

# COSMETOLOGY STUDENT HANDBOOK



152 Laurel Hill Road  
Northport, NY 11768  
631/261-3600 x204  
[wsboces.org/fulltime](http://wsboces.org/fulltime)





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## **Western Suffolk BOCES Mission Statement**

Western Suffolk BOCES provides career training and literacy programs to help adults meet their career goals by developing skills essential for gainful employment, job advancement and new career opportunities.

## **Welcome**

Welcome to Cosmetology at Western Suffolk BOCES! This is one of many career and technical programs offered through Western Suffolk BOCES. The highly trained faculty of the Cosmetology Program takes its educational responsibilities seriously and is committed to maintaining professional competency.

In our programs, students will acquire the concepts and skills necessary to practice the art and science of Cosmetology. We provide an environment which is conducive to learning so the students can acquire the knowledge and develop the skills necessary to achieve success.

## **Description of Licensure Programs**

The pre-licensing Cosmetology programs offered by Western Suffolk BOCES are approved by the New York State Department of State, which issues Cosmetology and Esthetics licenses.

**COSMETOLOGY** - Western Suffolk BOCES' Cosmetology program is available to adults who would like to learn care of the hair, scalp, skin, and nails. This 1,000-hour program qualifies students to sit for the New York State licensing exam. Students study hair styling, hair cutting, hair color, chemical texture services, skin care, including waxing and make-up applications, and nail care.

## **Admission Requirement**

Students interested in enrolling in the Cosmetology Program must meet with the Training Coordinator prior to registration. To be admitted, a student must meet one of the following criteria:

- a. proof of a U.S. high school diploma or equivalent
- b. if from a war-torn country, a self-certifying letter
- c. an authorized evaluation of credentials if credentials are from another country

Each applicant must schedule a meeting with the Training Coordinator who will review documentation and determine eligibility for the program. After individual counseling and review of the student's ability to succeed, a counselor may recommend a period of remediation before entry into the program. Call 631/261-3600 x204 for a pre-admission interview.

## **Educational Objectives/Outcomes**

The Cosmetology Program provides an educational environment structured to develop a competent beauty professional who will:

- Recognize the basic principles of Cosmetology and those disciplines upon which the fields are based.
- Function in entry-level Cosmetology positions in private practice, salons, spas and other related institutions.
- Recognize the need for continuing education as an important mechanism to adapt to the changes and challenges within the Cosmetology industry.
- Respect the privacy of the client in his/her relationships with the Cosmetologist's and other members of the salon/ spa team.
- Demonstrate a thorough understanding of the Cosmetologist's role in relation to the function of other allied beauty industry

## **COSMETOLOGY**

### **1000 Instructional Hours**

For those with an artistic flair, cosmetology offers a wide variety of opportunities. Learn care of the hair, scalp, skin, and nails in this 1,000- hour program as you prepare for NYS licensing. Students are required to purchase a cosmetology kit and uniform.

### **Course Goals/Objectives**

Upon successful completion of this program, the student will have acquired the competencies necessary to perform the duties of a Cosmetologist, sit for the New York State written and practical examinations for licensing and demonstrate competent professional entry-level skills.

### **Instructional Methods Used**

Discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, student presentation. Appropriate training aids and audiovisual materials are used to supplement the instructional process.

### **Grading Procedures**

Evaluation of the student's progress will be made through the use of quizzes, unit tests, practical examinations, class projects, assignment sheets and charts. The final grade will be based on  $\frac{1}{3}$  written evaluation and  $\frac{2}{3}$  practical evaluation.

### **Satisfactory Academic Performance Policy, Cosmetology Training Program**

Students will have a formal evaluation of their academic progress at 450 scheduled hours and at 900 hours. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. Students who come under "Warning" status may come out from under that status by meeting minimum attendance and academic requirements by the time of the subsequent evaluation period. Title IV funding will continue until the next evaluation period following a first "Warning" issuance. If

a student receives a subsequent warning status, he/she will no longer be eligible for Title IV funding.

Students may be granted a leave of absence from their program for reasons deemed acceptable and necessary. If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same progress status as he or she had prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Being granted a leave of absence in no way reduces the obligation on the part of the student to complete his or her program in the allotted time frame. All programs must be completed within the 150% timeframe of the program's scheduled hours.

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal, assuming there is adequate time left to complete the program within the 150% time-frame. Noncredit, remedial, and repeated courses do not apply to the Satisfactory Academic Performance evaluation criteria at this institution.

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Students in the Cosmetology Training Program must maintain a minimum grade of 75% (C) and a minimum attendance record of 90%. All missed classes, modules and sections must be made up and they must be made up within the 150% time constraint.

## **COSMETOLOGY CURRICULUM**

### **Hair Cutting and Shaping – 231 Hours**

Hair Cutting & Shaping• Safety & Health•Shampooing• Safety & health

#### **Overview**

Module includes concepts of design, thinning or texturizing, razor cutting, sectioning, clipper cuts, advanced hair cutting, shampoo techniques, safety & health

#### **Module Objectives/Learner Outcomes**

Upon completion of this module the student will be able to:

Identify the reference points on the head and understand their role in haircutting. Define lines, sections, elevations, and guidelines. List the factors involved in a successful client consultation. Show Proper

use of Haircutting Tools-Haircutting and texturizing shears, Straight razor, demonstrate general haircutting tips, parting, lines and sections.

## **Hair Coloring and Lightening – 185 Hours**

Hair Coloring & Lightening chemistry as applied to Cosmetology

### **Overview**

Module includes, Color Theory, Record Keeping, Classifications of Color, Hair Lightening, Semi, Demi & Permanent Hair Color, Toners/Glazes, Hair Lightening, Chemistry

### **Module Objectives/Learner Outcomes**

Upon completion of this module the student will be able to:

Identify the characteristics and structure of hair, understand the chemistry of color theory, identify haircoloring products, understand hair lighteners, procedure and application terms, understand product selection and application, discuss haircoloring and lightening safety precautions. Keep records on clients, including any allergy information.

## **Professional Requirements/Nails – 64 Hours**

Professional Requirements•Nail Care & Procedures

### **Overview**

Module includes: Orientation, Career Opportunities, Life Skills, Manicuring, Hand Massage, Nail Wraps, Pedicure & Foot Massage, Nail Disorders/Diseases, Nail Shapes, Advanced Manicures, Sculpture Nails, Nail Structure

### **Module Objectives/Learner Outcomes**

Upon completion of this module the student will be able to:

Learn the skills necessary to develop professionally in the cosmetology field. Develop customer service and soft skills necessary for success. Apply skills in the nail care area, as well as explore infection control practices. Demonstrate an awareness of general anatomy and physiology, identify principles related to skin structure, growth, and nutrition, identify nail structure, disorders, and diseases, learn proper techniques for manicuring and pedicuring, electric filing, nail tips/wraps, how to safely use monomer liquid and polymer powder nail enhancements. Demonstrate skills related to UV and LED gels, practice nail art and demonstrate an understanding of business principles in the nail tech industry.

## **Skin Care & Procedures & Waxing – 75 Hours**

Skin Care & Procedures & Waxing, Anatomy & Physiology

## **Overview**

Module includes: Benefits, Packs and Masks, Electricity and Light Therapy, Massage, Machine Aided Facials, Removing Unwanted Hair, Make Up

## **Module Objectives/Learner Outcomes**

Upon completion of this module the student will be able to:

Recognize signs of compromised skin and how to treat using care and ingredients specific to the issues presented by the client.

## **Hair/Scalp Analysis – 200 Hours**

Chemical Restructuring•Hair Analysis•Hair & Scalp Disorders/Diseases

## **Overview**

Module includes: growth, structure and composition of Hair, recognizing hair and scalp disorders

## **Module Objectives/Learner Outcomes**

Upon completion of this module the student will be able to:

Develop a thorough client consultation as basis for a successful chemical texture service. Assess the characteristics of the hair and scalp and learn what specific questions to ask. Hair and scalp concerns and analysis covered to help gauge overall scalp health, detecting conditions, allergies, client needs/wants and any health concerns.

## **Hair Styling – 245 Hours**

Hair Styling

## **Overview**

Module includes: fingerwaving, wet hair styling, rollers, comb-out techniques, pincurls, artistry in hair braiding, artificial hair/wigs, hairpieces and extensions, thermal hair styling, thermal waving, blow-dry styling, curling irons, hair pressing

## **Module Objectives/Learner Outcomes**

Upon completion of this module the student will be able to:

Demonstrate and describe fingerwaves, shape and styling. Identify combs/brushes used to style hair, hairstyling terms and define parts of curls (pin curls), shapes variations and strengths. Cover basic principles used to decide correct roller diameter in relationship to hair length. Understand and identify the facial and head features in creating hairstyles. Set and comb, roller curls in different patterns, clean condition, shape color and style various types of hair and hairpieces.



## **Cosmetology**

For the job title Hairdressers, Hairstylists and Cosmetologists (SOC code 39-5012), the Department of Labor describes the nature of the work; training and other needed qualifications; employment levels; job outlook; potential earnings; and related occupations.

Program Cost (subject to change)

Tuition	Uniform & Supplies	Fees	TOTAL
\$12,900 includes books and	\$500	\$80	\$13,400

\$100 non-refundable fee

## **Gainful Employment Information**

To help prospective students make informed choices, details about tuition, graduation rates and more are available as required by the Higher Education Opportunity Act of 2008 at [www.wsboces.org/cos-gainemploy](http://www.wsboces.org/cos-gainemploy).

## **Satisfactory Academic Progress**

To earn a certificate of completion, BOCES has established criteria for both attendance and academic progress that students must meet at [www.wsboces.org/cos-sap](http://www.wsboces.org/cos-sap).

## **INFORMATION, POLICIES AND REGULATIONS**

### **Adult Learners Statement**

Western Suffolk BOCES is committed to the adult learner-instructor partnership. The adult learner must take an active role in that partnership. This can be demonstrated by meaningful class participation, reading assigned textbook chapters, completing homework as assigned and developing successful study habits, as well as scheduling ancillary time to practice skills without depending on prompts from the instructors. Adult learners must act as their own agents of knowledge and skill acquisition. It is essential that they be personally involved in their own success.

Self-direction will be required of you as you develop critical thinking skills and develop an interdependent learning relationship. This interdependent learning relationship will facilitate your ability to acquire the knowledge and professionalism necessary to become an integral part of the team.

### **Alcohol, Drugs and Other Substances**

The Board of Cooperative Educational Services of Western Suffolk County, New York is committed to the prevention of alcohol, tobacco, and other substances use/abuse.

No person may use, possess, sell or distribute alcohol or other substances, nor may use or

possess drug paraphernalia on school grounds or at school- sponsored events except drugs prescribed by a physician and dispensed in accordance with Western Suffolk BOCES policy. The terms “alcohol, tobacco and other substances shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, marijuana, cocaine, crack, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any of those substances commonly referred to as “designer drugs.” The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events: A person exhibiting behavior, conduct or personal or physical characteristics indicative of having used or consumed alcohol or other substances.

Western Suffolk BOCES policy describes the philosophy of Western Suffolk BOCES and the program elements that will be used to promote healthy life styles for its students and staff and to inhibit the use/abuse of alcohol, tobacco and other substances. The entire policy is available online at: [wsboces.org/aboutus/policies.cfm](http://wsboces.org/aboutus/policies.cfm) or by calling 631/549-4900 x224.

## **Academic/Practical & Attendance Criteria**

### **Attendance Policy**

Attendance and punctuality are of the utmost importance and are considered to be an integral part of performance. Students are expected to be present for all scheduled classes. Students are responsible for all material discussed in class as well as assignments given.

To remain in good standing, each module in the Cosmetology Program must be completed with an academic grade average of 75% (C) and an attendance average of 90%.

Minimum hours of attendance need to pass each module are 90% of scheduled hours. If this minimum is not met, an incomplete (Inc) or dismissal from the program may result.

A student will be dismissed from the Cosmetology program if his/her final grade for any module is below 75% and/or attendance falls below 90%. A student may also be dismissed for behavior issues. If a student does not complete two modules due to grades or attendance, they are dismissed from the program and may reapply as a new student. Any dismissal may be appealed. Dismissed students may request a meeting with the Principal of adult programs, the Program Coordinator and the instructor to discuss a return to the program. If a student returns to the program, the student will be charged a \$2000 makeup fee for any repeated module.

Attendance is a vital part of the learning experience. For each 15 minutes of lateness, a student will be charged with a half hour of absence and for every half hour late, a student will be charged with one hour of absence. If a student is late or leaves early three times in one module, he/she will be required to forego the next full day of instruction and will be charged for an additional 6 hours of absence.

### **Cosmetology Technical Advisory Committee**

The Cosmetology program at Western Suffolk BOCES is supported by a Technical Advisory Committee which meets on a bi-annual basis. The committee is comprised of faculty members and

representatives from the professional community. The purpose of the committee is to allow program and institutional personnel the opportunity to collaborate on shared experiences, goals, and outcomes. It assists in formulating and periodically reviewing learning domains, program needs, resources, and expectations that help foster responsiveness to change. The committee also discusses current issues and trends within the profession. Accomplishments and recommendations from committee members with regard to additions, deletions, revisions, equipment and curriculum objectives are reviewed.

Committee members provide input to help ensure that our program is compatible with employment opportunities and current technologies.

### **Building Facilities**

Classes for the Cosmetology program are held at Western Suffolk BOCES' Northport Campus.

### **Class Hours/ Dismissal Time**

Daytime class hours are M-F, 8 am – 2:30 pm.

### **Complaints and Grievances by Students in Adult Programs**

Western Suffolk BOCES has developed these procedures for adults to follow in regard to disciplinary actions, suspensions, unfavorable evaluations and dismissals related to programs/services for adults. The goal is to secure as rapidly and equitably as possible a resolution to the "grievance."

#### **DEFINITIONS:**

- "GRIEVANCE" is an event or condition related to the student's classroom or practical achievement, disciplinary action and/or appeal requiring attention.
- "DAYS" refers to working school days.

#### **GRIEVANCE PROCEDURE:**

**LEVEL I:** The student will discuss the event with those directly involved in the problem. For example, if the problem is relevant to the adult's coursework, the student should speak to the teacher.

Alternatively, evening students can discuss the issue with the evening Supervisor; day students can meet with a counselor in an attempt to resolve the problem; students in the health programs can speak to the appropriate administrator.

**LEVEL II:** If the problem is not resolved or the student is not satisfied with the disposition of the grievance at Level I the grievance may, within two days, be filed in writing. Request a Student Grievance Form from the Adult Education or Health Careers Offices. Complete the Grievance Form and return to the appropriate administrator. An official grievance should state:

- a. Name of aggrieved party
- b. Reason(s) for grievance with statement of nature and facts of grievance including date concern first arose and events or conditions which constitute the grievance.
- c. Statement of redress sought by aggrieved party.

- d. School representative with whom the aggrieved party met and reason for dissatisfaction with the results of Level I.

The Principal shall within two days of receipt of the written grievance meet with the student in an effort to resolve the grievance. If the student is not satisfied with the disposition of the grievance at Level II or in the event that no decision has been rendered, the student shall forward the written grievance within two days to the Executive Director of Career and Technical Education.

LEVEL III: The Executive Director of Career and Technical Education shall within two days of receipt of the written grievance schedule a meeting of the Grievance Appeal Committee which is composed of the appropriate administrator, a member of the faculty and a student representative. The committee will meet with the student in an effort to resolve the grievance. If the student is not satisfied with the disposition of the Grievance at Level III or in the event that no decision has been rendered, the student may file the grievance within two days in writing with the Senior Executive Director.

LEVEL IV: The Senior Executive Director or his representative shall, within four days of receipt of the written grievance, meet with the student in an effort to resolve the grievance. The Senior Executive Director has four days from the date of the meeting to render a decision.

LEVEL V: If the student deems the grievance is not resolved at the Senior Executive Director level, the written grievance and all decisions shall be forwarded to the Chief Operating Officer who will make a final decision within 15 school days.

LEVEL VI: If the student deems the grievance is not resolved at the Chief Operating Officer level, the student may contact the Council on Occupational Education (COE), 7840 Roswell Rd. Building 300, Suite 325, Atlanta, GA30350. The phone number is 770-396-3898, fax 770-396-3790 and website is [www.council.org](http://www.council.org). The student should use the official Complaint Certification Form which is available from supervisors in the Adult Education or Health Careers Offices. After the complainant contacts the COE, he/she will receive a letter acknowledging receipt of complaint.

NOTE: At any point in the procedure, the student may request, in writing, the presence of one peer or an ombudsman of his or her choice. Western Suffolk

BOCES will maintain written records of all complaints filed through two complete accreditation cycles.

### **Completion Policy**

Criteria for successful completion of the Cosmetology Programs are:

1. Attainment of a transcript grade of 75% or better for each area of study and a 75% grade on the final practical evaluation.
2. Satisfaction of all financial obligations.
3. Fulfillment of attendance hours as shown in the handbook and curriculum requirements of the New York State Department of State

4. Certificates of Completion for the Cosmetology Program will be issued upon successful course completion.

### **Damage to or Loss of Personal Property**

Western Suffolk BOCES assumes no responsibility, either real or implied, for the personal property of any adult student. Students should review their own insurance coverage regarding personal property liability.

### **Dismissal Policy**

The Administration reserves the right to terminate the attendance of students who fail to satisfy the requirements of academic, clinical, disciplinary, health and personal adaptability for the Cosmetology field.

Reasons for Dismissal:

1. Failure to comply with attendance policies.
2. Conviction of a felony.
3. Failure to meet academic requirements.
4. Failure to meet the clinic education requirements.
5. Receiving written formal warning notices pertaining to the same problem.
6. Failure to comply with other rules, regulations and policies of the program.
7. Unprofessional/unethical behavior or insubordination.
8. Proven use of controlled substances (alcohol, drugs).
9. Any action or inaction which results in harm to a client.
10. If a student is absent for 5 consecutive days, he/she will be dropped from the program. The only exception is if a leave of absence is arranged with a counselor or administrator.

### **Grading System**

Students will be graded on all quizzes, exams and clinic evaluation. A student must earn a grade of 75% to pass. Any grade below 75% will be a failing grade. No assignments will be accepted after the conclusion of each module, which may result in a failing grade. Certificates of completion will not be awarded until all modules are successfully completed.

### **Adult Cosmetology Program – Day Classroom Rules**

I will demonstrate respect for myself, my instructor and my fellow students at all times. Behavior deemed disruptive may result in dismissal from class.

I will be prepared every day for class with cosmetology supplies, textbook, workbooks and notebook.

I will follow all safety procedures: I will be in full uniform (black smock, black scrubs & black or white leather sneakers that cover the entire foot) at the start of the day (**8:00am**).

I understand that the lesson begins at **8:00am** and ends at 2:30pm. If I am late or leave early three times in a module, I understand that I will be asked to forfeit the next full day of training (6 hours).

I understand that excessive lateness may result in dismissal.

I understand that no items may be removed from the dispensary without permission.

I understand that if I sleep in class the time will be docked from my official record and I will be asked to leave.

I understand that using profanity in the classroom is forbidden and any use of foul language may result in disciplinary action and/or dismissal.

I will not utilize nor display ANY electronic equipment in class or clinic. Use or display of personal electronic equipment may result in dismissal/loss of hours from class for the day.

I understand I am not allowed to record/post any social media videos/photos while on school grounds.

I will abide by the attendance policy; students are expected to be present for all scheduled classes.

I understand that if I miss 10% of the hours in any given module, I will be dropped from that module and not receive a grade in that module. I will be permitted to return at the start of the next module. The module in which I missed must be repeated in its entirety the next time it is offered and there will be a makeup fee of \$2,000 payable in advance of that module to receive a WSB Certificate of Completion.

If I do not complete two modules due to grades or attendance, I am dropped from the program and may reapply as a new student without advanced standing.

Unassigned hours are only used for hours missed in a module at the end of the program.

I understand that if I am late returning from breaks, 5 minutes or more, I will be docked accordingly.

All payments are due the 15<sup>th</sup> of each month. If they are not received by the 30<sup>th</sup>, there is a \$25 late fee. After two consecutive missed payments, there will be grounds for program withdrawal.

## **FINANCIAL INFORMATION**

### **Tuition:**

Tuition payment is the responsibility of the student. The Bursar will provide a payment plan to each student. The payment plan must be strictly adhered to. Tuition payment procedures are as follows:

1. Visa, Master Card, Discover, Money Order or Check are accepted. The student's name, telephone number, and the program they are enrolled in must be written on the front of all checks and money orders. Checks and money orders are to be made payable to: *Western Suffolk BOCES*
2. Payments may be submitted to the Bursar's Office as follows:
  - by phone at (631) 261-3600 ext. 314 Monday – Thursday or scheduled Fridays at (631) 752-1957
  - by mail at Western Suffolk BOCES – Bursar's Office 152 Laurel Hill Road Northport, NY 11768
  - in person at the Northport Campus – Room 214.

The Bursar's hours are Monday – Friday from 7:30am to 2:45 pm. The Bursar's office will be open two evenings a month. Dates and times will be posted on the door of room 214.

3. All payments are due on the 15<sup>th</sup> of the month. A \$25.00 late will be charged to payments not received by the 1<sup>st</sup> of the following month. Missing two consecutive payments is grounds for withdrawal from the program.
4. If you are having difficulty making payments, please contact the Bursar's Office.
5. Changes made to addresses, phone numbers and other demographic information must be reported to the Bursar's offices.

### **Federal Student Aid (FSA)**

Financial Aid is available to those who qualify. Eligibility is determined by completing the FAFSA, Free Application for Federal Student Aid, online at <https://fafsa.ed.gov>. Financial Aid consists of the Federal Pell Grant and Federal Student Loans to those who are eligible.

To receive federal funds, a student must have a High School Diploma or equivalent and be a US Citizen or Eligible Non-Citizen.

Initial deposits are not covered by financial aid. If tuition is not fully covered by financial aid, a payment plan will be sent to you for the balance of tuition by the Bursar's Office. Students must maintain Satisfactory Academic Progress to remain eligible for federal funding.

### **Health Requirements**

The student is required to provide the State with proof of a complete physical examination before sitting for the New York State Licensing Examinations.

### **Special Note Regarding Illness/Absences**

Any rash, fever, open or sutured wounds, or undiagnosed illness will preclude attendance in the clinic area. A physician's statement will be required in order to return to the clinic area after an extended illness, a communicable condition or any injury. The physician's statement must include that you can return to "full clinic duties."

### **Instructor: Tara Maccio**

Ms. Tara is an experienced NYS Cosmetology Instructor, with nearly 20 years' experience working behind the chair. She has continued to work on her skills through continuing education, mastering in color and styling. Supporting other stylists in strengthening their knowledge and skills is what has inspired her to become an instructor and to guide future professionals along their journey.

### **Leave of Absence**

A Leave of Absence may be granted upon approval by the Program Administrator. To request a Leave of Absence, a student must submit a request in writing. The time requested must not exceed 180 days. If the Coordinator and the Principal decide to grant the leave, tuition and payments are put on hold. If the student returns on the agreed upon date, the tuition and payments would remain the same, unless there has been an increase in tuition. Former payments will be credited toward the new tuition. There can be no more than one Leave of Absence per academic year.

If the student does not return on the agreed date, the student will be dropped and asked to pay any outstanding charges. These charges must be satisfied before returning to the program. The student may apply for readmission at a later date.

### **Parking**

All vehicles MUST park in designated regular parking areas. NO cars may be parked in designated fire zones, reserved parking or on the grass.

### **Smoking/Vaping Policy**

New York State Law prohibits smoking on any school grounds. Western Suffolk BOCES is a smoke-free campus. Smoking and smoking simulated devices, including those used for vaping, are strictly prohibited anywhere on school property. Students who violate the smoking/vaping policy are subject to disciplinary action up to and including probation, suspension and/or dismissal.

## **STUDENT REQUESTS FOR REASONABLE ACCOMMODATIONS**

Western Suffolk BOCES will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Western Suffolk BOCES will provide qualified Cosmetology students with reasonable accommodations, unless those accommodations would fundamentally alter the technical standards or the essential features of the Cosmetology curriculum, which includes the didactic, clinical and/or other educational experiences, or if the accommodations would impose upon Western Suffolk BOCES an undue hardship.

Students in the Cosmetology program who would like to request a reasonable accommodation must submit the Request for Accommodations form available at [www.wsboces.org/accommodation](http://www.wsboces.org/accommodation) and review the process described on that website regarding requests for reasonable accommodations.

For non-testing accommodation requests: Cosmetology program students requesting a reasonable accommodation other than a testing accommodation will be contacted by the ADA Compliance Officer and/or Program Designee to review and discuss the details of the request.

For testing accommodation requests: Students requesting a reasonable testing accommodation for the Cosmetology program will be contacted by the ADA Compliance Officer and/or Program Designee and will be required to submit the following documentation, as outlined by The New York State Department of State Division of Licensing Services:

- Supporting documentation from a physician or other qualified professional, or evidence of prior accommodations from a school or other institution.

Western Suffolk BOCES will make every effort to accommodate students with special academic requirements. Anybody requesting special accommodations must fill out and submit the form on <https://www.wsboces.org/accommodation/>. Our staff will make every effort to assist the student with any necessary arrangements.



## **Counseling Services**

Counseling services (including drug and alcohol prevention/awareness) are available to all students in the program. Students may be referred to our Career Counselors by the instructor as well as self-referral by the onsite Training Coordinator. A referral to federal, state or private counseling service will be made if so desired. Individual services are not provided through Western Suffolk BOCES.

## **Student Review of Records**

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student education records.

Adult students have the right to inspect and review the student's education records maintained by the school. If copies of records are requested, the school may charge a fee for copies.

Eligible students (adult students) have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school does not amend the record, the eligible student has the right to a formal hearing.

Generally, schools must have written permission from the eligible student in order to release any information from a student's education record.

For more detailed information on FERPA, go online to the U.S. Department of Education, [www.ed.gov/offices/OII/fpco/ferpa/](http://www.ed.gov/offices/OII/fpco/ferpa/). Students may review their records by making an appointment with a counselor. Call 631-261-3600 for information.

## **Transcripts and Certificates**

All students completing the Cosmetology program successfully will receive a transcript and Certificate of Completion from Western Suffolk BOCES at no cost. There is a \$5 fee for duplicate copies of certificates and transcripts.

Transcripts being sent to third parties require a written request signed by the student. Requests should be sent to the Job Placement Office. For information, call 631-667-6000, ext. 114. All records will be maintained by the School for at least 3 years. Western Suffolk BOCES is in compliance with federal laws that govern student confidentiality e.g., FERPA.

## **Transfer and Re-admitted Students**

Transfer students may call the counseling center and request an evaluation of their transcript before being accepted into the program. All transcripts will be reviewed by the counselor and teacher to determine if the student's request includes relevant and acceptable courses.

## **Uniform Dress Code**

Cosmetology students are required to obtain the official school uniform (no knits permitted); black

smock, black scrubs, white or black leather, closed-toe shoes or sneakers. No hats of any kind are permitted.

### **Satisfaction of Financial Obligations**

The payment of tuition is the responsibility of the student. The payment schedule must be strictly adhered to. Only students who have met all financial obligations will be recommended for graduation. The Principal has the option of terminating any student who has not met all financial obligations.

### **School Closings for Weather/Other Emergencies**

In the event of weather or other emergencies, adult classes will not be held when Western Suffolk BOCES and Wilson Tech buildings are closed and programs are cancelled. Announcements regarding such closings will be forwarded to the following media sources: News 12 and Newsday.com.

You may also check the home page of the Western Suffolk BOCES website at [www.wsboces.org](http://www.wsboces.org).

## **FREQUENTLY ASKED QUESTIONS**

*How do I register for classes?*

All potential students must meet with a career counselor prior to enrollment. Call 631/261-3600 x204 to schedule an appointment.

*What if I do not have a high school diploma?*

Students must meet one of the following criteria:

- a. proof of a United States high school diploma or equivalent, or, if from a war-torn country, a self-certifying letter
- b. an authorized evaluation of credentials if from another country

Each applicant must schedule a meeting with a career counselor who will review documentation and determine eligibility for the program. After individual counseling and review of the student's ability to succeed, a counselor may recommend a period of remediation before entry into the program. The telephone number to contact a counselor for a pre-admission interview is 631-261-3600, x204.

*Can I transfer credit?*

The transferring student is scheduled to meet with an admissions counselor. The counselor then requests a formal transcript and when that is received, the counselor will ask the licensed Cosmetology teacher to review the official document. The number of completed hours stated on the document is reassigned according to the teacher evaluation up to the date of student withdrawal.

*How can I make up hours?*

Approval of instructor and Coordinator is necessary to complete these arrangements. Call 631/261-3600, ext 204 for information.

*Does Western Suffolk BOCES offer other services?*

Admissions counselors are available to help you make the best possible class choices. Career counseling, high school equivalency programs, and English as a Second Language (ESL) classes are offered at Western Suffolk BOCES and community sites. Western Suffolk BOCES' job placement service offers lifetime assistance to graduates of our Career Certificate programs and our full-time programs. This is a service, not a guarantee of employment.

*Does BOCES offer financial aid?*

Yes. A student must complete a FAFSA to determine eligibility for federal aid including the Pell grant and federal student loans. We also offer convenient monthly payment plans for licensing and full-time programs. Call 631/261-3600 x314 or ask about this option when you register.

*What can you tell me about Tax Credits for Higher Education?*

An education credit may help with the cost of higher education by reducing the amount of federal tax owed on your federal tax return. If the credit reduces your tax to less than zero, you may get a refund. Learn more from the Internal Revenue Service about education credits at <https://www.irs.gov/credits-deductions/individuals/education-credits-questions-and-answers>

*Are there any additional costs?*

We make every effort to include all costs, including books as part of course tuition. In limited instances students are required to purchase personal protective equipment or personal tools. Your course description in this catalog will indicate any additional costs or requirements.

**Book Fee Charge**—Books are usually included in the tuition. If a student drops the class, she/he will be expected to return the book(s) or the costs of books will be charged from any refunds due.

NYS Licensing Exam fee will be made payable to the Department of State.

*Will I receive a certificate?*

Yes, you will! Certificates of Completion are issued to all career and technical education students who have successfully completed all course requirements.

*Do courses qualify for Veteran's benefits?*

Yes, veterans may qualify for free training at Western Suffolk BOCES through the Division of Veteran Affairs. Contact your local Veterans' representative or call 631/261-3600, x314 for more information.

**WESTERN SUFFOLK BOCES**  
 152 LAUREL HILL ROAD  
 NORTHPORT, NY 11768  
 631-261-3600

**ENROLLMENT AGREEMENT**

Western Suffolk BOCES Adult Career & Technical Education hereby sells the undersigned applicant, known hereafter as the student, subject to the terms and conditions set out herein, the program(s) of study indicated below, consistent of academic, laboratory and clinic instruction, including all materials required for said student. Exceptions are those items which must be provided at the student's expense and are listed in the program materials given to students prior to the start of the program.

**STUDENT DATA:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_

Cell Phone \_\_\_\_\_

**YES! I WANT TO OPT IN TO RECEIVE SMS TEXT MESSAGES FROM WESTERN SUFFOLK BOCES**

**PROGRAM OF STUDY**

Program (Name)	Clock Hours	Time of day	*Tuition \$
COSMETOLOGY	1000	8AM-230pm	\$12,900

**\*Non-refundable registration fee of \$100 is included in tuition.**

**ENROLLMENT PERIOD**

Start Date: \_\_\_\_\_ Projected Completion or Graduation Date: \_\_\_\_\_

If an applicant is accepted by the institution and cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less a non-refundable registration fee of \$100 and any stated student expenses which are listed in the institutional catalog.

Student Initials _____ Date: _____
---------------------------------------

Student's Name \_\_\_\_\_

The purchaser hereby agrees to pay Western Suffolk BOCES Adult Career & Technical Education payments either in full or in installments as determined by the Bursar's Office.

**I. CANCELLATION and REFUND POLICY**

For a student to whom no state or federal or special program fund policy applies, and who chooses to cancel this agreement, the school shall apply the refund stated below.

If Western Suffolk BOCES closes, current students shall receive a pro-rata refund of tuition.

All additional expenses, such as uniforms, textbooks, supply kits, software, state licensing fees, Airman testing fees and program consumables, that are not included in the tuition price are non-refundable.

**Refund Due Dates:**

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class.
2. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct or Satisfactory Academic Progress Policy.
3. A student on an approved leave of absence notifies the school that he or she will not be returning. The last date of the leave is used as the termination date.

**Rejection and Cancellation before the start of class:**

1. If an applicant is rejected for enrollment by an institution, a full refund of all tuition monies paid will be made to the applicant.
2. If an institution cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the applicant within 45 days of the planned start date.
3. If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all tuition monies paid, less a non-refundable registration fee of \$100 as noted on page 1 of this enrollment agreement.

**Withdrawal or Termination after start of class**

1. During the first week of classes, tuition charges withheld will not exceed ten percent (10%) of the stated tuition up to a maximum of \$500. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
2. After the first week and through fifty percent (50%) of the period of training and financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed.

Student Initials _____ Date: _____
---------------------------------------

Student's Name \_\_\_\_\_

3. After fifty percent (50%) of the period of financial obligation is completed, the institution retains the full tuition.

PERCENTAGE TIME TO TOTAL	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
First week of classes	10% of total stated tuition up to a maximum of \$500
Second week through 50% of course	Pro-rated portion of tuition for the period of time completed plus 10% of the balance due for the period of time that was not completed.
After 50% of the course is completed	Full tuition

4. All payments are due on the 15<sup>th</sup> of the month. A \$25.00 late fee will be charged for payments not received by the 1<sup>st</sup> of the following month. Missing two consecutive payments is grounds for withdrawal from the program.

**II. GRADUATION REQUIREMENTS**

Criteria for successful completion of the program(s) shown on page 1 are:

1. Recommendation by the instructor that you have successfully completed all Program requirements and met course objectives.
2. Satisfaction of all financial obligations.
3. Fulfillment of Program attendance requirements, the curriculum/completion requirements of the New York State Education Department and curriculum/completion requirements of the individual Program.

Upon successful completion of all of the above graduation requirements, the student will be awarded a certificate.

**III. JOB PLACEMENT**

Western Suffolk BOCES Adult Career & Technical Education's job placement service offers lifetime assistance to graduates of our Career Certificate programs and our full-time programs. This is a service, not a guarantee of employment.

**IV. STUDENT ABSENCES AND MAKEUP FEES**

Any student who does not fulfill attendance requirements is subject to disciplinary action, up to and including dismissal from the program. The program administrator will review the attendance record of any student who exceeds the maximum allowable absences. The administrator will determine if the student is eligible for make-up time. If make-up time is scheduled, all fees must be paid in full in order for the student to begin any additional hours. The current make-up rate is \$2000 module/hour.

**V. TITLE IV FUNDS**

Students who receive Title IV Funds and withdraw from the program are subject to the rules and regulations of the Department of Education for returning aid. All monies may be returned to the Department of Education. In that case, the student may be responsible for all tuition due.

**VI. BUYER'S RIGHT TO CANCEL**

A student may cancel this agreement within three (3) business days of signing this agreement and receive a 100% refund of all tuition monies paid, less a non-refundable registration fee of \$100.00.

**I acknowledge that I have read and received a copy of this enrollment agreement. I understand that this agreement is legal and binding and I agree to any and all stipulations and terms contained therein.**

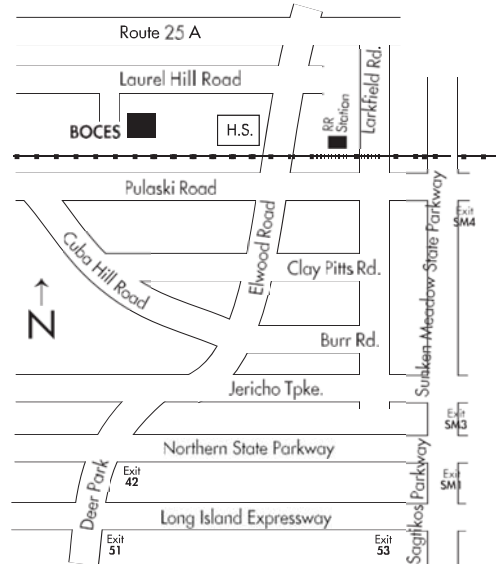
\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

Location  
Western Suffolk BOCES  
Wilson Tech's Northport Campus 152 Laurel Hill Road  
Northport, NY 11768



Other Western Suffolk BOCES campuses:

Western Suffolk BOCES, Republic Aviation Facility  
7200 Republic Airport, Farmingdale, NY 11735 631/752-1957

### Accredited by

Western Suffolk BOCES is accredited by the Commission of the Council on Occupational Education. They may be contacted at: 7840 Roswell Rd. Suite 325, Atlanta, GA 30350, 770/396- 3898, fax 770/396-3790, [www.council.org](http://www.council.org).

## **Board Members**

Mary Ellen Cunningham	Ilene Herz, Esq.
James Kaden	Brian. J. Sales
Jeannette Santos	Peter Wunsch
Michele Kustera	

## **Administration and Supervision**

Michael Flynn, Chief Operating Officer  
April E. Poprilo, District Superintendent  
Nancy Kelsey, Executive Director, Career & Technical Education  
Dr. Stephanie Engelmann, Principal, Northport Campus  
Kristine M. Shanteau, Training Coordinator, Northport Campus

## **Recruitment Policy**

Western Suffolk BOCES does not recruit students already attending or admitted to another school offering a similar program of study.

## **Western Suffolk BOCES Non-Discrimination Notice**

The Board of Cooperative Educational Services of Western Suffolk County, New York does not discriminate on the basis of age, religion, creed, ethnic origin, national origin, marital status, race, color, gender, sexual orientation, veteran status, weight, disability or handicap in the educational programs or activities it operates and provides equal access to the Boy Scouts and other designated youth groups. This policy of non-discrimination includes the recruitment, hiring and advancement of employees; salaries, pay and other benefits; counseling services to students; student access to course offerings; lawful political activities; educational programs and other activities; and the business activities of the Board. Inquiries concerning the application of regulations prohibiting discrimination may be referred to the Western Suffolk BOCES Compliance Officer Dr. Hugh Gigante who may be contacted at 507 Deer Park Rd., Dix Hills, NY 11746 or 631/549-4900 x204 or hgigante@wsboces.org. Or, inquiries may be made by contacting the Office for Civil Rights at NY Office for Civil Rights,

US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500 or call 646-428-3900, or fax 646-428-3843, or TDD 800-877-8339, or email

OCR.NewYork@ed.gov or file form at

<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

**REV: 7/8/24**



