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Mark  
Anthony's  
School  
of  
Cosmetology

Creating a Brighter Future



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Owners

Mark Love

Cathy Love

## MISSION STATEMENT

Our mission is to empower students who are serious about reaching their professional goals in the Beauty Industry. Our goal is to offer future professionals with a solid theoretical and practical foundation. We also want to provide individualized instruction in a creative and stimulating setting. Our mission is for all our graduates to pass the Tennessee State Board of Cosmetology exam.

## SCHOOL FACILITIES

Our programs offer the challenge of a stimulating and rewarding career. Mark Anthony's is fully equipped to meet all the demands of modern beauty care, while at the same time providing a high-energy atmosphere and attitude for progressive personal development. Mark Anthony's facility includes student lounge/break area, client reception and work areas, management offices, two private classrooms, guest speakers, workstations, a library of texts, publications, curricula, and multimedia audio-visual equipment and aids.

## SCHOOL FACULTY

Under the direction of our fully licensed instructors, you will receive a quality education in the exciting and challenging Cosmetology and Nail industry. Our instructors are licensed by the state and are successful professionals who continue to work in salons and spas as time permits.

## ADMINISTRATION/OWNERSHIP

Mark Anthony's is one of the few private, full-service Cosmetology School in the state of Tennessee. We are privately funded and licensed by the State of Tennessee Board of Cosmetology and Barbering. We offer 4 different programs of study.

## DISCRIMINATION AND HARASSMENT POLICY

This school does not discriminate in its admission, education, nor its employment based on race, color, religion, gender, age, or national origin. The harassment or discrimination by students to clients, other students or employees of Mark Anthony's will not be tolerated and will be grounds for immediate dismissal.

# PROGRAM DESCRIPTIONS

(All courses are taught in English)

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## *Cosmetology (1500 hours):*

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The cosmetology course objective is to prepare the student for the TN State Board Examination by providing the 1500 hours of Theory and Practical Instruction required by the State. The fifteen hundred (1500) hours of required instruction shall be apportioned as follows:

### **General – 300 clock hours**

*Sterilization, Sanitation and Bacteriology, Anatomy and Physiology, Shop Ethics, Personality and Salesmanship, State Law.*

### **Chemical – 600 clock hours**

*Permanent Waves, Hair Relaxer, Hair Coloring, Bleaching and Toning, Sculptured Nails, Hair Structure and Chemistry.*

### **Physical – 600 clock hours**

*Shampooing and Rinses, Hair and Scalp Care, Hair Shaping, Hairdressing, and Styling, Facials, Arching, Lash and Brow Tinting, Manicures and Pedicures.*

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## *Manicuring (600 Hours)*

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The manicuring course objective is to prepare the student for the TN State Board Examination by providing the six hundred (600) hours of Theory and Practical Instruction as required by the State. The six hundred (600) hours of required instruction shall be apportioned as follows:

### **General – 150 clock hours**

*Sanitation and Bacteriology, Anatomy and Physiology, State Law, Salon Management, and Ethics.*

### **Chemical – 100 clock hours**

*Product Knowledge, Ingredients and Usage of Materials, Manicuring and Pedicuring, EPA, and OSHA Requirements.*

### **Physical – 350 clock hours**

*Massage, Manicuring, Pedicuring, Nail Care, Nail Artistry, Nail Wraps, Sculptured Nails, Nail Tips, Gel Nails, and Nail Safety.*

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## *Esthetics (750 Hours)*

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The esthetics course objective is to prepare the student for the TN State Board Examination by providing the seven hundred and fifty (750) hours of Theory and Practical Instruction as required by the State. The seven hundred and fifty (750) hours of required instruction shall be apportioned as follows:

**General – 150 clock hours**

*Sterilization, sanitation, Professional Ethics, Salesmanship, TN State Law.*

**Chemical – 150 clock hours**

*Skin Conditions and disorders, Nutrition, Ageing factors, product ingredients and safety .*

**Physical – 450 clock hours**

*Massage movements and manipulations, masks and packs, facial treatment with and without machines, skin analysis and consultation, application of all products, color theory, makeup and corrective makeup.*



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## *Cosmetology Instructor Training (300 Hours)*

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The Cosmetology Instructor Training course objective is to prepare the cosmetologist for the TN State Board Examination by providing the three hundred (300) hours of instruction required by the State Board.

Another objective is to show the successful cosmetologist how to give back their knowledge to up-and-coming cosmetology professionals. This course study should only be reserved to those professionals who are willing to give back to the industry that has blessed them over the years. The three hundred (300) hours of required instruction shall be apportioned as follows:

**General – 100 clock hours**

*Orientation, Introduction to Teaching, Lesson Planning and Motivation.*

**Physical – 200 clock hours**

*Assistance in Classroom, Practice Teaching in Theory and Clinic Floor, Teaching in Sanitary Code.*

## COST OF TUITION AND SUPPLIES

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### ***Cosmetology:***

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Tuition	\$12,995.00
Application Fee (non-refundable)	\$100.00
Kit, Equipment, Books and supplies (non-refundable)	<u>\$1,200.00</u>
Total	\$14,295.00

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### ***Manicuring***

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Tuition	\$5,195.00
Application Fee (non-refundable)	\$100.00
Kit, Equipment, Books and supplies (non-refundable)	<u>\$975.00</u>
Total	\$6,270.00

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### ***Esthetics***

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Tuition	\$6,495.00
Application Fee (non-refundable)	\$100.00
Kit, Equipment, Books and supplies (non-refundable)	<u>1,200.00</u>
Total	\$7,795.00

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## ***Cosmetology Instructor Training***

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Tuition	\$5,195.00
Application Fee (non-refundable)	\$100.00
Kit, Equipment, Books and supplies (non-refundable)	<u>975.00</u>
Total	\$7795.00

- Please contact Mark Anthony's' admissions director for payment options.
- The school accepts cash, credit card, and personal check payments.
- \*Financial aid recipients understand that monies received on their behalf are applied first to tuition and fee costs.
- Any remaining funds available for the student will be paid to the student only at which time the course costs have been paid in full.

## SCHOLARSHIPS

- Mark Anthony's School of Cosmetology offers quarterly scholarships. These scholarships are awarded to one student in each Fiscal quarter.
- Additional scholarship opportunities are available.
- Check with Admissions and Mark Anthony's website for information on additional scholarships that may be currently available.

(<https://www.markanthonyssoc.com/scholarships>)

## STUDENT BOOKS AND KITS

Students are responsible to purchase a supply Kit at an additional cost from the tuition. Please note that students are responsible for the purchase of stationery supplies. **\*Cost for Books and Kits are final and not refundable once they have been received by the student.**

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### *Cosmetology Program*

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The following items are contained in the student cosmetology kit.

6 Brushes	Disposable gloves
4 Combs	Disposable caps
1 pair of cutting shears	Practice Hand
1 box of rollers	Small Sanitizer
1 box of roller clips	Nail Form
12 butterfly clips	Pedi file
6 duckbill clips	Clippers
3 Orangewood Sticks	Hair Dryer
1 box Emory Boards	Rollers
1 Cuticle pusher	Marcel iron

1 Finger bowl	Nail polish Kit
1 Cape	Perm Rods
1 File	Flat Iron
2 Mannequin Heads	

Textbooks:

***Milady's Standard Cosmetology***, ISBN: 9781285769417

***Milady Theory Workbook***, ISBN: 9781285769455

***Milady Exam Review***, ISBN: 9781285769554

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### *Manicuring Program*

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The following items are contained in the student manicure student kit

1 pair of Tissue nippers	1 tweezer
3 Orangewood Sticks	1 pair manicure scissors
1 box Emory Boards	Nail Glue
1 cuticle pusher	Supplies for nail wraps
1 finger bowl	Supplies for Sculpted nails
1 file that can be sanitized	Eye protection
1 nail brush	1 Practice Hand
1 polish kit	1 odorless acrylic kit
1 hand form and holder	Disposable gloves
1 wet disinfectant	

\*This is subject to change based on availability and state rules

Textbooks:

***Milady Nail Technology and Foundations*** package, ISBN: 9780357446867

***Milady Standard Nail Technology Student Workbook***, ISBN: 9780357482865

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## *Esthetics*

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The following items are contained in the student esthetics kit

1 pack cotton swabs	3 Towels
1 roll of cotton	1 shoulder cape
1 box of tissues	1 Bottle alcohol
3 spatulas	Pair rubber gloves
2 sterilization jars	2 cups
1 tweezer	2 small bowls
1 makeup kit	2 disposable bags
1 set of makeup brushes	
2 head covers	
1 set of skin care products	

\*This is subject to change based on availability and state rules

Textbooks:

***Milady Esthetics Fundamentals and Foundations Package***, ISBN: 9780357263792\

***Milady Esthetics Workbook*** ISBN 9780357482841

***Milady Exam Prep***, ISBN: 9780357871478

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## *Cosmetology Instructor Training*

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Textbooks:

***Milady Master Educator***, third edition

ISBN: 978-1-1336-9369-7

***Milady Master Educator Exam Review***, third edition

SBN-13: 9781133776598

# ADMISSION REQUIREMENTS

To determining eligibility for enrollment into Mark Anthony's School of Cosmetology, an applicant must meet the following conditions.

- Have a High School Diploma,
  - or have completed and passed at least two (2) years of high school
  - or obtained a GED
  - or obtained a minimal score of four hundred and fifty (450) on a General Educational Test.
- The student must be a minimum of sixteen (16) years of age with parent or guardian permission. Parent or guardian must sign the enrollment agreement.

For students enrolling in the Instructor Program:

- Provide evidence that you have been licensed for three (3) continuous years prior to applying for an Instructor's License, along with any other qualifications that the Legislature or the Board determines.

\*Documentation of the eligibility must be evidenced in the student file.

# ADMISSION PROCEDURE

## **1. Complete an Application Form:**

- Complete and submit the application form to Mark Anthony's prior to registration. All forms may be obtained by requesting them from Mark Anthony's School of Cosmetology and are available for download on the website [www.markanthonyssoc.com](http://www.markanthonyssoc.com).

## **2. Submit an Application Fee:**

- Action will not be taken on admission or any student loan application until an application fee of \$100.00 is received.

## **3. Submit Two (2) Photos:**

- The photos should be a recent head and shoulder shot of the applicant.

## **4. Entrance Essay:**

- The essay should include the applicant's accomplishments and career goals. Specifying why they think the career in the Beauty Industry will benefit them.

## **5. Personal Interview:**

- Applicant must complete a personal interview with the admission's Director or delegate prior to admission decision.

## **6. Provide Verification Documents:**

- Copies of your high school diploma, high school transcripts, or GED
- driver's license or birth certificate and
- copy of your social security card is required.



- We are required to verify that your proof of education comes from a valid high school or GED program.
- If we determine that your diploma or GED certificate is not valid, you will be denied admission to Mark Anthony's.

*Cosmetology Instructor Program only:*

*Applicant must provide a copy of a current and valid Tennessee cosmetology license.*

\*If you have a disability and need an academic adjustment, please notify the admissions officer as soon as possible so Mark Anthony's can review your request. If you are interested in attending our school and you do not have a high school diploma or GED certificate, please contact our admissions office for a list of GED programs located near Mark Anthony's.

\*Mark Anthony's does not actively recruit students who are already enrolled in a similar program at another institution.

## ACCEPTANCE

After a candidate has completed the enrollment application process, the admissions director reviews each applicant and his or her required admissions materials including the written entrance essay and personal interview to determine acceptance.

Upon the decision of the director, the applicant receives written notification of acceptance or denial. Note: All applicants must go through the entire enrollment application process (detailed in the enrollment application) which includes re-entry students (withdrawals) and transfer students.

## ENROLLMENT INFORMATION

Mark Anthony's School of Cosmetology enrolls students on a rolling acceptance basis. We allow new students to start a program on the first Tuesday of each month. This is based on space and availability and may change at any time.

\*Contact the Admission director for the next possible enrollment date.

## ENROLLMENT CONTRACT

- Mark Anthony's School of Cosmetology clearly outlines the obligation of both Mark Anthony's and the student in the enrollment contract. This is a legally binding contract that protects Mark Anthony's and the student.
- Students over the age of 18 must agree to and sign the enrollment before they can begin classes.

- A student who is under the age of 18 must have a parent or legal guardian sign the enrollment contract.
- A copy of the enrollment contract and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.

## PAYMENT

- Payment in full is due prior to beginning any program at Mark Anthony's.
- We offer a variety of monthly financial payment options. No interest will be charge for payment contracts approved by the school
- See the Admissions Director for details.
- Students are expected to graduate on or before the contracted "anticipated graduation date" established during the enrollment procedure. Students who do not graduate by the anticipated graduation date must re-enroll and set a new anticipated graduation date. *This process may trigger possibly higher cost/hour fee if costs have increased since your initial enrollment.*

*\*A student's account may be sent to collections for nonpayment.*

## PARKING

Students must abide by local (city and/or landlord) parking rules, which are announced during orientation. Mark Anthony's will not be responsible for parking violations and/or towing fees. Park for students is provided behind the building and the student should enter and exit from the rear doors.

## STUDENTS WHO WITHDRAW

Students who withdraw from the program are required to gather all personal items on the final day in attendance. Any items left behind by the student will become the property of Mark Anthony's School of Cosmetology.

Students wishing to transfer to another institution must pay all monies owed to Mark Anthony's School of Cosmetology, and all applicable academic requirements must be met for the hours to be released.

## RE-ENTRY STUDENTS

- Outstanding tuition, fee, and overtime expenses must be paid in advance, or the student must make satisfactory arrangements with Mark Anthony's.
- Previous tuition payments will be credited to the student's balance.
- Because tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.
- Mark Anthony's does not deny readmission to any service member of the uniformed services for reasons relating to that service. Readmission is reserved to the sole discretion of Mark Anthony's and may require special conditions.
- Readmission for a student requires a personal interview with school administration.
- The reentering student will be placed on 30-day evaluation period. During the 30-day evaluation period the student must demonstrate for that period that they can meet Mark Anthony's minimum attendance and academic requirements for Satisfactory Academic Progress.
- The student will then be evaluated for Satisfactory Academic Progress at the next scheduled evaluation period to determine their new status.
- Students who fail to meet the minimum attendance and academic requirements for that 30-day evaluation period may be terminated.
- Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left.

- If a reenrolling student has previously used all of their excused absences provided under their original contract, the student will not receive any additional time for excused absences under the new reenrollment contract.
- In addition, a student may be responsible for any previous overtime charges that had previously accrued, but not yet assessed

## TRANSFER STUDENTS

- Mark Anthony's will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material.
- A maximum of 200 hours will be accepted for cosmetology students who transfer from another school.
- Mark Anthony's does not accept transfer students for the cosmetology instructor program.
- Please note that students transferring from a different school may not be able to transfer all the hours they earned at the previous school; the number of transferable hours depends on the policy of the receiving school.
- Transfer hours accepted by Mark Anthony's are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.
- Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution.

## TERMINATION/DISMISSAL POLICY

Mark Anthony's can terminate or dismiss a student from the program. Mark Anthony's will immediately dismiss any student who enrolled with false information or misleading documents for admission. Other reasons for termination include (*but not limited to*) are:

- Failure to attend class as scheduled (see attendance policy)
- Violation of school rules and regulations
- Violation of school dress code
- Cheating or refusal to complete assignment.
- Failure to meet financial obligations with Mark Anthony's
- Destruction of school property
- Theft of school and/or other students' property
- Violence or threat of violence
- Harassment of clients, staff, or other students
- Under the influence of or found in possession of alcohol, drugs, or illegal substances
- Disparaging, defaming, or discrediting any student or employee of Mark Anthony's School of Cosmetology (including social media posts) or engaging in any activity which would have the effect of disparaging, defaming, or discrediting Mark Anthony's School of Cosmetology in any way. We strive for a positive environment in the school.
- Disclosing to anyone information regarding Mark Anthony's School of Cosmetology which is non-public, confidential, or proprietary. The school does not waive any right it has to protection of trade secrets or against unfair competition or disclosure of confidential information by the students.

## SCHOOL HOLIDAYS AND CLOSURES

- Winter Break at Christmas (December 24<sup>th</sup> thru January 2.)
- Memorial Day
- Summer Break (week of July 4<sup>th</sup>)
- Labor Day
- Thanksgiving (Thursday, Friday, and Saturday)
- Unexpected closures and snow days will be announced on Facebook and email system.

## ATTENDANCE AND TARDINESS POLICY

- Students may not be late to class as it inhibits the learning process.
- Mark Anthony's requires a minimum grade of 80% in attendance. This is calculated by dividing the actual hours of attendance by the total possible hours of attendance in any four (4) week period during the course study.
- An example of this is in a four (4) week period you have 135 hours of actual attendance, but you could have had 152 hours, then your attendance grade is 88.
- Any exception to this must have documented reasons for absences and approval from Mark Anthony's.
- Any student not in attendance for two (2) consecutive weeks from their last day of attendance will be terminated unless they have an approved leave of absence from Mark Anthony's which must be approved prior to the absences.
- If students are late or cannot attend school, they must call Mark Anthony's (931-505-8386) and talk to or leave a message to the administration immediately.
- Students must call in by 8:50 a.m.



- Students who are more than 5 minutes late for theory class will be barred from entering the classroom until 10am and will not receive hours for the time they have missed.
- After three (3) tardy days, the administration will assess a 1-day suspension; each additional tardy it is considered excessive tardiness and will be dealt with on a “case by case” basis.

\*If a student leaves early without permission, it will be counted as a tardy.

## REFUND POLICY

Enrollment time is the actual hours completed between the first day of attendance and the last day of attendance, enrollment time is divided by the total number of hours for the selected course of study. This equals the percentage of completion. Any refund due to the student will be made within 30 days from the formal written cancellation from the student or for termination by Mark Anthony's (see Termination Policy).

Any student withdrawing from school after enrollment but before class start date will be refunded 100% of all monies paid except the enrollment fee.

<b>Percentage of Enrollment Time to Total Time of Course</b>	<b>Amount of Tuition School shall Receive or Retain</b>
<b>.01% to 4.9%</b>	20%
<b>5% to 9.9%</b>	30%
<b>10% to 14.9%</b>	40%
<b>15% to 24.9%</b>	45%
<b>25% to 49.9%</b>	70%
<b>50% and over</b>	100%

# TESTING AND GRADING PROCEDURE

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## *Cosmetology Program*

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The following tests and grading procedures are incorporated during the student's 1500-hour course:

- **Weekly theory exams:** Students must receive a grade of 75% or higher on each weekly theory exam.
- **Midterm Exam 1:** 300-hour orientation practical skills evaluation test: Students must receive a grade of 70% or higher.
- **Midterm exam 2** (900-hour written exam): This test covers an overview of all related cosmetology subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 75% or higher on all midterm exams.
- **Final exam** (1400 hour written test): The written exam covers an overview of all theory instruction, Tennessee state law, and other items covered on the state cosmetology exam. Students must receive a grade of 75% or higher on all final exams.
- **Hourly practical worksheets**

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## *Manicure Program*

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The following tests and grading procedures are incorporated during the student's 600-hour course:

- **Weekly theory exams:** Students must receive a grade of 75% or higher on each weekly theory exam.
- **Midterm Exam 1:** 200-hour: Students must receive a grade of 70% or higher.
- **Final exam** (400 hour written test): The written exam covers an overview of all theory instruction, Tennessee state law, and other items covered on the state

cosmetology exam. Students must receive a grade of 75% or higher on all final exams.

- **Hourly practical worksheets**

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### *Esthetics Program*

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The following tests and grading procedures are incorporated during the student's 750-hour course:

- **Weekly theory exams:** Students must receive a grade of 75% or higher on each weekly theory exam.
- **Midterm Exam 1:** 300-hour: Students must receive a grade of 70% or higher.
- **Final exam (750 hour written test):** The written exam covers an overview of all theory instruction, Tennessee state law, and other items covered on the state cosmetology exam. Students must receive a grade of 75% or higher on all final exams.
- **Hourly practical worksheets**

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### *Cosmetology Instructor Program*

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The following testing and grading procedures are incorporated into the cosmetology Instructor training 300-hour courses:

- Students must receive a grade of 75% or higher on each theory exam. Theory exams cover a review of the Milady's Master Educator Student Course Book.
- Students must receive 75% or higher on each final exam; final exams cover a complete overview of the Milady's Master Educator Student Course Book.

## MEASURABLE PERFORMANCE OBJECTIVES

- Complete the required number of clock hours of training.
- Achieve and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations.
- Satisfactorily pass final written and practical exams.
- Upon completion, receive a graduation certificate.

## GRADUATION REQUIREMENTS IN COURSES

- Receive the required number of clock hours of training.
- Complete and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations.
- For a student to meet state requirements, all practical and sanitation worksheets must be completed 100%.
- Satisfactorily pass final written and practical exams.
- Complete the required theory hours.
- Pay all tuition cost or make satisfactory arrangements for payment of all debts owed to Mark Anthony's.
- Once the student has met all these requirements, the candidate will receive a Certificate of Completion. Mark Anthony' reserves the right to retain a student in school if the student's progress is not satisfactory as determined by Mark Anthony's administration and/or the student fails to complete all listed requirements or fails to pass the written and practical exams.

- Any student who withdraws from the school will have their transcripts submitted to the state Board of Cosmetology and Barbering. The state will only be able to release those hours with the approval of Mark Anthony’s School of Cosmetology. If the state has not released transcripts, it is usually because the student did not pass the test given or has not completed their financial obligation to the school.
- For the purposes of transfer or graduation, Mark Anthony’s will not release hours until all monies owed to the institution have been paid and all academic requirements pertaining to those hours have been completed.

## GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES

Esthetician, manicuring, and cosmetologists work mostly in a salon. Physical stamina is important because they are on their feet for most of their shift. Many work full time, but part-time positions are also common. There are many wonderful career opportunities available within the beauty industry.

Professional Stylist	Product Representative	School owner/manager
Skin Care Therapist	Salon Owner or Manager	School Learning Leader
Make up Technician	State Board Member	Platform Artist
Nail Technician	School Administrator	Director of Education

Overall employment of Estheticians, manicure Technicians, and cosmetologists is projected to grow 19 percent from 2020 to 2030, much faster than the average for all occupations.

About 85,300 openings for Estheticians, manicure Technicians, and cosmetologists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. (Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Barbers, Hairstylists, and Cosmetologists, at <https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm> .

Although Mark Anthony's does not guarantee employment upon graduation, we maintain strong relationships with local salon owners and will inform students of job openings and opportunities. We coordinate placement programs with local and national salons by inviting salon owners and guest artists to teach and speak at Mark Anthony's School of Cosmetology.

## **PROGRESS REPORT POLICY (SAP)**

The PROGRESS REPORT policy is provided to all students throughout their enrollment. The policy is consistently applied to all applicable students. Evaluations are maintained in the student file. Mark Anthony's will develop an academic plan to address the specific needs of those students who fail to meet the academic requirements at specific SAP (Satisfactory Academic Progress) evaluation points.

### **QUANTITATIVE AND QUALITATIVE FACTORS**

- Factors for measuring the student's progress toward satisfactory completion of the program include maintaining:
- A minimum cumulative theory grade level of 75% or higher.
- A minimum cumulative academic level of 75% on practical worksheet completion.
- To determine whether a student meets the academic requirements for Satisfactory Academic Progress, theory and practical grades are averaged together to give a minimum cumulative academic grade of 75%.
- A minimum cumulative attendance level of 80% of scheduled hours
- A minimum Final Practical Assessment Test of 75%.
- Current with all payment plan and progress.

## COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME

Full-time day students attend five (5) days (Tuesday through Saturday), 36 hours per week, from 8:30 a.m. to 4:30 p.m. (Saturday is 9am-3pm). Part-time students attend at least 20 hours per week. The state of Tennessee requires 1500 clock hours for the cosmetology course. Students are expected to complete the course in no more than 133% of the program length. If a student is never absent, he/ she should complete the course within 44 weeks for a full-time student and 72 weeks for a part-time student.

## MAXIMUM TIME FRAME

Students must complete the educational program within the maximum time frame, which is based on attending at least 80% of the scheduled hours.

Program	Minimum Length	Maximum time frame
Cosmetology	44 weeks	59 weeks
Cosmetology Instructor Training	9 weeks	12 weeks
Manicuring	16 weeks	21 weeks
Esthetics	21 weeks	40 weeks



## LEAVE OF ABSENCE AND WITHDRAWALS

Mark Anthony's allows for a qualified leave of absence. If the student needs to take off more time than allotted in the contract or more than 14 consecutive calendar days, he/she may be placed on a leave of absence until ready to return. Students who withdraw prior to completing the course of study and who wish to reenter will re-enter at the same progress status as applicable at the time of withdrawal.

## SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY

By following established safety precautions, you contribute to the health, welfare, and safety of the community.

- Always have good personal hygiene and be professionally dressed.
- Keep a first aid kit on hand, follow safety regulations, and keep equipment properly sanitized.

The following precautions should always be taken with each client:

- Protect clients' clothing by appropriately draping them.
- Ask clients to remove any jewelry, hair accessories, glasses, etc.
- Keep all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse eyes with cold water.
- Wear gloves when dealing with chemicals.

Remember that anything containing chemically active ingredients must be used carefully to avoid injury to you and your client.