of a scheduled evaluation period, additional steps and action are required.

### Warnings

At the first evaluation period where the student is not meeting SAP standards, they will be placed on Warning Status. SAP Warnings follow these steps:

- Meet with the student and review/explain what a SAP Warning Status means and ensure the student understands how negative SAP determinations could impact their Title IV eligibility (federal financial aid).

- An education plan will be provided to the student with advisement on how to regain SAP standards by the next evaluation period.
- The SAP Warning lasts the full length of the evaluation period, until the next scheduled evaluation period.
- The student has until the conclusion of the net scheduled evaluation period to reinstate SAP, or their financial aid could be interrupted, and the student will move to a Probation Status if not meeting SAP by the next evaluation period. A probation warning will be issued, and the student must start the appeal process.
- If at the end of the warning period, the student has reinstated SAP, no further action is required.

### Probation Appeals

If at the end of the Warning period the student has still NOT reinstated SAP upon evaluation, they become a self-pay student. The student has the right to appeal this decision and complete an Appeal for Probation Status before being converted to self-pay. The appeal must be submitted within 5 school business days of the SAP probation notice. The reasons for which a student may request an appeal are death of a relative, injury or illness of the student, or other unforeseeable circumstances may be considered. Northwest College School of Beauty requires to submit relevant documents for the reason and an explanation as to why the student failed to meet SAP standards as well as what has changed in the student's situation that will now allow the achievement of SAP at the next evaluation period.

For students wishing to appeal their SAP Probation status, the following steps must be completed:

- Meet with the Student and provide the Probation Appeal Form and their most recent progress report; and
- The Appeals Process will be explained, Staff will assist to

- help students fill out the Probation Appeals Form if requested.
- Staff will complete a Probation Education Plan.
- Students have five (5) business days to submit the Probation Appeal to the NW College Director of Education (this is the STUDENT'S responsibility).
- On probation status, the student is not allowed to attend school while their Probation Appeal is under review and their financial status is being determined; the time missed during the appeal process period are counted as unexcused absences which negatively impact the student's attendance rate. The student may request a leave of absence (LOA) for two weeks while their appeal and financial status are in review to avoid a negative impact on their attendance; and
- The Director of Education will render a decision within five school business (5) days of receiving the Appeal and notify the Campus Manager and Financial Aid Administrator of the decision.

If a student who has not yet passed 50% scheduled program completion is submitting an Appeal for Probation Status, the Director will send a SAP Appeal Notice and Disclosure that the student must read, complete, and sign if they wish to proceed with their Appeal for Probation Status.

In the student's Enrollment Contract, it is clearly stated that if a student completes 50% or more of their contracted (scheduled") hours, the student is obligated to pay for the whole program in which the student is enrolled.

#### Approved Probation Appeals

If the student prevails upon Appeal, the student will be allowed to return to school, on Probation Status, with no financial aid interruption. The student must follow the Probation Education plan, or Probation will be revoked.

- Meet with student once they return to school to review Probation Education Plan.
- Attach decision letter of Granted Appeal; and
- Students will be provided with a hard copy of the education plan, letter of Granted Appeal, and current progress report. Copies will be placed in the student's advisement folder, and financial aid folder.

If at the end of the granted probation period the student still has not met minimum SAP requirements, the student will be converted to self-pay without the right to appeal the school's decision to convert the student to a self-pay student.

#### Denied Probation Appeals

If the Probation Appeal is denied, the student will be allowed to return to school, but will not be eligible for financial aid during that evaluation period. The conversion to self-pay student will follow these steps:

- Meet with the student to review the SAP Evaluation form and education plan with notice of conversion to Self-Pay status.
- Attach decision letter of Denied Appeal; and
- Students will be provided with a hard copy of the education plan, letter of Denied Appeal, and current progress report. Copies will be placed in the student's advisement folder; and
- Original documents will be provided to the Financial Aid Administrator who will set up the student with a cash payment plan.

The Financial Aid Administrator will complete these steps:

- Generate a Self-Pay payment plan and Master Promissory Note ("MPN");
- Schedule a meeting with the student prior to their return;
- Sign new MPN and collect first payment; and

- Review monthly payment schedule with student.

Once the student has completed this process, they are able to return to school.

If the student re-establishes SAP requirements on or before the next scheduled evaluation date, they will again be eligible for financial aid beginning at the next evaluation period on, as long as they maintain SAP. Students are still required to maintain self-pay payments during the probationary period. Thirty (30) days of non-payment during the self-pay period could result in suspension or termination of enrollment from school.

#### Contracted Graduation Date and Maximum Time Frame

If a student is not meeting SAP requirements at their last full-length, scheduled evaluation period, it is highly likely they are going to exceed their contracted graduation date, and their maximum timeframe also. In this situation, the Campus Manager/Lead Instructor will complete these steps:

- Follow the steps listed above for either Warning or Probation Appeal (depending on the student's previous SAP standing at their prior scheduled SAP Evaluation);
- For SAP Warnings, complete the Contract Graduation Date/Maximum Time Frame SAP table the NW College SAP Evaluation Form; OR
- For Probation Appeals, complete the Maximum Time Frame section on the Probation Appeal Education Plan.

Students that have transfer hours from an outside institution will have SAP Evaluations based on their contracted, scheduled hours with NW College. No student is allowed more than two periods of probation during enrollment.

#### Temporary School Interruptions

1. Withdrawal. In the event the student withdraws, or has

another official interruption of Metho

### **Leave of Absence Policy**

Northwest College School of Beauty recognizes that certain circumstances or situations may arise during a student's education and training that could make it difficult for the student to attend school temporarily. If these circumstances arise, the student may request a leave of absence (LOA) under this policy. A LOA request must be made in accordance with this policy and submitted one week prior to the requested leave start date unless unforeseen or emergent circumstances prevent the student from requesting in advance. The request must be in writing, include the reason for the leave of absence request, and include the student's signature. The U.S. Department of Education mandates the minimum amount of time for a LOA is two weeks (14 calendar days). The maximum duration of a LOA is 180 **calendar** days in a 12-month period. The requested LOA will not be granted if the LOA, together with any additional LOA's previously granted, exceeds a total of 180 **calendar** days in a 12-month period.

Clock hours elapsed during a leave of absence will extend the student's contract graduation date and maximum time frame by the same number of **calendar** days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students will return to school in the same progress status and SAP status as they were prior to taking the leave of absence.

Reasons a student might request a LOA include:

- Medical or a serious health condition of the student or immediate family member
- Bereavement for a death in the student's immediate family
- Ongoing legal issues supported by documentation – i.e., custody disputes
- Jury duty supported by a summons
- Financial hardship
- Pre-arranged vacation exceeding five consecutive school days
- Childcare issues

- Academic issues – i.e., having to retake a class
- To complete and obtain required documents for Title IV Verification

Other circumstances will be evaluated on a case-by-case basis by the Director of Operations and the Financial Aid Manager. The student will be required to provide supporting documentation with the LOA request. There must be a reasonable expectation that the student will return from the LOA.

A student who takes an unapproved LOA will be withdrawn in accordance with the Attendance Policy. If a student takes an unapproved LOA, the student's withdrawal date for the purposes of calculating a refund will be the student's last date of attendance. If a student takes an approved LOA and does not return by the expiration of the approved LOA, the date of withdrawal (for the purposes of calculating a refund) will be the student's last date of attendance. It is expected the student will notify financial aid of any changes needed for an approved LOA (such as needing to extend) at least one week in advance.

Procedure to request a LOA:

1. Meet with Campus Manager to discuss academic progress, possible adverse academic effects, effects on the student's financial aid eligibility, and consequences for taking the LOA – i.e., having to retake a freshman class.
2. Obtain LOA request form and signature from the Campus Manager. **Please note: the Campus Manager's signature does not indicate approval of a LOA;** merely that the Campus Manager is aware of the student's pending request.
3. Complete and return the LOA request form with supporting documentation to a financial aid administrator at least one week prior to the requested LOA start date unless advanced notice is not possible due to unforeseen circumstances.
4. In emergency situations, advanced notice may not be possible; therefore, the student is to contact the Campus Manager or a financial aid administrator within 2 business days via phone or email and, if approved, the written LOA request form will be

completed within 14 business days of the student's last date of attendance. In emergency situations, the beginning date of an approved LOA would be determined by the institution to be the first date the student was unable to attend because of the emergency. If a student is granted a LOA based on emergent circumstances, the school will document the reason for LOA and LOA approval in the student's file.

5. A financial aid administrator will submit the completed LOA request to a Corporate Administrative Designee for review and approval.

The student may not begin their LOA until approved unless unforeseen circumstances prevent the student from requesting the LOA in advance.

Any student taking an approved LOA will have their contracted graduation date and maximum time frame extended by the number of **calendar** days taken in their LOA. The student and a Northwest College School of Beauty staff member will be required to complete and sign an addendum to the student's original enrollment contract to extend the contract period if the LOA is approved. The student will not be assessed for any additional charges as a result of taking an approved LOA. A student who is granted a LOA in accordance with the institution's policy is not considered to have withdrawn and no refund calculation is required.

Periods of absence within an approved LOA will not affect the student's satisfactory academic progress standing (scheduled hours/absent hours will not be assessed for the period of the leave).

Students achieving satisfactory academic progress at the time that the leave of absence is requested are considered to be achieving satisfactory academic progress when they return to school.

A student may return from an approved LOA earlier than scheduled if the student has completed 14 days or more of leave time. If the student returns early and has not completed 14 days of leave time, the approved LOA will be void, and the days missed will be counted as absences, which will affect the student's attendance rate.

## ***Northwest College School of Beauty Graduation Requirements***

In order to graduate from a program and receive a diploma and transcript, the student must successfully satisfy all graduation requirements:

1. A student must complete the State required clock hours and minimum operations as agreed to in the student's Enrollment Contract.  
Hair Design: 1150 clock hours and 455 practical operations.  
Barbering: 946 clock hours and 545 practical operations.  
Nail Technology: 281 clock hours and 70 practical operations.  
Esthetics: 600 clock hours and 240 practical operations.  
Advanced Esthetics: 725 clock hours and 130 practical operations.
2. Students must take and pass all written and practical examinations for the program(s).
3. A student must maintain an academic average of 75% or higher for all examinations.
4. Students are required to take and pass all final written examinations and practical examinations at Northwest College School of Beauty before the student may graduate and subsequently take the State of Oregon's licensing examination.
5. Students are required to pay all tuition and fees, in full, due to Northwest College School of Beauty in order to graduate.
6. To be considered a graduate and receive a diploma, the student must attend an exit interview with the Campus Manager. They must also complete the graduation requirement checklist and graduate survey.
7. If the student has utilized federal student aid, they must also attend a second exit interview with the financial aid administrator at the campus in order to graduate.

Transcripts will be issued and faxed or emailed each Friday to the Oregon State Board of Cosmetology within seven (7) business days of the student completing the exit interview. Students are required to

pay all Oregon State Board of Cosmetology examination and licensing fees.

Northwest College School of Beauty does NOT guarantee the successful completion of the State of Oregon's licensing examination. All graduates will be provided with the Licensing Examination Blueprints which outline the specific domains and number of questions on each written licensing examination.

If a student has not met graduation requirements by the Maximum Time Frame date, the student will be unable to graduate and can no longer attend Northwest College School of Beauty (see page 8 for *Maximum Time Frame*).

### ***Cancellation and Refund Policy***

This cancellation and refund policy applies to all withdrawals or terminations for any reason by either party. Including but not limited to student decision (withdrawal), course or program cancellation, student drops a program(s), or school closures. If a student's contractual enrollment is terminated for any reason by either party (the student or school) prior to the scheduled completion date, the student will be obligated to make remaining payments to the school. Remaining payment obligations are calculated and applied by using Northwest College School of Beauty's cancellation and refund policy which follows the Oregon Higher education Coordinating Commission's cancellation and refund policy set forth in OAR 715-045-0036 and, where applicable, the United States Department of Education's rules set forth in 12 C.F.R § 668.22 governing the treatment of Title IV funds when a student withdraws.

### ***Procedures***

The student payment obligations and procedures are outlined below:

1. A student may cancel enrollment or request a course cancellation by giving written notice to the school.
2. If, before the commencement of classes, Northwest College School of Beauty does not admit a student,

then the student will receive a 100% refund of all monies paid.

3. If a student cancels his or her enrollment and requests his or her money back in writing within five business days of the date of enrollment (defined as the date this Enrollment Agreement/Contract is signed by both the Student and Northwest College School of Beauty, whichever is later), Northwest College School of Beauty will refund all monies collected by Northwest College School of Beauty. If a student cancels after five business days of the date of the enrollment, but before commencement of classes, such cancellation will result in a loss of the registration fee. If a student communicates his or her notice of cancellation to Northwest College School of Beauty by mail, then the cancellation date is deemed to be the date such notice is postmarked. If a student communicates his or her notice to Northwest College School of Beauty (either to the Campus Manager or to Northwest College School of Beauty's management) by hand delivery, then the cancellation date is deemed to be the date received. This policy applies whether or not a student has actually started attending classes.
4. A student is required to pay a registration fee not exceeding \$100.00.
5. A student is charged for scheduled program hours even if the student fails to attend the scheduled course or courses for which the student contracted unless a student is in attendance beyond their scheduled contracted hours by the contractual completion date (graduation date). In which case they will be charged additional tuition for those hours in excess of their contracted completion date. Excused absences may be factored into the overall charge for the student. The amount charged for attendance beyond the contracted hours completion date will be charged at a per hour rate



- applied to the student's account once the student exceeds the contractual completion date. (See Page 8 of the Student Catalog for rates.)
6. The cost of the kit, books, and some supplies are not included in tuition adjustment computations. The books, kits, and some supplies are not included in tuition cost. They items are the property of a student and are non-refundable.
  7. There may be a gap between the amount Northwest College School of Beauty charges a student to attend Northwest College School of Beauty and the Title IV funds paid to the student. A student also may be required to repay some of the funds received in addition to the amount Northwest College School of Beauty must return on Title IV funds. The student may then have an outstanding balance due to the school.
  8. Enrollment time for refund purposes is defined as the time elapsed between the student's actual starting date and the date of a student's withdrawal or termination. Any monies due to a student will be refunded within 30 days from the date of a student's withdrawal or termination. In the case of a leave of absence, Northwest College School of Beauty will use the earlier of a student's last date of physical attendance, the date of the expiration of the leave of absence, or the date the student notifies Northwest College School of Beauty in writing that the student does not intend to return to Northwest College School of Beauty. If a student fails to provide to Northwest College School of Beauty a notice of cancellation, then Northwest College School of Beauty will deem that the student cancelled the student's enrollment after the student fails to attend classes for a period of 30 consecutive days following the end of any scheduled course or courses for which the student contracted. In such an event, the student will be responsible for any tuition and other fees owing for such 30-day period (with the last day of attendance being deemed the day on which the 30-day period expires).
  9. If Northwest College School of Beauty is permanently closed and is no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rated refund of tuition based on the percentage of scheduled program hours in accordance with the State of Oregon's cancellation and refund policy at OAR 715-045-0036.
  10. If a course is cancelled subsequent to a student's enrollment, Northwest College School of Beauty shall at its option either (a) provide a refund of all monies paid, or (b) provide a completion of the course by teaching out the students currently enrolled in the canceled program or provide a teach-out plan.
  11. Northwest College School of Beauty charges students an early withdrawal fee of \$25.00 to all students who discontinue their training and leave Northwest College School of Beauty prior to completing and graduating from their programs. Northwest College School of Beauty also charges a \$50.00 transcript fee at the time of early withdrawal.
  12. If, after terminating, a student still owes any remaining tuition or fees (based on the refund policy), Northwest College School of Beauty has the right to turn the account over to a collection agency for the unpaid balance 90 days after withdrawal or termination.
  13. A student that withdraws from school may be entitled to a refund for a portion of an educational program that the student has not yet completed. The school bases its determination regarding whether a student is entitled to a refund on the published course scheduled hours (i.e., the student's contracted schedule) for the educational program in which a student is enrolled. If a student withdraws from school after commencement of classes and before completion of 50% of the student's contracted instruction program, the student will be charged according to the school's published class schedule. The student will be entitled to a pro rata refund of the tuition paid when the amount paid exceeds the charges owed to the school. If a student has completed 50% or more of the student's contracted scheduled hours prior to the date of the student's withdrawal, then the student is obligated to pay for the entire educational program in which a student is enrolled and is not entitled to a refund. For purposes of this contract, a student will be deemed to have completed the student's scheduled courses (and the scheduled hours for such courses) as of the date of the student's withdrawal or cancellation even if the student failed to actually attend those scheduled courses (and the scheduled hours for such courses). In other words, calculation of the percentage of the student's completion of the educational program in which a student is enrolled is based upon the student's scheduled hours, not actual hours of attendance. A student has the right to appeal.
  14. Northwest College School of Beauty maintains evidence via bank reconciliation that institutional refunds are made and received in a timely manner in accordance with federal regulations governing any required return of unearned grant or loan assistance for which a student is eligible under Title IV of the Higher Education Act of 1965, as amended. A student earns such aid by payment period or period of enrollment. Under federal regulations governing Title IV aid, if the hours scheduled by a student's last date of attendance are 60% or less of the hours in the payment period or period of enrollment, a portion of aid paid to the student is considered unearned and must be returned to the applicable federal program.
  15. When situations of mitigating circumstances are in evidence,

Northwest College School of Beauty may provide a refund that exceeds this policy.

### ***Example of Return of Title IV Funds Calculations***

To determine the basic amount to be returned, the formula divides the number of hours the student was scheduled to complete by the hours in the payment period. The amount of financial aid awarded is multiplied by this percentage and the result is subtracted from the Title IV aid paid to the student to determine the dollar amount to be returned. The formula is as follows:

$$\text{Amount returned} = \left( \frac{\text{Hours Scheduled}}{\text{Total Hours in Payment Period}} \right) \times$$

[(Total aid disbursed and amount that could have been disbursed) – (Total aid disbursed)]

The student was scheduled to complete 450 program hours and only attended 180 hours prior to withdrawal.

Total Title IV aid disbursed equaled \$3,000.00.

1. Divide 180 (hours scheduled) by 450 (total hours)  
 $\frac{180}{450} = 0.4 \times 100 = 40\%$
2. Multiply the percent calculation from Step 1 (40% or 0.4) by the amount of aid disbursed (\$3,000.00)  
 Title IV aid earned =  $0.4 \times 3,000 = \$1,200.00$
3. Subtract \$1,200.00 (Title IV aid earned) from \$3,000.00 (Title IV aid disbursed)  
 Title IV aid to be returned =  $3,000 - 1,200 = \$1,800.00$
4. Return to Title IV unearned Unsubsidized Loans
5. Return to Title IV unearned Subsidized Loans
6. Return to Title IV unearned Parent PLUS Loans
7. Return to Title IV unearned Pell Grant
8. All unearned Title IV funds will be refunded within 45 days of the date of determination. If there is a credit balance, it will either be refunded to lower the student's federal loans or sent to the student within 14 days.

### ***Oregon Health Licensing Office***

The Board of Cosmetology of the State of Oregon's Health Licensing Office administers written, multiple-choice examinations in Safety/Sanitation, Barbering, Hair Design, Esthetics, and Nail Technology. The American Board of Laser Surgery proctors the written examination for Certified Advanced Esthetics on behalf of the Oregon Health Licensing office.

The state's exam does not include a practical. However, the Higher Education Coordinating Commission requires that the school administer a final written and practical exam prior to certifying the student's eligibility to take the state's exam.

For information about the Oregon Health Licensing Office, write or call:

*Oregon Health Licensing Office*  
 1430 Tandem Avenue NE, Suite 180  
 Salem, Oregon 97301  
 Telephone: 503-378-8667  
 TDD: 503-372-3117  
 URL: [www.oregon.gov/oha/hlo/pages/index.aspx](http://www.oregon.gov/oha/hlo/pages/index.aspx)

For information about the American Board of Laser Surgery, write or call:  
*American Board of Laser Surgery, Inc.*  
 55 Corporate Drive, 3<sup>rd</sup> Floor  
 Trumbull, Connecticut 06611  
 Telephone: 203-332-2507

A certificate in Barbering, Hair Design, Nail Technology and/or Esthetics allows you to work in various positions within the Cosmetology Industry. Some of the career opportunities include working in salons, spas, barbershops, education positions, retail sales positions, manufacturer or distributor positions, and other corporate positions. In addition to these positions, a certificate in Advanced Esthetics allows you to work in various medical settings such as dermatology clinics, plastic surgery clinics, and medi-spas performing advanced non-ablative esthetics services.

For information about examination fees and examination information bulletins, please visit:

- [www.oregon.gov/oha/hlo/pages/index.aspx](http://www.oregon.gov/oha/hlo/pages/index.aspx)
1. Click "I want to..." and select "apply for a license."
  2. Select the field of practice (Barbering, Esthetics, Nail Technology, Hair Design, or Advanced Esthetics).
  3. Scroll down to the written examinations section.

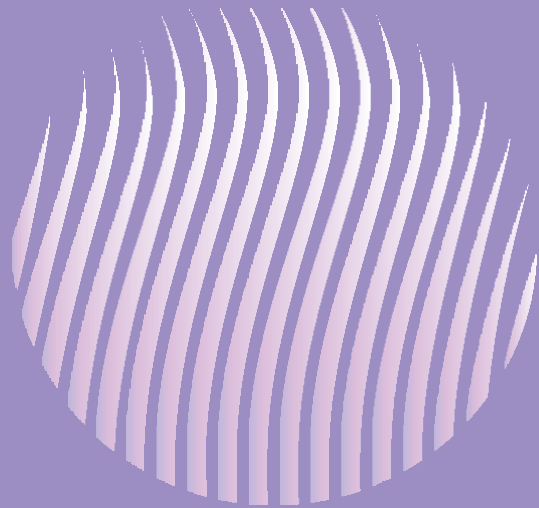
### ***Out-of-State Licensing and Lapsed Licenses***

Northwest College School of Beauty can assist out-of-state stylists who wish to become licensed in Oregon, or Oregon stylists with licenses lapsed more than two years. Northwest College School of Beauty administers practical exams for cosmetologists wishing to take the results to the state board for licensing qualifications.

The costs are as follows:

- Hair Design, Nail Technology & Esthetics \$450.00**
  - Hair Design and either Nail Technology or Esthetics \$350.00**
  - Nail Technology & Esthetics \$250.00**
  - Hair Design or Barbering \$200.00**
  - Nail Technology or Esthetics \$150.00**
  - Advanced Esthetics \$450.00**
  - Out of State/Outside Assessment fee \$50.00 (in addition to the practical fee(s) above)**
- Applicants must furnish their own live model, supplies, implements, and tools for the completion of the test. Any course over 149 hours or that leads to licensure must be approved by NACCAS.

...where  
exciting careers  
in the spa & salon  
industries begin.



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[nwcollege.edu](http://nwcollege.edu)

**PROGRAMS**

**Course Hours  
and  
Course Load  
Options**

**Course Goals,  
Descriptions  
and  
Requirements**

**Advanced Esthetics**

**Teacher Training**

**Hair Design**

**Nail Technology**

**Esthetics**

**Barbering**

**Hair Design, Nail  
Technology &  
Esthetics**

**Hair Design &  
Esthetics**

**Nail Technology &  
Esthetics**

# COURSE HOURS AND COURSE LOAD OPTIONS

## *Schedule:*

*Beaverton, Clackamas, Hillsboro, and Tualatin Campuses*

At all campuses, the schedule is based on attending class Tuesday–Saturday 9:00 a.m.–4:00 p.m. during the day. Evening classes are held from 5:00 p.m.–10:00 p.m., Monday–Friday (except Hillsboro and Tualatin). \*Advanced Esthetics class is Monday–Friday 9:00 a.m.–4:00 p.m.

### **Combination Course Menu**

<i>Hair Design, Nail Technology &amp; Esthetics</i>	1,835 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week)	
61 weeks / 15 months	
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week)	
73 weeks / 18 months	
<i>Hair Design &amp; Esthetics</i>	1,594 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week)	
53 weeks / 13 months	
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week)	
64 weeks / 16 months	
<i>Nail Technology &amp; Esthetics</i>	841 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week)	
28 weeks / 7 months	
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week)	
34 weeks / 9 months	

### **Individual Course Menu**

<i>Hair Design (cuts, styling, chemical services)</i>	1,150 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week)	
38 weeks / 10 months	
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week)	
46 weeks / 12 months	
<i>Barbering (cuts and styling only)</i>	946 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week)	
32 weeks / 8 months	
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week)	
8 weeks / 10 months	
<i>Nail Technology</i>	281 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week)	
9 weeks / 2 months	
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week)	
11 weeks / 3 months	
<i>Esthetics</i>	600 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week)	
20 weeks / 5 months	
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week)	
24 weeks / 6 months	
<i>*Advanced Esthetics</i>	725 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week)	
20 weeks / 5 months	
<i>Teacher Training</i>	1,000 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week)	
33 weeks / 8 months	
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week)	
40 weeks / 13 months	

*\*Advanced Esthetics is only offered at Northwest College School of Beauty's Tualatin, Springfield and Medford Campuses.*

## *Schedule:*

*Medford and Springfield Campuses*

At the Medford and Springfield campuses, the schedule is based on attending class Tuesday–Saturday 9:00 a.m.–4:00 p.m. during the day. Evening classes are held from 5:00 p.m.–10:00 p.m., Monday–Friday. Advanced Esthetics classes are held Monday–Wednesday from 9:00 a.m. to 7:30 p.m.

### **Combination Course Menu**

<i>Hair Design, Nail Technology &amp; Esthetics</i>	1,835 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week)	
61 weeks / 15 months	
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week)	
73 weeks / 18 months	
<i>Hair Design &amp; Esthetics</i>	1,594 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/weeks)	
53 weeks / 13 months	
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week)	
64 weeks / 16 months	
<i>Nail Technology &amp; Esthetics</i>	841 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week)	
28 weeks / 7 months	
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week)	
34 weeks / 9 months	

### **Individual Course Menu**

<i>Hair Design (cuts, styling, chemical services)</i>	1,150 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week)	
38 weeks / 10 months	
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week)	
46 weeks / 12 months	
<i>Barbering (cuts and styling only)</i>	946 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week)	
32 weeks / 8 months	
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week)	
38 weeks / 10 months	
<i>Nail Technology</i>	281 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week)	
9 weeks / 2 months	
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week)	
11 weeks / 3 months	
<i>Esthetics</i>	600 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week)	
20 weeks / 5 months	
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week)	
24 weeks / 6 months	
<i>*Advanced Esthetics</i>	725 hours
Full-time Day (10:00 a.m. - 7:30 p.m. 30 hours/week)	
20 weeks / 5 months	
<i>Teacher Training</i>	1,000 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week)	
33 weeks / 8 months	
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week)	
40 weeks / 13 months	



# COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

## Oregon License Requirements

Oregon cosmetology curriculum requirements are based upon a “segmented license.” The program of study for a full cosmetology license requires the successful completion of the state mandated minimum clock hours of technical education using a state-approved curriculum that includes training in Hair Design, Esthetics, Nail Technology, safety, and sanitation (Oregon Laws and Rules) and career development. Cosmetology schools are licensed, and their curricula are approved by the Oregon Higher Education Coordinating Commission.

Upon completion of cosmetology training, the graduate will be eligible to apply for the Oregon State Board of Cosmetology certificate examination. Upon successful completion of the examination, the graduate will be issued a state certificate to practice professional Hair Design,

Esthetics, & Nail Technology within the State of Oregon.

Students may study Hair Design, Esthetics, or Nail Technology as single programs or in combination programs. Students choosing to study one or more of these programs must also study and complete the safety and sanitation (Oregon Laws and Rules) and career development programs. In addition to the full cosmetology requirements outlined above, Oregon also has a Barbering program, which must also include safety and sanitation (Oregon Laws and Rules) and career development.

Students who wish to learn and practice services such as light energy hair removal, dyschromia reduction, skin rejuvenation, photo rejuvenation, body contouring, cellulite reduction and non-ablative tattoo removal may study Advanced Esthetics once they have successfully completed

the basic Esthetics course. Upon completion of Advanced Esthetics training, the graduate will be eligible to apply for the Oregon Health Licensing Office’s Certified Advanced Esthetician written examination. Upon successful completion of the examination, the graduate will be issued a state certificate to practice advanced non-ablative esthetics within the State of Oregon.

Once successfully completed, the safety and sanitation (Oregon Laws and Rules) and the career development program segments do not have to be repeated in conjunction with future programs.

## Physical Demands of the Profession

Your success is our goal! To be successful, it is imperative the student is informed, educated, and understands all the physical, social, and cognitive demands of the cosmetology profession. The following is a list of physical, social, and cognitive demands the student may encounter within their chosen training program and while working in each field of practice within cosmetology.

### Advanced Estheticians and Basic Estheticians - Physical Demands

Advanced Estheticians and Basic Estheticians frequently:

- Repeat the same movements.
- Use their hands and/or feet to handle, control, or feel objects, tools, or controls.
- Stand for extended periods of time.
- Sit for extended periods of time.
- Move continuously for extended periods of time.

It is important for Advanced Estheticians and Basic Estheticians to be able to:

- See details of objects that are less than a few feet away.
- Understand the speech of another person.
- Speak clearly so listeners can understand.

## Program Clock Hour Requirements

Course of Study	NWC Course Length	Oregon Minimum Requirement
Hair Design	1,150 hours	1,150 hours
Esthetics	600 hours	484 hours
Mandatory training of Career Development	20 hours	20 hours
Mandatory training of Oregon Laws & Rules	20 hours	20 hours
*Advanced Esthetics	725 hours	500 hours
Nail Technology	281 hours	281 hours
Barbering	946 hours	746 hours
Mandatory training of Theory	280 hours	280 hours
Mandatory training of Discretionary Hours	25 hours	25 hours
Teacher Training	1,000 hours	

## Combination Courses

The State of Oregon allows a student to take combinations of the three basic courses of Hair Design, Nail Technology & Esthetics. These combinations are listed below. To be fully licensed in the State of Oregon as well as all other states, all three basic courses should be taken. In addition to these three basic courses, students must take courses in career development and safety and sanitation as required by the state.

Hair Design, Nail Technology, & Esthetics	1,835 hours
Hair Design & Esthetics	1,594 hours
Nail Technology & Esthetics	841 hours

A state-licensed cosmetology school may have curriculum approval to teach all the courses of study described above. However, schools are free to select the programs or combinations of programs they wish to offer. After you have selected the program(s) in which you intend to enroll, check to see if the school of your choice offers the required courses.

\*Advanced Esthetics is only offered at the Tualatin, Springfield and Medford Campuses.

# COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

- Regularly interact with the general public.
- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Use fingers to grasp, move, or assemble exceedingly small objects.
- Use one or two hands to grasp, move, or assemble objects.
- Adequate arm and finger strength is required for facial massage and operating advanced esthetics devices such as Laser and Body Contouring machines.
- Have good hand and eye coordination.
- Maintain good eyesight, balance, and the ability to consistently perform precise movements while operating advanced esthetics devices.
- Tolerate exposure to many different chemicals and products.
- Learn, retain, and recall essential information such as safety information for chemicals and equipment, contraindications for esthetics services, skin diseases/disorders, treatment and service steps, product knowledge, and laser use.
- Learn physics, laser safety, medical terminology, ingredients, and associated theoretical knowledge for esthetics.
- Use common sense and caution to avoid safety hazards such as chemical burns, laser injury, cuts and abrasions, transmission of communicable diseases and blood-borne pathogens, injury to eyes from chemicals/vapors/fumes, and other physical injuries.

It is not as important, but still necessary, for Advanced Estheticians and Basic Estheticians to be able to:

- See differences between colors, shades, and brightness.
- Make quick, precise adjustments to machine controls.
- Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.
- Bend, lean, stretch, twist, or reach out without back/neck/body fatigue and pain.
- Use stomach and lower back muscles to support the body for extended periods without getting tired.
- Use muscles to lift, push, pull, or carry heavy objects.
- Use muscles for extended periods without getting tired.
- Be physically active for extended periods without getting tired or out of

breath. Many services in Advanced Esthetics, such as body contouring, require the esthetician to be active and make precise, repetitive movements for several hours.

- Determine the distance between objects.
- See details of objects that are more than a few feet away.

## ***Barbers and Hairstylists - Physical Demands***

Barbers and Hairstylists frequently:

- Repeat the same movements.
- Use their hands and arms to handle, control, or feel objects, tools, or controls.
- Handle hazardous chemicals and sharp tools.
- Stand for extended periods of time.

It is important for Barbers and Hairstylists to be able to:

- See details of objects that are less than a few feet away.
- Understand the speech of another person.
- Speak clearly so listeners can understand.
- Regularly interact with the general public.
- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Use fingers to grasp, move, or assemble small and/or sharp objects and tools.
- Use one or two hands to grasp, move, or assemble objects.
- Adequate arm and finger strength is required for scalp/facial massage.
- Have good hand and eye coordination.
- Stand for extended periods of time while continuously moving your hands, wrists, and arms.
- Have adequate leg mobility for moving while performing services.
- Tolerate exposure to many different chemicals and products.
- Learn, retain, and recall valuable information such as safety information for chemicals and equipment, contraindications for hair services, scalp, hair and skin diseases/disorders, treatment and service steps, product knowledge and ingredients, and associated theoretical knowledge for hair and barbering.
- Use common sense and caution to avoid safety hazards such as chemical burns, cuts and abrasions, transmission of communicable diseases and blood-

borne pathogens, injury to eyes from chemicals/vapors/fumes, and other physical injuries.

It is not as important, but still necessary, for Barbers and Hairstylists to be able to:

- See differences between colors, shades, and brightness.
- Make quick, precise adjustments to machine and/or equipment controls.
- Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.
- Bend, lean, stretch, twist, or reach out without back/neck/body fatigue or pain.
- Use stomach and lower back muscles to support the body for long periods without getting tired.
- Use muscles to lift, push, pull, or carry light to heavy objects.
- Use muscles for extended periods without getting tired.
- Be physically active for long periods without getting tired or out of breath.
- Determine the distance between objects.
- See details of objects that are more than a few feet away.

## ***Nail Technicians - Physical Demands***

Nail Technicians frequently:

- Repeat the same movements.
- Use their hands, feet, and arms to handle, control, or feel objects, tools, or controls.
- Handle hazardous chemicals and sharp tools.
- Sit for extended periods of time.

It is important for Nail Technicians to be able to:

- See details of objects that are less than a few feet away.
- Understand the speech of another person.
- Speak clearly so listeners can understand.
- Regularly interact with the general public.
- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Use fingers to grasp, move, or assemble small and/or sharp objects and tools.
- Use one or two hands to grasp, move, or assemble objects.
- Adequate arm and finger strength is required for hand/foot massage.

# COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

- Have good hand and eye coordination.
- Sit for extended periods of time while continuously moving your feet, hands, wrists, and arms.
- Have adequate leg mobility for moving while performing services.
- Tolerate exposure to many different chemicals and products.
- Learn, retain, and recall important information such as safety information for chemicals and equipment, contraindications for nail services, nail and skin diseases/disorders, treatment and service steps, product knowledge and ingredients, and associated theoretical knowledge for nail technology.
- Use common sense and caution to avoid safety hazards such as chemical burns, cuts and abrasions, transmission of communicable diseases and blood-borne pathogens, injury to eyes from chemicals/vapors/fumes, and other physical injuries.

It is not as important, but still necessary, for Nail Technicians to be able to:

- See differences between colors, shades, and brightness.
- Make quick, precise adjustments to machine and/or equipment controls.
- Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.
- Bend, lean, stretch, twist, or reach out without back/neck/body fatigue and pain.
- Use stomach and lower back muscles to support the body for extended periods without getting tired.
- Use muscles to lift, push, pull, or carry light to heavy objects.
- Use muscles for extended periods without getting tired.
- Be physically active for extended periods without getting tired or out of breath.
- Determine the distance between objects.
- See details of objects that are more than a few feet away.

## ***Professional Safety Requirements***

As a student of cosmetology and as a professional cosmetologist, you will be using and applying hazardous chemical products in the performance of some client chemical services. The chemicals used in the salon require good ventilation and proper safety procedures. If you have any known

allergies to cosmetics or chemical beauty products, ask to review a copy of the Material Safety Data Sheet (MSDS) notebook.

Closed-toe shoes are required while on campus as they provide greater protection from dropped implements or spilled chemicals.

Advanced Esthetics students are required to wear the appropriate laser safety goggles and other personal protective equipment (“PPE”) as required by the device manufacturer when operating devices.

## ***Course Goals***

Our courses are designed to teach the “entry-level” job skills training, technical knowledge, and personal attitudes necessary for a successful career in the cosmetology industry. Upon successful completion of each course of study, the graduate will be eligible to apply for the Oregon State Board of Cosmetology examination for certification.

## ***Course Teaching Format***

Academic and technical skills will be taught at sequential learning skill levels, which are based upon current industry services and performance standards necessary for graduation, state certification, and employment. Theory and technical information will be presented through lesson plans, technical manuals, lectures, guest speakers, digital learning platforms, and technical skill demonstrations.

Practical (technical skill) instruction will be based upon class lectures, demonstrations, and guided practice. After the successful completion of the first level (freshman) of technical training, students will also be assigned to the school’s supervised clinic area where they will perform actual hair, nail and cosmetic services on student salon clients. Student salon equipment, implements and chemical products are comparable to those used in the industry. In the course of study, the student will receive theory instruction, classroom instructor demonstrations/guided practice, and clinic experience under supervision.

The amount of time a student devotes to theory, practice and in the student salon are flexible. However, our rule of thumb is:

- 50% of the student’s time is spent working in the school’s student salon, where experience is gained

through actual practice on live clients.

- 25% of the student’s time is spent working on mannequins and projects.
- 25% of the student’s time is spent in theory classes and computerized testing.
- The student’s time spent working in the student school salon is solely for the student’s benefit, both to satisfy the minimum service requirements of the applicable state license the student is seeking, as well as to provide practical experience.
- Students should have experience in a supervised environment so that they can further enhance their skills. The student’s time working in the student salon, and the instructors’ supervision of the students, is an important and necessary component of the education curriculum of the student’s chosen program.
- Students are assigned theory study and a minimum number of practical experiences. Academic and theory assignments as well as projects are evaluated as they are completed.
- Designated task or service evaluations may be performed using a clinic client for a model or on mannequin heads. Staff, current or past students, or industry professionals, may not be used as practical exam models. Practical skills will be evaluated as they are completed. Students are required to take and pass a final “practical” examination before graduation.
- Students must maintain satisfactory progress in attendance and academic and practical skills throughout their course of study. To achieve satisfactory academic progress (SAP), each student must maintain a grade point average (GPA) of 75% and pass a final written and practical examination prior to graduation. Students must make up for failed or missed tests and incomplete assignments.

# ADVANCED ESTHETICS | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

Advanced Esthetics Course Topics		Practical Hours	Operations	Theory Hours
1.0	<b>Anatomy, Physiology, and Histology</b>	-	-	25
2.0	<b>Diseases and Disorders</b>	-	-	20
3.0	<b>Safety, Sanitation, and Infection Control</b>	-	-	10
4.0	<b>Oregon Administrative Rules / Revised Statutes</b>	-	-	5
5.0	<b>First Aid, CPR, and Blood Borne Pathogens</b>	-	-	8
6.0	<b>Food and Drug Administration</b>	-	-	2
7.0	<b>American National Standard for Safe Use of Lasers (ANSI)</b>	-	-	40
8.0	<b>Technologies</b>			15
	8.1 Intense Pulse Light	-	-	-
	8.2 Lasers	-	-	-
	8.3 Plasma	-	-	-
	8.4 Non-ablative Fractional Collagen Induction	-	-	-
	8.5 Esthetics Radio Frequency	-	-	-
	8.6 Esthetics Ultrasound	-	-	-
	8.7 Cryolipolysis	-	-	-
	8.8 Microwaves	-	-	-
	8.9 Emerging Technologies	-	-	-
9.0	<b>Modalities</b>			
	9.1 Light Energy Hair Removal	25	20	25
	9.2 Photo Rejuvenation / Dyschromia Reduction	30	20	25
	9.3 Skin Rejuvenation	50	25	45
	9.4 Cellulite Reduction	35	15	25
	9.5 Body Contouring	35	15	25
	9.6 Non-ablative Tattoo Removal	20	15	25
	9.7 Microneedling / Collagen Induction Therapy	50	20	25
10.0	<b>Working in a Medical Setting</b>			
	10.1 Medical Terminology	-	-	15
	10.2 Medical Intervention	-	-	20
	10.3 Pharmacology	-	-	25
	10.4 Ingredients and Product Selection	-	-	25
11.0	<b>Business Skills and Career Development</b>			
	11.1 Building Your Business with Retail / Add-ons	-	-	10
	11.2 Financial Planning	-	-	10
	11.3 Writing and Business Plan	-	-	15
	11.4 Marketing and Advertising	-	-	10
12.0	<b>Discretionary Hours</b>	~30 hours~		
<b>Hours Total</b>		<b>245 hours</b>	<b>130 operations</b>	<b>450 hours</b>
<b>Total Program Hours (practical hours + theory hours + discretionary hours)</b>		<b>725 hours</b>		



# ADVANCED ESTHETICS | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

## *Level: Advanced*

*Advanced Esthetics Course Outline:  
725 hours and 130 Operations  
(Offered at Tualatin, Springfield and Medford  
campuses)*

### **Course Description**

The Advanced Esthetics course of study contains units of instruction in anatomy, physiology, histology, skin diseases/disorders, safety, sanitation, infection control, Oregon Administrative Rules and Revised Statutes, First Aid and CPR Overview, Blood Borne Pathogens, Food and Drug Administration, American National Standard for Safe Use of Lasers (ANSI), advanced esthetics technologies, and modalities such as light energy hair removal, photo rejuvenation/dyschromia reduction, skin rejuvenation, cellulite reduction, body contouring, non-ablative tattoo removal, and working in a medical setting. Upon successful completion of this course of study, the graduate will be eligible to apply for the Oregon Board of Certified Advanced Esthetician's written examination for an Oregon certificate in Advanced Esthetics.

### **Educational Objectives**

Our courses are designed to teach the "entry-level" job skills training, technical knowledge, and personal attitudes necessary for a successful career in the cosmetology industry and prepare students for the state licensing examination.

The Advanced Esthetics course is structured to prepare graduates for entry-level employment as a certified Advanced Esthetician.

### **Core Curriculum**

The course can be completed in 15 to 30 weeks based on the contract schedule. The list of hours on the previous page is derived from the state guide and is used to develop the curriculum.

### **Teaching and Learning Methods**

Academic and technical skills will be taught in sequential learning skill levels, which are based upon current industry services and performance techniques necessary for graduation, state certification, and

employment. Course topics will be presented through lesson plans, class lectures, technical manuals, guest speakers, technical demonstrations, digital learning platforms, and guided hands-on practice. After the successful completion of the first level (freshman) of technical training, students will also be assigned to the school's supervised clinic area where they will perform actual advanced esthetics services on student salon clients.

### **Required Course Materials**

The following text and materials are purchased by the student from the school. These items are required to complete the training segments of the program successfully. Students are required to bring them every day.

- Milady Standard Advanced Esthetics Textbook and Workbook – 2nd Edition
- Anatomy and Physiology, Chapter 5 - The Integumentary System; Open Stax, Rice; 2017
- ANSI Z136.3 – American National Standard for Safe Use of Lasers in HealthCare
- Oregon Administrative Rules – Chapter 817, Division 005 – 120
- Oregon Revised Statutes – Chapter 676, Division 630 – 660
- Milady Aesthetician Series – Laser and Light Therapy
- The Concise Guide to Dermal Needling – 3rd Edition by Dr. Lance Setterfield, M.D.
- Northwest College School of Beauty Advanced Skin Care and Chemical Peels Kit
- Black scrubs

*The following optional texts and materials are also recommended, but not required, for the Advanced Esthetics program.*

- Aesthetics Exposed by Terri A. Wojak, LE

### **Grading Procedures**

Grades are given for both practical and theoretical work.

The school uses a numerical grading system with 75% recognized as the minimum passing score. Satisfactory progress is based on a 75% cumulative grade point average for each month, which consists of academic and practical exams. Any test in which a student receives less than 75% must be

retaken within two weeks after the student failed the test. A student is allowed to retake a failed examination, but the maximum score a student can receive on a retaken exam is 75%.

Northwest College School of Beauty uses the following basic grading scale for all academic grades:

- 75% and above = meeting satisfactory academic progress standard
- 74% or less = not meeting satisfactory academic progress standard

Northwest College School of Beauty grading scale is defined as:

- 90 - 100 = A Outstanding Performance**
- 80 - 89 = B Very Good Performance**
- 75 - 79 = C Satisfactory Performance**
- 74 or Less = F Unsatisfactory Performance**

### **Rationale for Additional Advanced Esthetics Hours**

We believe that the increased training hours make our students more prepared to enter the Advanced Esthetics industry and more employable because they receive additional training on a variety of high demand aesthetics services and the associated theory.

With those 275 additional training hours, Northwest College School of Beauty has increased or added training hours in the following learning modules:

1. Skin Diseases and Disorders (+10 hours)
2. Medical Terminology (+15 hours)
3. Medical Intervention (+20 hours)
4. Pharmacology (+25 hours)
5. Ingredients and Product Selection (+25 hours)
6. Discretionary Hours (+5 hours)
7. Microneedling/Collagen Induction Therapy (+25 theory hours/ +50 practical hours/ +20 procedures)
8. Business Skills and Career Development (+45 hours)

# TEACHER TRAINING | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

Teacher Training Course Topics
Units of Instruction
Preparation and use of lesson plans
Use of audiovisual and other instructional aids
Development and administration of tests and evaluation of test results
Evaluation and recording of student progress and recording of attendance
Observation of practical demonstration
Assisting with practical demonstration
Setting up and performance of practical demonstration
Practice teaching

Teacher Training Modules	Hours
Classroom Observation	300
Front Desk and Client Management	60
Study Hall	120
Theory Instruction with Manager / Lead	120
Salon Floor Observation	160
Practice Classroom Rotation	120
Practice Theory Class and Salon Floor	120

## *Level: Advanced*

*Teacher Trainer Course Outline:  
1,000 Hours*

### **Course Description**

The Teacher Training course of study contains units of instruction in preparation and use of lesson plans, use of audiovisual and other instructional aids, development and administration of tests and evaluation of test results, evaluation and recording of student progress and recording attendance, observation of practical demonstration, assisting with practical demonstration, setting up and performance of practical demonstrations and practice teaching. Upon successful completion of this course of study, the graduate will be eligible to apply for a Teacher Registration from the Oregon Higher Education Coordinating Commission.

### **Educational Objectives**

After completion of this program, the student should be able to prepare and understand lesson plans, understand how to use audiovisual and other instructional aides, develop and administer tests, evaluate and grade tests, evaluate and record student progress, record attendance, perform practical examinations, instruct a freshman class and theory class, perform client consultations including service estimation, check student services, understand and perform basic front desk procedures, have a basic understanding of salon business, and provide excellent customer service.

The teacher training course is structured to prepare graduates for entry-level employment as an instructor in the cosmetology field(s) in which they are currently licensed as practitioners.

### **Core Curriculum**

The course can be completed in 25 to 50 weeks based on the contract schedule. The list of topics above is derived from the state guide and is used to develop the curriculum.

### **Teaching and Learning Methods**

Academic and technical skills will be taught in sequential learning skill levels, which are based upon current industry services and performance techniques necessary for graduation, state certification, and employment. Course topics will be presented through lesson plans, class lectures, technical manuals, guest speakers, technical demonstrations, digital learning platforms, and guided hands-on practice.

### **Required Course Materials**

The following text and materials are purchased by the student from the school. These items are required to complete the training segments of the program successfully. Students are required to bring them every day.

- Milady Master Educator Textbook – 3rd Edition
- Northwest College School of Beauty student smock

*The following optional texts and materials are also recommended, but not required, for the Teach Training Program.*

- Milady Standard Advanced Esthetics Textbook – 2nd Edition
- Milady Standard Esthetics Textbook – 12th Edition
- Milady Standard Nail Technology Textbook – 7th Edition
- Milady Standard Cosmetology Textbook – 13th Edition
- Milady Standard Barbering Textbook – 6th Edition

### **Grading Procedures**

Grades are given for both practical and theoretical work.

The school uses a numerical grading system with 75% recognized as the minimum passing score. Satisfactory progress is based on a 75% cumulative grade point average for each month, which consists of academic and practical exams. Any test in which a student receives less than 75% must be retaken within two weeks after the student failed the test. A student is allowed to retake a failed examination, but the maximum score a student can receive on a retaken exam is 75%. Northwest College School of Beauty uses the following basic grading scale for all academic grades:

- 75% and above = meeting satisfactory academic progress standard
- 74% or less = not meeting satisfactory academic progress standard

# TEACHER TRAINING | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

Northwest College School of Beauty  
grading scale is defined as:

**90 - 100 = A Outstanding Performance**

**80 – 89 = B Very Good Performance**

**75 – 79 = C Satisfactory Performance**

**74 or Less = F Unsatisfactory Performance**

## *About the Teacher Training Program*

The State of Oregon requires all career school teachers to apply for a Teacher Registration through the Oregon Higher Education Coordinating Commission (HECC). A maximum of three students may train at any given time (this takes both day and evening classes into account). Enrollment in or completion of the teacher training program does not guarantee that the student will gain employment with Northwest College School of Beauty.

Students who choose this program will spend the first 880 hours of the program working closely with a licensed instructor. They will observe all freshman classes and assist with the instruction. In addition, they will work alongside the instructor(s) to which they are assigned as the instructor(s) check services in such areas as perming, cutting, and coloring.

During the last 120 hours, the student teacher will be responsible for teaching two freshman classes, as well as checking services on the floor under the guidance and supervision of their mentor instructor(s). Enrollment and completion of the Teacher Training program does not guarantee that the student will be awarded a Teacher Registration. For full and specific requirements for obtaining a Teacher Registration, visit the HECC's website

# HAIR DESIGN | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

Hair Design Course Topics	Hours	Operations
Anatomy and Physiology	22	-
Microbiology	4	-
Implements, Tools, and Equipment	17.5	-
Product Knowledge and Chemistry	31	-
Safe Usage, Safety Devices, and Federal Regulations	13	-
Haircutting	320	160
Hairstyling	157.5	105
Chemicals	540	180
Shaving	5	10
Career Development	20	-
Oregon Rules and Laws	20	-
<b>Total</b>	<b>1,150 hours</b>	<b>455 operations</b>

## *Level: Basic*

*Hair Design Course Outline:  
1,150 Hours and 455 Operations*

### **Course Description**

The Hair Design course of study contains units of instruction in draping, shampooing, rinsing, conditioning, properties of the hair and scalp, haircutting, hairstyling, chemical services such as haircoloring and chemical texture, artificial hair, and hairpieces, shaving, mustache/beard trims, chemistry, anatomy, implements, tools, equipment, electricity, safety and sanitation, and career development. Upon successful completion of this course of study, the graduate will be eligible to apply for the Oregon Board of Cosmetology's written examination for an Oregon certificate in Hair Design.

### **Educational Objectives**

Our courses are designed to teach the "entry-level" job skills training, technical knowledge, and personal attitudes necessary for a successful career in the cosmetology industry and prepare students for the state licensing examination.

The hair design course is structured to prepare graduates for entry-level employment as hairstylists.

### **Core Curriculum**

The course can be completed in 58 to 115 weeks based on the contract schedule. The

list of hours above is derived from the state guide and is used to develop the curriculum.

### **Teaching and Learning Methods**

Academic and technical skills will be taught in sequential learning skill levels, which are based upon current industry services and performance techniques necessary for graduation, state certification, and employment. Course topics will be presented through lesson plans, class lectures, technical manuals, guest speakers, technical demonstrations, digital learning platforms, and guided hands-on practice.

After the successful completion of the first level (freshman) of technical training, students will also be assigned to the school's supervised clinic area where they will perform actual hair services on student salon clients.

### **Required Course Materials**

The following text and materials are purchased by the student from the school.

These items are required to complete the training segments of the program successfully. Students are required to bring them every day.

- Milady Standard Cosmetology Textbook and Workbook – 13th Edition
- Northwest College School of Beauty Student Kit
- Northwest College School of Beauty student smock
- Milady Standard Cosmetology Theory Workbook – 13th Edition

### **Grading Procedures**

Grades are given for both practical and theoretical work. Numeric grades are given in academics and attendance; pass/no pass is given in the clinic/lab. The school uses a numerical grading system with 75% recognized as the minimum passing score. Satisfactory progress is based on a 75% cumulative grade point average for each month, which consists of academic and practical exams. Any test in which a student receives less than 75% must be retaken within two weeks after the student failed the test. A student is allowed to retake a failed examination, but the maximum score a student can receive on a retaken exam is 75%.

Northwest College School of Beauty uses the following basic grading scale for all academic grades:

- 75% and above = meeting satisfactory academic progress standard
- 74% or less = not meeting satisfactory academic progress standard

Northwest College School of Beauty grading scale is defined as:

- 90 - 100 = A Outstanding Performance**
- 80 - 89 = B Very Good Performance**
- 75 - 79 = C Satisfactory Performance**
- 74 or Less = F Unsatisfactory Performance**



# NAIL TECHNOLOGY | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

Nail Technology Course Topics	Hours	Operations
Anatomy and Physiology	18	-
Microbiology	2	-
Implements, Tools and Equipment	6	-
Product Knowledge and Chemistry	8	-
Safe Usage, Safety Devices and Federal Regulations	7	-
Manicuring	40	20
Pedicuring	40	20
Artificial Nails	120	30
Career Development	20	-
Oregon Rules and Laws	20	-
<b>Total</b>	<b>281</b>	<b>70</b>

## *Level: Basic*

*Nail Technology Course Outline: 281 Hours and 70 Operations*

### **Course Description**

The Nail Technology course of study contains units of instruction in manicuring, pedicuring, nail wrap systems, nail tips, acrylic nail forms, artificial nail removal, artificial nail repairs, hand/foot massage, nail diseases/disorders, electricity, equipment, implements, tools, chemistry, safety and sanitation, and career development. Upon successful completion of this course of study, the graduate will be eligible to apply for the Oregon Board of Cosmetology's written examination for an Oregon certificate in Nail Technology.

### **Educational Objectives**

Our courses are designed to teach the "entry-level" job skills training, technical knowledge, and personal attitudes necessary for a successful career in the cosmetology industry and prepare students for the state licensing examination.

The nail technology course is structured to prepare graduates for entry-level employment as nail technicians.

### **Core Curriculum**

This course can be completed in 7 to 14 weeks, based on the contract schedule. The

list of hours above is derived from the state guide and is used to develop the curriculum.

### **Teaching and Learning Methods**

Academic and technical skills will be taught in sequential learning skill levels, which are based upon current industry services and performance techniques necessary for graduation, state certification and employment. Course topics will be presented through lesson plans, class lectures, technical manuals, guest speakers, technical demonstrations, digital learning platforms and guided hands-on practice.

After the successful completion of the first level (freshman) of technical training, students will also be assigned to the school's supervised clinic area where they will perform actual nail services on student salon clients.

### **Required Course Materials**

The following text and materials are purchased by the student from the school. These items are required to complete the training segments of the program successfully. Students are required to bring them every day.

- Milady Standard Nail Technology Textbook and Workbook – 7th Edition
- Northwest College School of Beauty Student Kit
- Northwest College School of Beauty student smock

### **Grading Procedures**

Grades are given for both practical and theoretical work. Numeric grades are given in academics and attendance; pass/no pass is given in the clinic/lab. The school uses a numerical grading system with 75% recognized as the minimum passing score. Satisfactory progress is based on a 75% cumulative grade point average for each month, which consists of academic and practical exams. Any test in which a student receives less than 75% must be retaken within two weeks after the student failed the test. A student is allowed to retake a failed examination, but the maximum score a student can receive on a retaken exam is 75%.

Northwest College School of Beauty uses the following basic grading scale for all academic grades:

- 75% and above = meeting satisfactory academic progress standard
- 74% or less = not meeting satisfactory academic progress standard

Northwest College School of Beauty grading scale is defined as:

**90 - 100 = A Outstanding Performance**  
**80 - 89 = B Very Good Performance**  
**75 - 79 = C Satisfactory Performance**  
**74 or Less = F Unsatisfactory Performance**

# ESTHETICS | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

Esthetics Course Topics	Hours	Operations
Anatomy and Physiology	18	-
Microbiology	4	-
Implements, Tools and Equipment	15	-
Product Knowledge and Chemistry	17	-
Safe Usage, Safety Devices and Federal Regulations	10	-
Machines	20	-
Advanced Topics and Treatments	8	-
Changes in Esthetics: Basic vs. Advanced	10	-
Physiology and Histology of the Skin	8	-
Chemical Peels: Very Superficial and Superficial	15	-
Emerging Techniques and Technologies in Basic Esthetics	15	-
Esthetics Services	280	140
Makeup	40	20
Hair Removal	60	60
Other Facial Treatments	40	20
Career Development	20	-
Oregon Rules and Laws	20	-
<b>Total</b>	<b>600</b>	<b>240</b>

## *Level: Basic*

*Esthetics Course Outline: 600  
Hours and 240 Operations*

### *Course Description*

The Esthetics course of study contains units of instruction in body treatments, facial massage, facial treatments, facial makeup, skin sciences, temporary hair removal including Brazilian waxing, electricity, light therapy, chemistry, anatomy, machines, safety and sanitation and career development. Upon successful completion of this course of study, the graduate will be eligible to apply for the Oregon Board of Cosmetology's written examination for an Oregon certificate in Esthetics.

### *Educational Objectives*

Our courses are designed to teach the "entry-level" job skills training, technical knowledge, and personal attitudes necessary for a successful career in the cosmetology industry and prepare students for the state licensing examination.

The esthetics course is structured to prepare graduates for entry-level employment as an esthetician.

### *Core Curriculum*

This course can be completed in 15 to 30 weeks, based on the contract schedule. The list of hours above is derived from the state guide and is used to develop the curriculum.

116 additional training hours are included in the stand-alone esthetics program. Northwest College School of Beauty's Esthetics Program exceeds the state's minimum hours and practical requirements.

### *Teaching and Learning Methods*

Academic and technical skills will be taught in sequential learning skill levels, which are based upon current industry services and performance techniques necessary for graduation, state certification, and employment. Course topics will be presented through lesson plans, class lectures, technical manuals, guest speakers, technical demonstrations, digital learning platforms, and guided hands-on practice.

After the successful completion of the first level (freshman) of technical training, students will also be assigned to the school's supervised clinic area where they will perform actual esthetic and cosmetic services on student salon clients.

### *Required Course Materials*

The following text and materials are purchased by the student from the school. These items are required to complete the training segments of the program successfully. Students are required to bring them every day.

- Milady Standard Esthetics Textbook – 12th Edition
- Milady Standard Esthetics Student Workbook – 12th Edition
- Northwest College School of Beauty Student Kit
- Northwest College School of Beauty student smock

### *Grading Procedures*

Grades are given for both practical and theoretical work. Numeric grades are given in academics and attendance; pass/no pass is given in the clinic/lab.

The school uses a numerical grading system with 75% recognized as the minimum passing score. Satisfactory progress is based on a 75% cumulative grade point average for each month, which consists of academic and practical exams. Any test in which a student receives less than 75% must be retaken within two weeks after the student failed the test. A student is allowed to retake a failed examination, but the maximum score a student can receive on a retaken exam is 75%.

Northwest College School of Beauty uses the following basic grading scale for all academic grades:

- 75% and above = meeting satisfactory academic progress standard
- 74% or less = not meeting satisfactory academic progress standard

Northwest College School of Beauty grading scale is defined as:

**90 - 100 = A Outstanding Performance**  
**80 - 89 = B Very Good Performance**  
**75 - 79 = C Satisfactory Performance**  
**74 or Less = F Unsatisfactory Performance**

# ESTHETICS | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

## *Rationale for Additional Esthetics Hours*

We believe that the increased training hours make our students more prepared to enter the Esthetics industry and more employable because they receive additional training on a variety of high demand Esthetics services.

With those 116 additional training hours, Northwest College School of Beauty has increased the training hours in the following learning modules:

1. Machines (+20 hours)
2. Advanced Topics and Treatments (+8 hours)
3. Changes in Esthetics: Basic vs. Advanced (+10 hours)
4. Physiology and Histology of the Skin (+8 hours)
5. Chemical Peels: Very Superficial and Superficial (+15 hours)
6. Emerging Techniques and Technologies in Basic Esthetics (+15 hours)
7. Other Facial Treatments – Extractions (+40 hours)

# BARBERING | COURSE

## GOALS, DESCRIPTIONS, AND REQUIREMENTS

Barbering Course Topics	Hours	Operations
Anatomy and Physiology	22	-
Microbiology	8	-
Implements, Tools and Equipment	5.5	-
Product Knowledge and Chemistry	9	-
Safe Usage, Safety Devices and Federal Regulations	14	-
Haircutting	480	240
Hairstyling	157.5	105
Shaving: Full Face and/or Head	80	40
Mustache, Beard Design and Detailing	60	120
Hair and Scalp Treatments	30	20
Facial Massage and Treatments	40	20
Career Development	20	-
Oregon Rules and Laws	20	-
<b>Total</b>	<b>946</b>	<b>545</b>

- Milady Standard Barbering Textbook and Workbook– 6th Edition
- Northwest College School of Beauty Student Kit
- Northwest College School of Beauty student smock

### *Grading Procedures*

Grades are given for both practical and theoretical work. Numeric grades are given in academics and attendance; pass/no pass is given in the clinic/lab.

The school uses a numerical grading system with 75% recognized as the minimum passing score. Satisfactory progress is based on a 75% cumulative grade point average for each month, which consists of academic and practical exams. Any test in which a student receives less than 75% must be retaken within two weeks after the student failed the test. A student is allowed to retake a failed examination, but the maximum score a student can receive on a retaken exam is 75%.

Northwest College School of Beauty uses the following basic grading scale for all academic grades:

- 75% and above = meeting satisfactory academic progress standard
- 74% or less = not meeting satisfactory academic progress standard

Northwest College School of Beauty grading scale is defined as:

**90 - 100 = A Outstanding Performance**  
**80 - 89 = B Very Good Performance**  
**75 - 79 = C Satisfactory Performance**  
**74 or Less = F Unsatisfactory Performance**

### *Rationale for Additional Barbering Hours*

We believe that the increased training hours make our students more prepared to enter the barbering industry and more employable, because they receive additional training in a variety of high demand barbering services.

With those 160 additional training hours, Northwest College School of Beauty has increased the training hours in the following learning modules:

1. Haircutting (+160 hours)

### *Level: Basic*

*Barbering Course Outline: 946*

*Hours and 545 Operations*

### *Course Description*

The Barbering course of study contains units of instruction in draping, shampooing, rinsing, conditioning, properties of the hair and scalp, disorders and treatments of the skin/scalp/hair, facial massage and treatments, haircutting, hairstyling, artificial hair, and hairpieces, shaving, mustache/beard design, chemistry, anatomy, implements, tools, equipment, electricity, safety and sanitation, and career development. Upon successful completion of this course of study, the graduate will be eligible to apply for the Oregon Board of Cosmetology's written examination for an Oregon certificate in Barbering.

### *Educational Objectives*

Our courses are designed to teach the "entry-level" job skills training, technical knowledge, and personal attitudes necessary for a successful career in the cosmetology industry and prepare students for the state licensing examination.

The barbering course is structured to prepare graduates for entry-level employment as a barber.

### *Core Curriculum*

The course can be completed in 24 to 47 weeks based on the contract schedule. The list of hours above is derived from the state guide and is used to develop the curriculum. 160 additional training hours are included in the barbering program. Northwest College School of Beauty's Barbering Program exceeds the state's minimum hours and practical requirements.

### *Teaching and Learning Methods*

Academic and technical skills will be taught in sequential learning skill levels, which are based upon current industry services and performance techniques necessary for graduation, state certification and employment. Course topics will be presented through lesson plans, class lectures, technical manuals, guest speakers, technical demonstrations, digital learning platforms, and guided hands-on practice. After the successful completion of the first level (freshman) of technical training, students will also be assigned to the school's supervised clinic area where they will perform actual hair and barbering services on student salon clients.

### *Required Course Materials*

The following text and materials are purchased by the student from the school. These items are required to complete the training segments of the program successfully. Students are required to bring them every day.



# HAIR DESIGN, NAIL TECHNOLOGY, & ESTHETICS COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

Hair Design, Nail Technology & Esthetics Course Topics	Hours	Operations
Anatomy and Physiology	58	-
Microbiology	10	-
Implements, Tools and Equipment	38.5	-
Product Knowledge and Chemistry	56	-
Safe Usage, Safety Devices and Federal Regulations	30	-
Haircutting	320	160
Hairstyling	157.5	105
Chemicals	540	180
Shaving	5	10
Manicuring	40	20
Pedicuring	40	20
Artificial Nails	120	30
Esthetics Services	280	140
Other Facial Treatments	-	20
Makeup	40	20
Hair Removal	60	60
Career Development	20	-
Oregon Rules and Laws	20	-
<b>Total</b>	<b>1,835</b>	<b>765</b>

## *Level: Basic*

*Hair Design, Nail Technology, & Esthetics Course Outline: 1,835 Hours and 765 Operations*

### *Course Description*

The Hair Design, Nail Technology & Esthetics course of study contains units of instruction in draping, shampooing, rinsing, conditioning, properties of the hair and scalp, haircutting, hairstyling, chemical services such as haircoloring and chemical texture, artificial hair and hairpieces, shaving, mustache/beard trims, manicuring, pedicuring, nail wrap systems, nail tips, acrylic nail forms, artificial nail removal, artificial nail repairs, hand/foot massage, nail diseases/disorders, body treatments, facial massage, facial treatments, facial makeup, skin sciences, temporary hair removal including Brazilian waxing, light therapy, machines, chemistry, anatomy, implements, tools, equipment, electricity, safety and sanitation, and career development. Upon successful completion of this course of study, the graduate will be eligible to apply for the Oregon Board of Cosmetology's written examinations for Oregon certificates in Hair Design, Nail Technology & Esthetics.

### *Educational Objectives*

Our courses are designed to teach the "entry-level" job skills training, technical knowledge, and personal attitudes necessary for a successful career in the cosmetology industry and prepare students for the state licensing examination. The hair design, nail technology & esthetics course are structured to prepare graduates for "entry-level employment" as a hairstylist, nail technician and/or esthetician (cosmetologist).

### *Core Curriculum*

The course can be completed in 46 to 92 weeks based on a contract schedule. The list of hours above is derived from the state guide and is used to develop the curriculum.

### *Teaching and Learning Methods*

Academic and technical skills will be taught in sequential learning skill levels, which are based upon current industry services and performance techniques necessary for graduation, state certification, and employment. Course topics will be presented through lesson plans, class lectures, technical manuals, guest speakers, technical demonstrations, digital learning platforms and guided hands-on practice.

After the successful completion of the first level (freshman) of technical training, students will also be assigned to the school's supervised clinic area where they will perform actual hair, nail, and cosmetic services on student salon clients. The following text and materials are purchased by the student from the school.

These items are required to complete the training segments of the program successfully. Students are required to bring them every day.

- Milady Standard Cosmetology Textbook and workbook– 13th Edition
- Milady Standard Nail Technology Textbook and workbook– 7th Edition
- Milady Standard Esthetics Textbook and Workbook– 12th Edition
- Northwest College School of Beauty Student Kit
- Northwest College School of Beauty student smock

# HAIR DESIGN, NAIL TECHNOLOGY, & ESTHETICS COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

## *Grading Procedures*

Grades are given for both practical and theoretical work. The school uses a numerical grading system with 75% recognized as the minimum passing score. Satisfactory progress is based on a 75% cumulative grade point average for each month, which consists of academic and practical exams. Any test in which a student receives less than 75% must be retaken within two weeks after the student failed the test. A student is allowed to retake a failed examination, but the maximum score a student can receive on a retaken exam is 75%.

Northwest College School of Beauty uses the following basic grading scale for all academic grades:

- 75% and above = meeting satisfactory academic progress standard
- 74% or less = not meeting satisfactory academic progress standard

Northwest College School of Beauty grading scale is defined as:

**90 - 100 = A Outstanding Performance**  
**80 - 89 = B Very Good Performance**  
**75 - 79 = C Satisfactory Performance**  
**74 or Less = F Unsatisfactory Performance**

# NAIL TECHNOLOGY & ESTHETICS | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

Nail Technology & Esthetics Course Topics	Hours	Operations
Anatomy and Physiology	36	-
Microbiology	6	-
Implements, Tools, and Equipment	21	-
Product Knowledge and Chemistry	25	-
Safe Usage, Safety Devices, and Federal Regulations	17	-
Machines	20	-
Advanced Topics and Treatments	8	-
Changes in Esthetics: Basic vs. Advanced	10	-
Physiology and Histology of the Skin	8	-
Chemical Peels: Very Superficial and Superficial	15	-
Emerging Techniques and Technologies in Basic Esthetics	15	-
Manicuring	40	20
Pedicuring	40	20
Artificial Nails	120	30
Esthetics Services	280	140
Makeup	40	20
Hair Removal	60	60
Other Facial Treatments	40	20
Career Development	20	-
Oregon Rules and Laws	20	-
<b>Total</b>	<b>841</b>	<b>310</b>

## *Level: Basic*

### *Nail Technology & Esthetics Course*

*Outline: 841 Hours and 310*

### *Operations*

#### **Course Description**

The Nail Technology & Esthetics course of study contains units of instruction in manicuring, pedicuring, nail wrap systems, nail tips, acrylic nail forms, artificial nail removal, artificial nail repairs, hand/foot massage, nail diseases/disorders, body treatments, facial massage, facial treatments, facial makeup, skin sciences, temporary hair removal including Brazilian waxing, light therapy, machines, chemistry, anatomy, implements, tools, equipment, electricity, safety and sanitation, and career development. Upon successful completion of this course of study, the graduate will be eligible to apply for the Oregon Board of Cosmetology's written examinations for Oregon certificates in Nail Technology & Esthetics.

#### **Educational Objectives**

Our courses are designed to teach the "entry-level" job skills training, technical knowledge, and personal attitudes necessary for a successful career in the cosmetology industry and prepare students for the state licensing examination.

The Nail Technology & Esthetics course is structured to prepare graduates for "entry-level" employment as a nail technician and esthetician.

#### **Core Curriculum**

The course can be completed in 21 to 42 weeks based on the contract schedule. The list of hours above is derived from the state guide and is used to develop the curriculum. 116 additional training hours are included in the nail technology & esthetics program.

Northwest College School of Beauty's Nail Technology & Esthetics Program exceeds the state's minimum hours and practical requirements.

#### **Teaching and Learning Methods**

Academic and technical skills will be taught in sequential learning skill levels, which are based upon current industry

services and performance techniques necessary for graduation, state certification, and employment. Course topics will be presented through lesson plans, class lectures, technical manuals, guest speakers, technical demonstrations, digital learning platforms, and guided hands-on practice. After the successful completion of the first level (freshman) of technical training, students will also be assigned to the school's supervised clinic area where they will perform actual nail, esthetics, and cosmetic services on student salon clients.

#### **Required Course Materials**

The following text and materials are purchased by the student from the school. These items are required to complete the training segments of the program successfully. Students are required to bring them every day.

- Milady Standard Nail Technology Textbook and Workbook– 7th Edition
- Milady Standard Esthetics Textbook and Workbook– 12th Edition
- Northwest College School of Beauty Student Kit

# NAIL TECHNOLOGY & ESTHETICS | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

- Northwest College School of Beauty student smock

## ***Grading Procedures***

Grades are given for both practical and theoretical work.

The school uses a numerical grading system with 75% recognized as the minimum passing score. Satisfactory progress is based on a 75% cumulative grade point average for each month, which consists of academic and practical exams. Any test in which a student receives less than 75% must be retaken within two weeks after the student failed the test. A student is allowed to retake a failed examination, but the maximum score a student can receive on a retaken exam is 75%.

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## ***Rationale for Additional Esthetics Hours***

We believe that the increased training hours make our students more prepared to enter the Esthetics industry and more employable because they receive additional training on a variety of high demand Esthetics services.

With those 116 additional training hours, Northwest College School of Beauty has increased the training hours in the following learning modules:

- Machines (+20 hours)
- Advanced Topics and Treatments (+8 hours)
- Changes in Esthetics: Basic vs. Advanced (+10 hours)
- Physiology and Histology of the Skin (+8 hours)
- Chemical Peels: Very Superficial and Superficial (+15 hours)
- Emerging Techniques and Technologies in Basic Esthetics (+15 hours)
- Other Facial Treatments – Extractions (+40 hours)



# HAIR DESIGN & ESTHETICS | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

Hair Design & Esthetics Course Topics	Hours	Operations
Anatomy and Physiology	40	-
Microbiology	8	-
Implements, Tools and Equipment	32.5	-
Product Knowledge and Chemistry	48	-
Safe Usage, Safety Devices and Federal Regulations	23	-
Haircutting	320	160
Hairstyling	157.5	105
Chemicals	540	180
Shaving	5	10
Esthetics Services	280	140
Other Facial Treatments	-	20
Makeup	40	20
Hair Removal	60	60
Career Development	20	-
Oregon Rules and Laws	20	-
<b>Total</b>	<b>1,594</b>	<b>695</b>

## *Level: Basic*

### *Hair Design & Esthetics Course*

#### *Topics Outline:*

*1,594 Hours and 695 Operations*

#### **Course Description**

The Hair Design & Esthetics course of study contains units of instruction in draping, shampooing, rinsing, conditioning, properties of the hair and scalp, haircutting, hairstyling, chemical services such as haircoloring and chemical texture, artificial hair, and hairpieces, shaving, mustache/beard trims, shaving, body treatments, facial massage, facial treatments, facial makeup, skin sciences, temporary hair removal including Brazilian waxing, light therapy, machines, chemistry, anatomy, implements, tools, equipment, electricity, safety and sanitation, and career development. Upon successful completion of this course of study, the graduate will be eligible to apply for the Oregon Board of Cosmetology's written examinations for Oregon certificates in Hair Design & Esthetics.

#### **Educational Objectives**

Our courses are designed to teach the "entry-level" job skills training, technical knowledge, and personal attitudes necessary for a successful career in the cosmetology industry and prepare students for the state licensing examination. The Hair Design & Esthetics course is structured to prepare graduates for entry-level employment as a hairstylist and esthetician.

#### **Core Curriculum**

The course can be completed in 40 to 64 weeks based on the contract schedule. The list of hours on the left is derived from the state guide and is used to develop the curriculum.

#### **Teaching and Learning Methods**

Academic and technical skills will be taught in sequential learning skill levels, which are based upon current industry services and performance techniques necessary for graduation, state certification, and employment. Course topics will be presented through lesson plans, class lectures, technical manuals, guest speakers,

technical demonstrations, digital learning platforms, and guided hands-on practice. After the successful completion of the first level (freshman) of technical training, students will also be assigned to the school's supervised clinic area where they will perform actual hair, esthetic, and cosmetic services on student salon clients.

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# HAIR DESIGN & ESTHETICS | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

## *Grading Procedures*

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- Physiology and Histology of the Skin (+8 hours)
- Chemical Peels: Very Superficial and Superficial (+15 hours)
- Emerging Techniques and Technologies in Basic Esthetics (+15 hours)
- Other Facial Treatments – Extractions (+40 hours)

# COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS CONTINUED

## *Cleanliness and Sanitation*

Each student will be responsible for his or her own workstation, including its cleanliness, general sanitation, and preparedness for use. Each student must clean everything he or she has used that day before leaving the school.

The following sanitation and cleanliness guidelines must be adhered to at all times:

### *Workstation and Equipment*

- Students must leave their workstation and equipment in a clean and orderly condition. All equipment must be ready for use when students arrive on the next school day.
- Students are required to clean their mirrors, wipe down their counter tops and chairs (including bases), and sweep the entire area surrounding and under their stations. All equipment implements and/or supplies that belong to the school (that students have used) must be cleaned, disinfected and returned to their proper places.

### *Implements*

- All implements must be sanitized and disinfected according to Oregon Safety and Sanitation Rules.

### *Supplies*

- Any supplies used in common areas must be returned to their proper place and left in a clean and orderly condition, including books, mannequins, clamps, etc.
- All books, texts, and personal possessions must be stored in each student's locker individually. Stations should have nothing on top of them.

### *Common Areas*

- Everyone is obligated to maintain common areas at all times. In the school, this includes the reception area, dryer area, dispensary, student breakroom, hallway, shampoo area and locker areas.

- With everyone cooperating in this manner, the people who are the last to leave have only their own workstations and items that they have been using to clean.

### *Dispensary Duty Assignments*

- Students will be given dispensary duty assignments. No one will be excused from hair, nail, or facial services for any reason. If the student assigned is absent or cannot for some reason participate, the student will not be reassigned until his or her name comes up again on the roster. A student will not graduate until the required rotation in dispensary is completed. Dispensary rotations also count toward the Safety and Sanitation training required by the State of Oregon. It is imperative that students have this experience if they are to compete in today's job market.

### *Dispensary Duties to Be Performed*

- Check sanitizer and disinfectant. It must be made up at all times and must be kept clean.
- Wash, dry, fold and put away towels. Use one scoop of detergent for each load. Collect soiled towels throughout the day and remind students to bring in soiled implements to dispensary when not in use, especially in the afternoon. All dispensary duties should be caught up by 4:00 p.m. and 9:00 p.m.
- Assist instructor and student operator with mixing and preparing all color formulas. Use only old, stained towels for all color services.
- Keep all shelves and drawers clean and organized. Each week, on Thursday or Friday, an inventory sheet will be handed out for this purpose.
- Keep the back bar clean and fill shampoo, conditioner, facial kits, waxing kits, and nail kits, as necessary.

- Wash, dry, and put away all color bowls, bottles, etc. Each student is to remove hair from his or her own combs, brushes, and perm rods before placing them in the dispensary. Wash and dry plastic bags used for perming.
- Sweep and damp mop each evening and place a clean bag in the can.

*Please refer to the catalog insert for program availability at each campus.*

# PROGRAM COST APPENDIX

## Northwest College School of Beauty Program Costs

Program	Tuition	Kit	Books	Registration Fee	Total
Hair Design, Nail Technology & Esthetics (1,835 hours)	\$ 17,300	\$ 3,377	\$ 1,659	\$ 100	\$22,436.00
Hair Design & Esthetics (1,594 hours)	\$ 17,100	\$ 2,652	\$ 1,129	\$ 100	\$20,981.00
Nail Technology & Esthetics (841 hours)	\$ 10,500	\$ 1,725	\$ 1,129	\$ 100	\$13,454.00
Hair Design (1,150 hours)	\$ 15,000	\$ 1,652	\$ 599	\$ 100	\$17,351.00
Barbering (946 hours)	\$ 15,000	\$ 1,713	\$ 599	\$ 100	\$17,412.00
Nail Technology (281 hours)	\$ 7,000	\$ 725	\$ 599	\$ 100	\$8,699.00
Esthetics (600 hours)	\$ 9,100	\$ 1,000	\$ 599	\$ 100	\$10,524.00
*Advanced Esthetics (725 hours)	\$ 14,900	\$ 1,050	\$ 1,100	\$ 100	\$17,150.00
Teacher Training (1,000 hours)	\$ 10,500	N/A	\$ 300	\$ 100	\$10,900.00

\*Advanced Esthetics is only offered at Northwest College School of Beauty's Tualatin, Springfield and Medford, Oregon Campuses.





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NORTHWEST COLLEGE  
SCHOOL OF BEAUTY

[www.nwcollege.edu](http://www.nwcollege.edu)

**Beaverton Campus**

4200 SW Watson Avenue  
Beaverton, Oregon 97005  
503-649-1388

**Clackamas Campus**

8307 SE Monterey Avenue  
Happy Valley, Oregon 97086  
503-659-2834

**Hillsboro Campus**

1049 SW Baseline Road, Suite E  
Hillsboro, Oregon 97123  
503-844-7320

**Medford Campus**

2241 Tower East  
Medford, Oregon 97504  
541-772-8937

**Springfield Campus**

3150 Gateway Loop  
Springfield, Oregon 97477  
541-344-0397

**Tualatin Campus**

8345 SW Nyberg Street  
Tualatin, Oregon 97062  
503-218-2265

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