

**Pursing Your Passion with Purpose**

**A Certificate of Completion from The Fuqua Institute of Beauty Culture Can Be a Life Changing Experience. Many Doors Can Open for You to Have a Very Rewarding Future, Exciting Career and Financial Stability!!**

**Have You Always Had a Love for The Beauty Industry? Do You Love to Help People Look Good and Feel Better About Themselves?**

**“THE BEAUTY CULTURE INDUSTRY COULD BE THE ANSWERS TO YOUR DREAMS”**

Can You Make a Commitment Towards a Successful Career and Complete All Licensing Requirements?

Will You Enjoy Dealing with The Public and Working Hard to Meet Your Client’s Needs?

Will You Be Committed to Keeping Up with The Latest Fashion Trends and Techniques?

Can You Go The “Extra Mile” And Do What It Takes to Build a Loyal Clientele?

**GRADUATION RATE: 77.00%**

**PLACEMENT RATE: 100.00%**

**LICENSURE RATE: 100.00%**

 Revised:3/22

**MISSION STATEMENT**

The Fuqua Institute of Beauty Culture focuses on empowering students to evolve, while ensuring that each student has the necessary skills and knowledge to successfully compete in the Beauty Culture Industry. Our mission is to ensure that each student is accommodated with the necessary skills and comprehensive knowledge to overcome inner and outer challenges. The Fuqua Institute of Beauty Culture instills refinement with an emphasis on education resources and development for an exciting career.

**ADMISSIONS REQUIREMENTS – COSMETOLOGY, BARBER, MANICURIST, ESTHETICS, AND EDUCATORS**

Admission is limited to individuals who are at least 18 years old and have:

* A high school diploma, or
* Its equivalent, or
* a GED, or
* A state recognized home school certificate.
* A photo I.D.
* Social Security Card
* Out of Country, home school, or any foreign diploma must have proof that it is legal.

The Indiana State Board of Cosmetology and Barber Examiners require applicants for the board examination to have the minimum education requirement of High School Diploma or GED, and be at least 18 years of age.

**∗ The Manicurist Program is 450 hours of training required by the Indiana State Board of Cosmetology and Barber Examiners. The Fuqua Institute of Beauty Culture requires the completion of 650 hours of training for the Manicurist Program. In an effort to be consistent and through with our training, we felt it was necessary to increase the training hours.**

**ADMISSIONS REQUIREMENTS – EDUCATORS**

* Successful completion of the Cosmetology, Barber, Manicurist or Esthetics program.
* Six months salon experience in your field to return for Educator License.
* Must present Non-expired Professional State License
* A photo I.D.
* Social Security Card

**ADMISSIONS REQUIREMENTS- CROSSOVER**

* Successful completion of the Cosmetology, Barber, Manicurist or Esthetics Program.
* Must have high school diploma or its equivalent.
* Must present Non-expired Professional State License
* A photo I.D.
* Social Security Card

**ADMISSIONS REQUIREMENTS- BRUSH-UP**

* Must provide Official Transcript that shows clock hours has been completed.
* Must have high school diploma or its equivalent.
* A photo I.D.
* Social Security Card

**ADMISSIONS REQUIREMENTS- TRANSFER**

* Must provide Official Transcript that shows clock hours completed.
* Must have high school diploma or its equivalent.
* A photo I.D.
* Social Security Card
* Clock hours excepted is at Owner of Institution’s Discretion

**ADMISSIONS REQUIREMENTS-RE-ENTRY**

* Contract Addendum filled out with new contract end date.
* $500.00 Re-entry Fee/ Not Applied towards tuition

**LANGUAGE**

All programs are taught in English.

**ENROLLMENT**

Open enrollment begins one month after the pervious class start date. Students may enroll at any time during regular school hours Monday thru Friday between 8:00 a.m.-5:00 p.m. No Saturday Enrollments.

**AGE**

The State Board of Cosmetology and Barber Examiners requires students to be at least 18 years of age at the time the State Board Examination is taken, however, we enroll students over the age of 50. As you can see, age is no barrier.

**COSMETOLOGY COURSE:**

Standard Occupational Classification Code SOC Code: 39-5012.00

<http://www.onetonline.org/link/summary/39-5012.00>

The complete course is 1500 hours in length. It can be completed in 69 weeks if you attend Part-time at least 26 hours a week or 55 weeks if you attend Full-time at least 30 hours a week. The primary objective of this course is to prepare students for the state licensing examination and to train them in job marketable skills. All units of instruction include theory, practical demonstrations, lectures, and practice. Records of progress are maintained on all students.

**CAREER OPPORTUNITES – COSMETOLOGY**

Choosing the right career is all-important. You want one that offers financial security, independence, and personal fulfillment.

Some careers/job titles/nature of occupations stemming from cosmetology training are:

Cosmetologist/Hair Stylist Hair Color Technician

Beauty Salon Owner/Manager Stylist Chemical Services Technician

Makeup Artist Skin, Scalp and/or Hair Technician

Color Analyst Manicurist

Manufacturer’s Representative Endless other opportunities…

**BARBER COURSE:**

Standard Occupational Classification Code SOC Code: 39-5011.00

<http://www.onetonline.org/link/summary/39-5011.00>

The barber course is 1500 hours in length. It can be completed in 69 weeks if you attend Part-Time at least 26 hours a week or in 55 weeks if you attend 30 hours a week. The primary objective of this course is to prepare students for the state licensing examination and to train them in job and practice. Records of progress are maintained on all students.

**CAREER OPPORTUNITUES – BARBER**

Choosing the right career is all-important. You want one that offers financial security, independence, and personal fulfillment.

Some careers/job titles/nature of occupations stemming from barber training are:

Barber/Stylist/Master Barber Hair Color Technician

Barber Shop Owner/Manager Chemical Service Technician

Color Analyst Manufacturer’s Representative

Endless other opportunities…

**MANICURIST COURSE:**

Standard Occupational Classification Code SOC Code: 39-5092.00

<http://www.onetonline.org/link/summary/39-5092.00>

The manicurist course is 650 hours in length. It is completed in 30 weeks if you attend Part-Time at least 26 hours a week or 24 weeks if you attend Full-Time at least 30 hours a week. The primary objective of this course is to prepare students for the state licensing examination and to train them in job practices. Records of progress are maintained on all students.

**CAREER OPPORTUNITUES – MANICURIST**

Choosing the right career is all important. You want one that offers financial security, independence and personal fulfillment.

Some careers/jobs titles/nature of occupations stemming from manicurist training are:

Manicurist Distributor Sales Representative

Salon Management Beauty School Educator

Salon Owner Product Educator

Endless Other Opportunities…..

**ESTHETICS TRAINING COURSE:**

Standard Occupational Classification Code SOC Code: 39-5094.00

<http://www.onetonline.org/link/summary/39-5094.00>

The esthetics course is 750 hours in length. It is completed in 35 weeks if you attend Part-Time at least 26 hours a week or 28 weeks if you attend Full-Time at least 30 hours a week. The primary objective of this course is to prepare students for the state licensing examination and to train them in job practices. Records of progress are maintained on all students.

**CAREER OPPORTUNITIES – ESTHETICS**

Choosing the right career is all important. You want one that offers financial security, independence and personal fulfillment.

Some careers/jobs titles/nature of occupations stemming from esthetics training are:

Esthetician Spa Owner

Medical Esthetician Endless Other Opportunities….

Make-up Artist

Manufacture Representative

**EDUCATORS COURSE:**

Standard Occupational Classification Code SOC Code: 25-1194.00

<http://www.onetonline.org/link/summary/25-11994.00>

The complete course is 1000 hours in length. It can be completed in 46 weeks if you attend Part-Time at least 26 hours a week or 37 weeks if you attend Full-Time at least 30 hours a week. The primary objective of this course is to prepare students for the state licensing examination and to train them in job marketable skills. All units of instruction include theory, practical demonstrations, lectures, and practice. Records of progress are maintained on all students.

**CAREER OPPURTUNITES – EDUCATORS**

Choosing the right career is all-important. You want one that offers financial security, independence, and personal fulfillment.

Some careers/job titles/nature of occupations stemming from cosmetology/barber teacher training are:

Instructor/Cosmetology Instructor/Barber Instructor, (depending on primary license)

Beauty or Barber School Owner/Manager Curriculum Design Specialist

Training Specialist for a Manufacturer Manufacturer’s Representative

Endless Other Opportunities…

**UNITS OF INSTRUCTION – COSMETOLOGY/ VIRTUAL**

The following is a list of the units of instruction for the cosmetology course. To the right of each unit is the number of hours devoted to each unit. Theory and practice are integrated throughout the 1500 hours.

|  |  |  |  |
| --- | --- | --- | --- |
| **UNITS** | **THEORY and Demonstration HOURS** | **SANATATION AND ACTUAL PRACTICE HOURS** | **TOTAL HOURS** |
| Hair Cutting | 100 | 175 | 275 |
| Sanitation | 40 |  | 40 |
| Statutes and Rules | 10 |  | 10 |
| Salesmanship and Professionalism | 5 | 5 | 10 |
| Management and Working in The Profession |  | 10 | 10 |
| Manicuring | 5 | 25 | 30 |
| Pedicuring | 5 | 15 | 20 |
| Hair Removal (Waxing) | 5 | 10 | 15 |
| Anatomy and Physiology | 5 |  | 5 |
| Skin | 5 |  | 5 |
| Hair | 5 |  | 5 |
| Electricity | 5 |  | 5 |
| Chemistry | 10 |  | 10 |
| Shampooing | 5 | 30 | 35 |
| Scalp Treatments | 10 | 10 | 20 |
| Facials and Makeup | 20 | 45 | 65 |
| Hair Coloring | 40 | 150 | 190 |
| Texture Services, Permanent Waving and Chemical Relaxing | 70 | 250 | 320 |
| Hair Styling | 70 | 210 | 280 |
| Discretionary Hours | 150 |  | 150 |
| Totals | 565 | 935 | 1500 |

Discretionary Hours for **ALL** programs include: How to Seek Employment, Professional Standards and Guest Speakers

**UNITS OF INSRTUCTION – BARBER/ VIRTUAL**

The following is a list of the units of instruction for the barber course. To the right of each unit is the number of hours devoted to each unit. Theory and practical are integrated throughout the 1500 hours.

|  |  |  |  |
| --- | --- | --- | --- |
| **Units** | **Theory and Demonstration Hours** | **Actual Practice Hours** | **Total Hours** |
| Orientation | 6 Hrs. |  | 6 Hrs. |
| Bacteriology & Sanitation | 40 Hrs. | 80 Hrs. | 120 Hrs. |
| Statue & Rules | 20 Hrs. |  | 20 Hrs. |
| Salesmanship | 5 Hrs. | 74 Hrs. | 79 Hrs. |
| Business Management | 10 Hrs. |  | 10 Hrs. |
| Skin | 10 Hrs. |  | 10 Hrs. |
| Hair | 10 Hrs. |  | 10 Hrs. |
| Facials & Massage | 20 Hrs. | 25 Hrs. | 45 Hrs. |
| Hair Styling | 75 Hrs. | 150 Hrs. | 225 Hrs. |
| Electricity & Light Therapy | 10 Hrs. |  | 10 Hrs. |
| Chemistry | 10 Hrs. |  | 10 Hrs. |
| Shampoo/Massage | 20 Hrs. | 50 Hrs. | 70 Hrs. |
| Scalp Treatment | 10 Hrs. | 25 Hrs. | 35 Hrs. |
| History of Barbering | 10 Hrs. |  | 10 Hrs. |
| Shaving/Shaping | 20 Hrs. | 25 Hrs. | 45 Hrs. |
| Honing & Stropping | 15 Hrs. |  | 15 Hrs. |
| Personal Hygiene/Professional Ethics | 10 Hrs. |  | 10 Hrs. |
| Equipment Care | 10 Hrs. |  | 10 Hrs. |
| Hair Coloring | 60 Hrs. | 70 Hrs. | 130 Hrs. |
| Permanent Wave & Relaxers | 55 Hrs. | 210 Hrs. | 265 Hrs. |
| Hair Cutting | 100 Hrs. | 200 Hrs. | 300 Hrs. |
| Anatomy & Physiology | 5 Hrs. |  | 5 Hrs. |
| Hairpieces (full, partial, facial) | 50 Hrs. |  | 50 Hrs. |
| Job Interviews | 10 Hrs. |  | 10 Hrs. |
| Totals | 591 Hrs. | 909 Hrs. | 1500 Hrs. |

**UNITS OF INSTRUCTON- ESTHETICS/ VIRTUAL**

The following is a list of the units of instruction for the Esthetics course. To the right of each unit is the number of hours devoted to each unit. Theory and practice are integrated throughout 750 hours.

|  |  |  |  |
| --- | --- | --- | --- |
| **Units** | **Theory and Demonstration Hours** | **Actual Practice Hours** | **Total Hours** |
| Chemistry of Skin Care | 15 Hrs. | 25 Hrs. | 40 Hrs. |
| Physiology and Histology | 30 Hrs. | 30 Hrs. | 60 Hrs. |
| Bacteriology, Disinfection, Sterilization and Sanitization | 15 Hrs. | 20 Hrs. | 35 Hrs. |
| Introduction and Operation to Skin Care Machinery | 20 Hrs. | 30 Hrs. | 50 Hrs. |
| Introduction to Skin Care | 15 Hrs. | 30 Hrs. | 45 Hrs. |
| Skin Care | 35 Hrs. | 120 Hrs. | 155 Hrs. |
| Make Up | 15 Hrs.  | 40 Hrs. | 55 Hrs. |
| Hair Removal | 15 Hrs. | 55 Hrs. | 70 Hrs. |
| Introduction to Advanced Spa Techniques | 30 Hrs. | 20 Hrs. | 50 Hrs. |
| Safety Precautions | 30 Hrs. | 40 Hrs. | 70 Hrs. |
| Professional Personality Development | 20 Hrs. |  | 20 Hrs. |
| Salesmanship, Marketing, Salon Management, Retailing | 25 Hrs. | 20 Hrs. | 45 Hrs. |
| State Statutes Rules | 10 Hrs. |  | 10 Hrs. |
| **Discretionary Hours 70 Hrs.** | 70 Hrs. |  | 70 Hrs. |
| Totals | 320 Hrs. | 430 Hrs. | 750 Hrs. |

**UNITS OF INSTRUCTION- MANICURISTS/ VIRTUAL**

The following is a list of the units of instruction for the Manicurists course. To the right of each unit is the number of hours devoted to each unit. Theory and practice are integrated throughout the 650 hours.

|  |  |  |  |
| --- | --- | --- | --- |
| **Units** | **Theory and Demonstration Hours** | **Actual Practice Hours** | **Total Hours** |
| Orientation | 5 Hrs. |  | 5 Hrs. |
| Sanitation | 50 Hrs. |  | 50 Hrs. |
| Anatomy and Disorders | 45 Hrs. |  | 45 Hrs. |
| Rules and Statutes | 30 Hrs. |  | 30 Hrs. |
| Nail Techniques and Sanitation | 40 Hrs. | 180 Hrs. | 220 Hrs. |
| Manicuring | 20 Hrs. | 60 Hrs. | 80 Hrs. |
| Pedicuring | 20 Hrs. | 25 Hrs. | 45 Hrs. |
| Chemistry | 20 Hrs. |  | 20 Hrs. |
| Salesmanship | 10 Hrs. | 20 Hrs. | 30 Hrs. |
| Electric Drill/File | 40 Hrs. | 40 Hrs. | 80 Hrs. |
| Discretionary | 45 Hrs. |  | 45 Hrs. |
| Total | 325 Hrs. | 325 Hrs. | 650 Hrs. |

**UNITS OF INSTRUCTION – EDUCATORS/ VIRTUAL**

The following is a list of the units of instruction for the Educators course. To the right of each unit is the number of hours devoted to each unit. Theory and practice are integrated throughout the 1000 hours.

|  |  |  |  |
| --- | --- | --- | --- |
| **UNITS** | **Theory and Demonstration Hours** | **Actual Practice Hours** | **Total Hours** |
| Orientation and Review of Pertinent Curriculum | 50Hrs. | 100 Hrs. | 150 Hrs. |
| Introduction to teaching | 60 Hrs. |  | 60 Hrs. |
| Course Outline & Development | 160 Hrs. | 170 Hrs. | 330 Hrs. |
| School Administration | 30 Hrs. | 20 Hrs. | 50 Hrs. |
| Assisting in the Clinic & Theory Classrooms |  | 150 Hrs. | 150 Hrs. |
| Practice teaching in the clinic and theory classroom |  | 260 Hrs. | 260 Hrs. |
| Totals | 300Hrs. | 700 Hrs. | 1000 Hrs. |

**UNITS OF INSTRUCTION- CROSSOVER COSMETOLOGY/ VIRTUAL**

The following is a list of the units of instruction for the Crossover Cosmetology course. To the right of each unit is the number of hours devoted to each unit. Theory and practice are integrated throughout the 750 hours.

|  |  |  |  |
| --- | --- | --- | --- |
| **Units** | **Theory and Demonstration Hours** | **Actual Practice Hours** | **Total Hours** |
| Hair Cutting | 50 | 75 | 125 |
| Sanitation | 20 | 5 | 25 |
| Statutes and Rules | 5 |  | 5 |
| Salesmanship | 5 | 5 | 10 |
| Management | 10 |  | 10 |
| Manicuring | 5 | 15 | 20 |
| Pedicuring | 5 | 5 | 10 |
| Hair Removal (Waxing) | 5 | 5 | 10 |
| Eyebrow | 5 | 5 | 10 |
| Upper Lip | 5 | 5 | 10 |
| Chin Area | 5 | 5 | 10 |
| Anatomy and Physiology | 5 |  | 5 |
| Skin | 5 |  | 5 |
| Hair | 5 |  | 5 |
| Electricity | 5 |  | 5 |
| Chemistry | 5 | 10 | 15 |
| Shampooing | 5 |  | 5 |
| Scalp Performances | 5 | 5 | 10 |
| Facials and Makeup | 10 | 20 | 30 |
| Hair Coloring | 35 | 115 | 150 |
| Texture Services | 15 | 40 | 55 |
| Hair StylingIncludes Wet and Thermal Set, Hair Waving, Hair Pressing, Hair Braiding and Finger Waves | 40 | 105 | 145 |
| Discretionary Hours | 75 |  | 75 |
| Totals | 330 Hours | 420 Hours | 750 Hours |

**UNITS OF INSTRUCTION- CROSSOVER BARBER/ VIRTUAL**

The following is a list of the units of instruction for the Crossover Barber course. To the right of each unit is the number of hours devoted to each unit. Theory and practice are integrated throughout the 750 hours.

|  |  |  |  |
| --- | --- | --- | --- |
| **Units** | **Theory and Demonstration Hours** | **Actual Practice Hours** | **Total Hours** |
| Sanitation, Bacteriology and Sterilization | 20 |  | 20 |
| Laws and Rules | 10 |  | 10 |
| Salesmanship |  | 10 | 10 |
| Management | 5 |  | 5 |
| Skin | 5 |  | 5 |
| Hair | 5 |  | 5 |
| Facials | 10 | 15 | 25 |
| Hair StylingIncludes Air Waving, Finger waving, and Thermal Curling | 20 | 70 | 90 |
| Electricity/Light Therapy |  |  |  |
| High Frequency | 5 |  | 5 |
| UV/Infrared | 5 |  | 5 |
| Chemistry |  |  |  |
| Shampoo/Massage | 10 | 25 | 35 |
| Scalp Treatment | 5 | 15 | 20 |
| History of Barbering | 5 |  | 5 |
| Shaving/ShapingIncludes Mustache and Beard | 10 | 15 | 25 |
| Honing and Stropping | 10 |  | 10 |
| Personal Hygiene/Professional Ethics | 5 |  | 5 |
| Equipment Care | 5 |  | 5 |
| Hair Coloring |  |  |  |
| Semipermanent | 30 | 40 | 70 |
|  |  |  |  |
| Permanent | 30 | 105 | 135 |
| Permanent Waving and Chemical Relaxing | 50 | 100 | 150 |
| Haircuts |  |  |  |
| Anatomy and Physiology | 10 |  | 10 |
| Hairpieces (Full, Partial, Facial) | 25 |  | 25 |
| Discretionary Hours | 25 | 50 | 75 |
| Totals | 305 | 445 | 750 |

Cont.

**UNITS OF INSTRUCTION- CROSSOVER ESTHETICS/ VIRTUAL**

The following is a list of the units of instruction for the Crossover Esthetics course. To the right of each unit is the number of hours devoted to each unit. Theory and practice are integrated throughout the 350 hours.

|  |  |  |  |
| --- | --- | --- | --- |
| **Units** | **Theory and Demonstration** | **Sanitation and Actual Practice** | **Total Hours** |
| Chemistry of Skin Care | 10 | 10 | 20 |
| Physiology and Histology | 15 | 10 | 25 |
| Bacteriology, Disinfection, Sterilization and Sanitation | 7 | 10 | 17 |
| Introduction and Operation to Skin Care Machinery  | 10 | 15 | 25 |
| Introduction to Skin Care | 10 | 15 | 25 |
| Skin Care | 10 | 50 | 60 |
| Make Up | 5 | 20 | 25 |
| Hair Removal | 10 | 30 | 40 |
| Introduction to Advance Spa Techniques | 5 | 13 | 18 |
| Safety Precautions | 5 | 10 | 15 |
| Professional Personality Development | 13 | 0 | 13 |
| Salesmanship, Marketing, Salon Management, Retailing | 15 | 10 | 25 |
| State Statutes Rules | 7 | 0 | 7 |
| **Discretionary Hours 70 Hrs.** | 35 | 0 | 35 |
| **Totals** | 157 | 193 | 350 |

**GENERAL FACILITLIES AND EQUIPMENT**

The school has a large performance area containing shampoo basins, workstations, dryers, and a dispensary. A separate area is provided for esthetics and manicurist.

The school is equipped with a reference library, audio and visual aids in the classrooms, and is a smoke-free environment.

The school has easy access to public transportation.

**GRADING SYSTEM – COSMETOLOGY, BARBER, MANICURIST, ESTHETICS, EDUCATORS**

Written exams are given following each section covered in the theory class. Exams are scored, based upon the percentage of correct answers. That score is then applied to the following scale.

 100 A+ EXCELLENT

 99.99 – 95 A EXCELLENT

 94.99 – 90 B GOOD

 89.99 – 80 C AVERAGE

 79.99 – 75 D BELOW AVERAGE

 74.99 – 0 F FAILING

While all practical work is evaluated to see that it is satisfactory; actual grades are assessed to a student’s practical work by periodic evaluations. Each service is broken down into various components which must be done correctly in order to receive the portion of points attributed to that component. The student’s grade is computed based upon the percentage of the total points available that the student receives. The percentage grade is then applied to the following scale.

 100 A+ EXCELLENT

 99.99 – 95 A EXCELLENT

 89.99 – 80 C AVERAGE

 79.99 – 75 D BELOW AVERAGE

 74.99 – 0 F FAILING

Practical evaluations are done at the end of the freshman program, and prior to graduation. Additionally, periodic evaluations are done on practical and lab work.

For the Educator program, the practical portion of this course is the actual teaching of theory and demonstrating of practical work. It is therefore, this teaching and demonstrating that is evaluated for a practical grade.

Cont.

While all classes are periodically evaluated to see that they are satisfactory; actual grades are assessed to a student’s practical work by periodic evaluations. Each class is broken down into various components which must be taught correctly in order to receive the portion of points attributed to that component. The student’s grades are computed based upon the percentage of the total points available that the student receives. The percentage grade is then applied to the same scale.

All students have access to their files. Releasing information about an individual student will only be done if the student has granted permission and signed an agreement. Files will be released to Student or Parents/Guardian of dependent minors.

The Institute does provide access of student and other school records to its accrediting agency.

**GRADUATION REQUIREMENTS:**

Students must have completed the required clock hours, met all practical requirements, passed all course examinations (minimum passing score is 87%), and pass both the written and the practical final examination with at least an 87% average, and successfully complete the State Board written examination. Tuition and fees must also be paid in full.

Upon completion of the course and satisfaction of all graduation requirements the student is awarded a certificate of completion which certifies that all of the above listed requirements have been met.

**LICENSURE REQUIREMENTS – EDUCATOR**

To receive a license as an Educator, the State Board of Cosmetology and Barber Examiners requires the completion of an Educator’s Course. Furthermore, the applicant for the Beauty Culture Educators license requires prior work experience in a shop or salon, and an Active License in the field that you want to be an Educator in.

**WITHDRAWAL POLICY**

The student has the right to withdraw at any time. If a student wishes to withdraw, a signed dated withdrawal notice indicating the date of withdrawal should be delivered to the school. Once the student is determined to have withdrawn, the school will calculate and remit any applicable refund.

**INSTITUTIONAL REFUND POLICY**

1. Any monies due the applicant or student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
2. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid.
3. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three business days of the signing of the enrollment agreement or contract. In this case all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student has actually started training.
4. A student cancels his/her contract after three business days after signing, but prior to entering classes. In this case, he/she shall not be entitled to a refund of application fee of $100.00 for Cosmetology, Barber, Manicurist, Esthetics, Educator, Crossover Cosmetology, Barber, Esthetics and Brush-Up.
5. A student notifies the institution of his/her withdrawal;
6. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date that student notifies the institution that the student will not be returning; or
7. A student is expelled by the school.
8. In type 2, 3, 4 or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark of written notification, or the date said information is delivered to the school administrator/owner in person.
9. Any monies due a student who unofficially or unofficially withdraws from the institution shall be refunded within 30 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals must be monitored and determined by the institution at the times it normally monitors attendance but at a minimum, once a week.
10. For students who enroll in and begin classes, the following schedule of tuition adjustment will be consider to meet the minimum standards for refunds. All refunds are based on scheduled hours per contract, not actual hours.

Minimum Tuition Adjustment Schedule

|  |  |
| --- | --- |
| **Percentage Length Completed to Total Length of Program or Course** | **Amount of Total Tuition Owed to The School** |
| 0.01% to 4.9% | 20% |
| 5% to 9.9% | 30% |
| 10% to 14.9% | 40% |
| 15% to 24.9% | 45% |
| 25% to 49.9% | 70% |
| 50% and over | 100% |

Enrollment time is defined as the number of hours a student is scheduled to complete from the actual start date and the date of the student’s last day of physical attendance in the school. Any monies due to the applicant or student shall be refunded within 30 days of formal cancellation by the student as defined in item #2, or formal termination by the school, which shall occur no more than 14 days from the last day of physical attendance, or in case of a leave of absence, the documented date of return.

The tuition a student owes the school accounts for any absence time that occurs during the student’s enrollment period/ scheduled hours according to contract.

1. Application fee, textbooks, kits, manuals, and locker fee are not included in refund computation. Tuition fees are refundable on scheduled hours only.
2. Student and school have a complete description of services the school is to furnish for which student is to pay. Description as to classes and hours, conduct and schedules may be augmented by bulletins and other notices furnished to the student by the school. The school is operated on a continuous basis throughout the year.
3. If a student withdraws from classes or their enrollment is terminated by the school a termination/withdrawal fee of $100.00 will be charged to the student by the school.
4. If the school is permanently closed and no longer offering instruction after a student has enrolled and instruction has begun, the student shall be entitled to a pro rata refund of tuition.
5. If a course is canceled subsequent to a student enrollment and before instruction in the course and/or program has begun, the school shall at its option:
6. Provide a full refund of all monies paid; or
7. Provide completion of the course.
8. Collection procedures reflect good taste and sound ethical business practices. Collection correspondence regarding settlement from the institution, collection agencies, lawyers or any other third party representing the institution clearly acknowledge the existence of the withdrawal and settlement policy.
9. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
* Provide a pro rated refund for all students transferring to another school based on the hours accepted by the receiving school; or
* Provide completion of the course and/or program; or
* Participate in a Teach-Out Agreement; or
* Provide a full refund of all monies paid
1. Refund Policy for Brush-Up Program
* Everyone does at least 300 hours and pay as you go. There is no refund as all hours completed are on a pay as you go basis.
1. Refund Policy for Crossover Program
* Refund for any Crossover program is for any hours you have to complete which is half of the program. You must pay for all hours that you have completed before any refund money will be issued.

**EMPLOYMENT ASSISTANCE**

Placement assistance is available at the time of graduation or at any time in the future. The school assists students with construction and review of their resume. Graduates are assisted in locating prospective salons, finding the correct contact person, setting up interviews and interview follow-up. Assistance is provided to our graduates until it is no longer needed or upon request. Placement is not guaranteed.

**SCHOOL CALENDAR**

Classes start the 1st Monday of January, April, July and October. These start dates apply to **ALL** programs offered except Transfer and Brush-Up. Transfer and Brush-Up enrollees may begin class the week after they have enrolled. The school reserves the right to change the school calendar and/or add additional start dates if it should become necessary.

The school observes the following holidays: New Year’s Day, Day after New Year’s Day, Martin Luther King Day, Presidents Day, Earth Day, Day after Mother’s Day, Memorial Day, Day after Memorial Day, Day after Father’s Day, Juneteenth, Independence Day, Day after Independence Day, Labor Day, Day after Labor Day, Columbus Day, Veteran’s Day, Thanksgiving, Day after Thanksgiving, Christmas and Day after Christmas.

 (Optional) Vacation or Break 2 weeks of each year.

**SCHOOL HOURS PERFORAMCE FLOOR HOURS**

Monday: 8:00 a.m. - 8:00 p.m. 10:00 a.m. – 2:00 p.m.

Tuesday: 8:00 a.m. - 8:00 p.m. 10:00 a.m. – 5:30 p.m.

Wednesday: 8:00 a.m. - 6:00 p.m. 10:00 a.m. – 3:30 p.m.

Thursday: 8:00 a.m. - 8:00 p.m. 10:00 a.m. – 5:30 p.m.

Friday: 8:00 a.m. - 5:00 p.m. 9:00 a.m. – 2:00 p.m.

Saturday: 8:00 a.m. - 4:00 p.m. 8:00 a.m. – 2:00 p.m.

**NON-DISCRIMINATION STATEMENT**

The Fuqua Institute of Beauty Culture practices, in its admissions, instructing and graduation, non-discrimination policies on the basis of race, color, age, sex, creed, religion, sexual orientation, financial or social status, or ethnic origin.

**OWNER**

Jacqueline Y. Fuqua, Otis W. Brown Jr.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

1. INTRODUCTION

The following policy outlines the criteria used by The Fuqua Institute of Beauty Culture. These guidelines are used to determine if students are making satisfactory academic progress in their course of study. This policy applies to all students attending The Fuqua Institute of Beauty Culture. A complete copy of our Satisfactory Academic Progress policy is included in our Pre-enrollment Packet provided prior to enrollment and in our School Catalog provided when students begin class.

1. EVALUATION PERIODS

Student progress will be reviewed on specific clock hour mark basis to identify students who may be at risk regarding attendance. At risk students (those with less than 90% attendance) will be counseled and advised regarding efforts to improve progress.

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE OF STUDY** | **EVALUATION PERIOD** | **EVALUATION PERIOD** | **EVALUATION PERIOD** |
| 1. Cosmetology
 | 450 Hours | 900 Hours | 1200 Hours |
| 1. Barber
 | 450 Hours | 900 Hours | 1200 Hours |
| 1. Manicurist
 | 325 Hours | 600 Hours |  |
| 1. Esthetics
 | 325 Hours | 600 Hours |  |
| 1. Educators
 | 450 Hours | 900 Hours |  |
| 1. Crossover

Cosmetology | 375 Hours | 700 Hours |  |
| 1. Crossover

Barber | 375 Hours | 700 Hours |  |
| 1. Crossover

Esthetics | 187 Hours | 300 Hours |  |

Brush-Up Course requires a completion of 300 hours and will not require an evaluation.

1. MAXIMUM TIME FRAME

The maximum time frame for course completion is one- and one-half times (150%) of the course length. Students who maintain Satisfactory Academic Progress in attendance and academic performance will complete the program of study in the allowable minimum time frame.

|  |  |  |
| --- | --- | --- |
| **COURSE OF STUDY** | **26 hrs. PER WEEK ON CONTRACT** | **30 hrs. Per WEEK ON CONTRACT** |
| Cosmetology (1500 hrs.) | 69 weeks – 26 hrs. | 55 weeks – 30 hrs. |
| Barber (1500 hrs.) | 69 weeks – 26 hrs. | 55 weeks – 30 hrs. |
| Manicurist (650 hrs.) | 30 weeks – 26 hrs. | 26 weeks – 30 hrs. |
| Esthetics (750 hrs.) | 35 weeks – 26 hrs. | 28 weeks – 30 hrs. |
| Educator (1000 hrs.) | 46 weeks – 26 hrs. | 37 weeks – 30 hrs. |
| Cosmetology Crossover(750 hrs.) | 35 weeks – 26 hrs. | 28 weeks – 30 hrs. |
| Barber Crossover(750 hrs.) | 35 weeks – 26 hrs. | 28 weeks – 30 hrs. |
| Esthetics Crossover(375 hrs.) | 18 weeks – 26 hrs. | 14 weeks – 30 hrs. |
| Brush- Up Program(300 hrs.) | 9 weeks – 26 hrs. | 7 weeks – 30 hrs. |

1. ATTENDANCE STANDARD

Students must attend at least 66.67% of the hours they are scheduled to attend based on the student’s enrollment agreement. At each evaluation period, the student’s total number of hours accrued will be divided by the total number hours projected for the period of enrollment to obtain a percentage of hours attended from the beginning of the course through the end of the evaluation period must be equal to or exceed 66.67% in order to determine if the student can complete the course within the maximum time frame and be considered to be making Satisfactory Academic Progress until the next scheduled evaluation.

Cont.

State Law requires students to attend school at least 26 hours per week but the student can get up to 50 hours per week at the school’s discrepancy.

1. ACADEMIC STANDARD

Students receive academic evaluations for all courses. Students are encouraged to pass all scheduled test for the evaluation period. Theory and practical work will be graded as scheduled using the following scale:

GRADING SCALE:

100 A+ EXCELLENT

99.99 – 95 A EXCELLENT

94.99 – 90 B GOOD

89.99 – 80 C AVERAGE

79.99 – 75 D BELOW AVERAGE

74.99 – 0 F FAILING

Students must maintain an academic average of 87% or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and be considered to be making Satisfactory Academic Progress.

1. REINSTATEMENTS/ RE-ENTRY POLICY

Generally, most students who enroll in the school are considered to be making Satisfactory Academic Progress during their initial evaluation period. Students who are returning to school after a temporary interruption are reinstated under the same Satisfactory Academic Progress status as they had prior to their departure. If when the student withdrew, they were not making Satisfactory Academic Progress the student may appeal under the guidelines for an appeal. The institution will notify the student in writing of their decision. There will also be a reinstatement

 fee of $500.00 to be paid before returning to class.

1. APPEALS

Students who have been designated as not making Satisfactory Academic Progress may appeal this determination with the institution based on mitigating or unusual circumstances such as death of a relative; illness or injury or the student. The student’s appeal must be made in writing, on the form provided by the school to Jacqueline Fuqua and must be received within 10 days of the determination of unsatisfactory progress. The student’s appeal must document the unusual or mitigating circumstances that caused the student to fail to meet the institution’s standards as well as provide documentation for the occurrence that caused the student to not make Satisfactory Academic Progress. The student should also provide information regarding what conditions have changed that would demonstrate that the student could regain Satisfactory Academic Progress standards during the probationary period. The institution will review the student’s appeal and related documentation and either grant “probation” not to exceed one payment period. The response will be made in writing to the student and a copy will be kept in the student’s file. At the end of the probationary period the student must be meeting the standards for Satisfactory Academic Progress.

1. COURSE INCOMPLETES AND REPETITIONS

The institution does not offer course incompletes, course repetitions, and non-credit remedial courses. If a student withdraws from a program of study and reenrolls in the same program within 180 days of withdrawal, the student is treated as returning to the same payment period that was in place when the student withdrew. Hours transferred from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours and only given at school’s discrepancy.

1. POLICY ON LEAVE OF ABSENCE

In the event a student finds it necessary to be absent from school for an extended period of time, he/she may request an official leave of absence for the institution. The student must follow the institution’s policy in requesting a LOA. Students may request official leaves of absence subject to the following U.S. Department of Education limitations:

Cont.

* A single leave of absence may be granted for up to 180 days in any twelve-month period
* Subsequent leaves of absence in any twelve-month period may be granted, but the combined number of days in all leaves of absence cannot exceed 180 days
* The twelve-month period referenced in these provisions starts on the first day of the first leave.
* The LOA together with any additional leaves, must not exceed a total of 180 days in any 12-month period.

A student’s request for a leave of absence must be submitted in writing and must be approved by the institution to be considered an official leave of absence. The leave of absence must include reason(s) for which LOA may be granted. The LOA must be signed by the student. Students will not incur addition charges from the institution for any absences during an official leave of absence period and the contract end date and maximum time frame for course completion will be extended for the period of the leave of absence. If the institution documents the reason for its decision to grant LOA approval to a student that did not provide the request prior to LOA due to unforeseen circumstances and collects the request from the student at a later date, then the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend. When a student returns to school from an official leave of absence they return at the same level of Satisfactory Academic Progress that they were when their leave of absence began. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. Students who fail to return to school as scheduled from an official leave of absence will be considered as withdrawn as of the start of the leave of absence. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. The student will be withdrawn if the student takes an unapproved LOA or does not return by expiration of an approved LOA. The student’s withdrawal date for the purpose of calculating a refund is always student’s last day of attendance. This policy may affect any grace periods relative to federal loan repayment schedules. A leave of absence will extend the student’s contract period and maximum time frame by the same number of days taken in the leave of absence.

When a student is granted an approved leave of absence, they must empty our locker and remove their lock for the time of the approved leave of absence.

**SCHOLARSHIPS**

Scholarships are offered to students in each program, at the owner’s discretion. Scholarships are available to all students or prospective students and are given based off Owners’ discretion. Scholarships are not advertised; the owner decides who will receive a scholarship based on the owner’s personal decisions.

**ADVISING & CAREER COUNSELING**

Advising and career counseling are available to students during all phases of training.

**SCHOOL CERTIFICATION**

The school is approved by the State Board of Cosmetology and Barber Examiners to offer cosmetology, barber, manicurist, esthetics and educator courses.

State Board of Cosmetology and Barber Examiners

Indiana Professional Licensing Agency

402 W. Washington Street, Room W-072

Indianapolis, IN 46204

(317) 234-3031

[www.in.gov/pla/boards.htm](http://www.in.gov/pla/boards.htm)

Written exams for state licensing are given in various locations throughout the state, and now are part of the requirements for course graduation. Practical exams for licensing are given on site. All tuition and fees must be paid and all tests passed and state progress reports completed before graduation.

The school gives the final tests prior to registration for the state exam. The school works very closely with the state guidelines to assure you an easy testing with them. Remember, anything is easy, if you are prepared.

Requirements are simple. The Board is only checking to see that you are trained and do not pose a threat to the health and safety of the public, and you can carefully read and follow instruction in the use of chemicals.

Certificates of Licensure are on display in the schools and may be reviewed any time during normal business hours

The school is a candidate for accreditation with NACCAS

NACCAS

3015 Colvin St.

Alexandria, VA 22314

(703) 600-7600

The school is approved to accept GI Bill Educational Benefits when applicable, for those who qualify.

Indiana Department of Veterans Affairs

Indiana Government Center South

302 W. Washington St. E-120

Indianapolis, IN 46204

(317)2346061

WWW.DVA.IN.GOV

**BE A PROFESSIONAL**

A student must be dedicated and agree to abide by the Code of Ethics established by the profession, in order to maintain the high standards sought by The Fuqua Institute of Beauty Culture.

Even though a college degree is not required, you are expected to conduct yourself in a professional manner.

**SUPPLIES**

Students may use their copy of their Contact for admittance to professional supply houses.

**CLIENTS**

Clients are taken on number basis, first come, first served, or upon student availability. An all-out effort must be made to do as many clients as necessary in order to achieve the fullest educational experience.

**TRANSFER POLICY**

If a student wishes to terminate his course, a transcript of hours is available. Tuition and fees must be paid up to date.

Students who wish to transfer into The Fuqua Institute of Beauty Culture from another school must submit a certified official transcript from their previous school. Test scores, previous grades, progress and accrued hours will be taken into consideration to determine the number of hours accepted by the school. Tuition will be pro-rated.

**BRUSH-UP POLICY**

Students whom enroll in the Brush-Up Course must agree to a minimum of 300 hours for completion of this course. If student does not complete the 300 hours, they will not be allowed access to sit for the Indiana State Board Exam. Unit of Instructions for the Brush-Up Course will be given on an individual basis, depending upon which subjects need reviewing. The institute does not provide equipment and supplies for the Brush-Up, Crossover Cosmetology, Crossover Barber, or Crossover Esthetics programs.

**DAILY ROUTINE**

1. Clock in immediately
2. Sign sanitation sheet; sanitation duties are done throughout the day
3. Go to Theory
4. At lunch time, clock out and clock back in
5. At the end of the day, finish the sanitation duty assigned to you for the day. Clean your own station and turn your chair the proper way.
6. Clock out before leaving school

**POLICIES REGARDING:**

**TARDINESS, ABSENCES, CONDUCT, TERMINATION AND OTHER RULES AND REGULATIONS**

A student’s enrollment will be terminated if they are absent for more than 14 consecutive calendar days.

Students are considered tardy weekdays at one minute past 9:00, and one minute past 8:30 on Saturdays.

The school recognizes excused absences if the student brings in required excuse. (Doctor’s Note, Court Date, Etc.) All other absences are unexcused.

Students are to take their textbook and pen or pencil to class

Students are not to take magazines to class

Students are not allowed to eat in class. They are not to talk, sleep, and lounge or lay their heads on the desk during class. Students are not permitted to smoke or chew gum in school.

**Proper conduct is expected from each student. The following is a list of reasons for suspending or expelling a student:**

1. If a student is absent more than 14 consecutive calendar days without taking a leave, his/her enrollment will be terminated.
2. Students must dress according to the school dress code.
3. Student must keep his/her station clean
4. Students are not allowed to clock in or out or sign in or out another student
5. Tuition payments must be made according to contract
6. Students must clock out when leaving for lunch and do not clock back in until ready to go back on the performance floor or class
7. Cigarette smoking is permitted in designated area only, 10 feet away from the building
8. Students are not to leave the building except for lunch break. If a student leaves the building for lunch and is gone more than 15 minutes past the 1-hour lunch break, they are considered away from the building without permission. If a student needs to be away longer than 1:15 minutes, they should ask for permission. This may or may not be given.
9. Students are not to leave school before their contracted time unless there is special permission. No permission to leave early on Saturday will be given.
10. Students are not allowed to receive personal services without first getting permission from the Educator working the front desk. Both the student doing the service and the student receiving the service are accountable.
11. Students are not allowed to remove time cards or progress book from school premises.
12. Refusal of an assignment or direction. Student are to accept any assignment (performance floor, theory, sanitation or paperwork) that is given to them by school personnel. The following actions are considered to be refusing an assignment:
	1. **Disagreeing or arguing with the school personnel about the service or procedure or the client**
	2. **Making any comment or expression that would embarrass the client**
	3. **Refusing to take the lunch break at assigned time**
	4. **Failure to perform a service that is written on the client’s ticket or performing a service that is not written on the client’s ticket**
13. Students must stay in the dress code the entire time they are on the clock! This includes while studying, working on a mannequin, etc.
14. Using foul language on the performance floor, preparatory area or classroom
15. Refusal of an assignment, be it performance floor, mannequin bar or classroom, refusal of a sanitation assignment
16. Being in school under the influence of illegal drugs or alcohol
17. Having illegal drugs or alcohol in the student’s possession
18. Any conduct that would disrupt the school’s ability to carry out the school’s responsibility to students
19. Cheating on an exam
20. Any unsubstantiated claim of wrong doing, such as claims of theft against the school, facility or fellow students by a student or his agents
21. Theft
22. Racial or sexual harassment to include name calling implying sexual orientation, will not be tolerated between students, patrons or personnel
23. Failure to have equipment and books in school
24. Failure to attend school as contracted
25. Students are not allowed to take any equipment off school property.
26. Any threat of violence (actual or implied) by a student or his agent toward another person (student, school personnel, and client) or school property will mean immediate termination with no chance or re-entry.
27. Students are not to hold a conversation with another student while either student is with a patron
28. Weapons of any kind are not allowed on school premises. Possession of weapons of any kind will result in immediate termination of enrollment with no chance of re-entry.

**MAKE UP POLICY**

If a student is absent on the scheduled test day, they will test on the first day back in school. If the test is failed, the student must outline the chapter and watch the related video and re-test. Test will be taken until all are passed.

**LEAVE OF ABSENCE**

Leaves of absence up to 180 days are available.

**METHODS AND TERMS OF PAYMENT**

The Fuqua Institute of Beauty Culture is a cash- based school. There is a $100.00 non-refundable application fee due at time of enrollment. Student tuition is broken down into payments. The student has the option to make payments weekly, bi-weekly or monthly.

Payments may be made by cash, check, money order or credit card.

**TUITION BREAKDOWN**

**The Fuqua Institute Tuition Breakdown**

**1. BARBER: 1500 Hours**

 $100-Application Fee

 **$10,000.00 - TUITION**

Full-time students attend 30 hours per week

Fifty-five weeks to complete full-time

Part-time students attend 26-30 hours per week

Sixty-Nine weeks to complete part-time

**2. COSMETOLOGY: 1500 Hours**

$100- Application Fee

 **$10,000.00 - Tuition**

Full-Time students attend 30 hours per week

Fifty-five weeks to complete full-time

Part-time students attend 26-30 hours per week

Sixty-Nine weeks to complete part-time

**3. ESTHETICS: 750 Hours**

$100- Application Fee

 **$7,000.00 - Tuition**

Full-time students attend 30 hours per week

Twenty-Eight weeks to complete full-time

Part-time students attend 26-30 hours per week

Thirty-Five weeks to complete part-time

**4. NAIL TECH/MANICURIST: 650 Hours**

$100- Application fee

 **$7,000.00 - Tuition**

Full-time students attend 30 hours per week

Twenty-Four Weeks to complete full-time

Part-time students attend 26-30 hours per week

Thirty Weeks to complete part-time

**5. EDUCATORS: 1000 Hours**

$100- Application fee

 **$8,000.00 - Tuition**

Full-time students attend 30 hours per week

Thirty-seven weeks to complete full-time

Part-time students attend 26-30 hours per week

Forty-six weeks to complete part-time

**6.BARBER CROSSOVER: 750 Hours**

$100-Application Fee

 **$5,000.00- Tuition**

Full-time students attend 30 hours per week

Eighteen and a half weeks to complete full-time

Part-time students attend 26-30 hours per week

Twenty-three weeks to complete part-time

**7.COSMOTOLOGY CROSSOVER: 750 Hours**

$100-Application Fee

 **$5,000.00- Tuition**

Full-time students attend 30 hours per week

Eighteen and a half weeks to complete full-time

Part-time students attend 26-30 hours per week

Twenty-three weeks to complete part-time

**8.ESTHETICS CROSSOVER: 350 Hours**

$100-Application Fee

 **$3,500.00-Tuition**

Full-time students attend 30 hours per week

Fourteen weeks to complete full-time

Part-time students attend 26-30 hours per week

Seventeen- and one-half weeks to complete part-time

**9.BRUSH-UP: 300 Hours**

$100-Application Fee

 **$3,000.00-Tuition**

Full-time students attend 30 hours per week

Six- and one-half weeks to complete full-time

Part-time students attend 26-30 hours per week

Eight- and one-half weeks to complete part-time

**PAYMENT BREAKDOWN**

**PART TIME FULL TIME**

**26-30 HRS WEEKLY $160.00 PER WEEK**

**26-30 HRS BI-WEEKLY $240.00 PER BI-WEEK**

**26-30 HRS PER MONTH $640.00 PER MONTH**

**\*REMAINING BALANCE WILL BE REQUIRED TO BE PAID IN FULL BEFORE STUDENT RECIEVES FINAL STATE PAPERWORK AND WILL NOT BE LICENSED UNTIL ALL TUITION IS PAID IN FULL.**

Students are required to attend every Saturday, unless permission has been granted from The Fuqua Institute. Students will be allowed only 180 days of leave time for personal or medical reasons upon return, the contract will be adjusted. Students will pay $16.00 per hour they must attend after their contracted hours are up.

**Hours of Operation**

**STUDENT HOURS**

**Monday, Tuesday, and Thursday: 8:00 a.m. – 8:00 p.m.**

**Wednesday 8:00 a.m. – 6:00 p.m.**

**Friday: 8:00 a.m. - 5:00 p.m. (No Evening Classes)**

**Saturday: 8:00 a.m. - 4:00 p.m. (No Evening Classes)**

**Mon-Thurs nights only**

**1:00 p.m. – 8:00 p.m.**

**Wed: 1:00 p.m. – 6:00 p.m.**

**PATRON HOURS**

**Mon: 10:00 a.m. - 2:00 p.m.**

**Tues-Thurs: 10:00 a.m. – 5:30 p.m.**

**Wed: 10:00 a.m. – 3:30 p.m.**

**Friday: 9:00 a.m. – 2:00 p.m.**

**Saturday: 8:00 a.m. - 2:00 p.m.**

**BOOK FEES**

**These fees change often according to the manufacture pricing.**

**The students can order books on their own or through our vendors.**

**STAFF**

Jacqueline Y. Fuqua – Owner, Master Educator

Otis W. Brown Jr. – Owner, Master Educator

Erica V. Fuqua – Director, Master Educator

JaNae Fuqua – Front Desk