

Here Is Where  
Your  
Successful Career  
Begins



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## One of Your Most Important Decisions

# WARNING

Salon owners, employers, and graduates agree that  
**ALL COSMETOLOGY SCHOOLS ARE NOT THE SAME!!!**

Selecting a career is one of the most important decisions you'll be making during your life. It's vital that you read about, investigate and look at a number of schools, so when you make your final decision it will be the correct one for you. **Continental Academie can offer you what we feel is the very best educational program available** today.

We take pride in our students, our faculty, the variety of courses and options open to you, and in the cheerfulness of our school. If this fits your concept of a school and what you want out of higher education, we will be delighted to talk with you and do everything we can to familiarize you with Continental Academie.

In the meantime, this catalog is intended to give you a verbal and visual introduction to Continental Academies located in Hudson and Manchester, New Hampshire. The Academie classes are planned so you can take advantage of closer educational and personal relationships between student and instructor throughout the entire program. Students are under continuous supervision, in class, while performing services on clients, and in the development of their individual personalities. All aspects of your training will be graded and weaknesses will be addressed through extra assignments and assistance. **Continental Academie graduates are a well-rounded, knowledgeable, professional asset to any salon.**

**Continental Academies were voted the #1 Beauty Schools for the Greater Nashua, Manchester, NH, and Lowell, Lawrence, MA areas in the Americas Best Business Awards**

## School Facilities



Continental Academie's Hudson Facility, shown above, is housed in a 3-story, 5,500 square foot contemporary wooden structure located at 102 Derry Street in Hudson, NH. Free parking facilities are available on the premises for the convenience of commuting students.



The Continental Academie Manchester Facility is a 5,000 square foot area on the second floor of a four story brick building. An elevator entrance and FREE parking facilities are available on the premises for the convenience of commuting students.

## What Employers Say About Continental

*"Having had the opportunity to work with both the students and staff has given me a deep understanding of Continental Academie's mission, and end results of their outstanding methods of teaching. I have worked with many cosmetology schools throughout New England, and can honestly say this school has gone beyond any of my ideal expectation of what a cosmetology school is capable of. The level of training from technical to people skills is far-reaching. I have recommended, and have had hired through my salon network, many Continental Academie Students. My experience in the industry has shown that a new trend of hairstylists is needed to further the professionalism of beauty, and this school has already begun the process!!!"*

*- Lily Kim, Salon Owner*

*"We look for above average Technical ability, Business knowledge plus strong communication and people skills in a prospective employee. Our employees who are Continental graduates possess these traits."*

*- Ms. Pam Melone, Manager*

*"As a graduate, I know it was a very professional school. As a salon owner, I know getting a Continental Graduate means getting a very professional employee. I definitely look for someone who is a graduate of Continental when I am hiring."*

*- Dawn Wallace, Salon Owner*

## What Our Graduates Say About Continental

*"The cost and time spent to receive my license was worth every cent. In comparison to any Massachusetts school, Continental is an exceptional school. The schooling and individual attention well outranks nationally named schools for the price, Continental is your best value. Upon graduation I soon found out how much knowledge I had gained and felt comfortable working with not only name brand products, but the procedures associated with them. A professional manner was something I tried to possess before starting school, however, if you listen closely to what is being explained by the instructors you are constantly advised on how to handle situations. In conversation with friends who attended other institutions, I learned that I had well exceeded their learning from more well known establishments."*

*"I can't brag highly enough about the teaching from the entire staff at Continental. If you take it seriously and listen closely, everything falls into place. Studying is the key factor and this aspect is emphasized at Continental with not only tests and homework, but more importantly, class projects and demonstrations. I am glad I chose Continental Academie for an education, you can't go wrong."*

*- Charles Maria*

*"The instructors were great. They helped you out in so many ways. If you needed extra help on something, they were there."*

*- Tamara Crenshaw*

*"It was outstanding how prepared I was for my state boards, how ready I was for the outside world and how much I knew compared to other students from other schools."*

*- Patricia Howard*



Continental Students participate annually in a wear jeans to school fundraiser to combat breast cancer.

# *School Management and Faculty*

## **Continental Academie of Hair Design, 102 Derry Street, Hudson, N.H.**

### **Owner: Continental Crimping, Inc.**

Mrs. Rhona Charbonneau - Chairman of the Board of Directors  
Ms. Alida Weergang - Vice-President & Artistic Director  
Ms. Sylvia Donah - Business Manager, Director of Operations, Financial Aid Director  
Ms. Suzanne Prince - Director of Education, Instructor, Manager  
Mrs. Rhona Wollenhaupt - Assistant Manager, Instructor  
Ms. Eleanor Robitaille - Instructor, Student/Business Coordinator  
Mrs. Christine Brennan - Instructor  
Ms. Marcia Richards - Instructor  
Mrs. Carolyn Decarteret, Instructor  
Ms. Jennifer Dodds - Admissions Representative

## **Continental Academie of Hair Design, 228 Maple Street, Manchester, N.H.**

### **Owner: Continental Academie of Hair Design, Inc.**

Mrs. Rhona Charbonneau - Chairman of the Board of Directors  
Ms. Alida Weergang - President & Artistic Director  
Ms. Sylvia Donah - Business Manager, Director of Operations, Financial Aid Director  
Ms. Suzanne Prince - Director of Education  
Mrs. Nancy Failla - Manager/Instructor  
Ms. Pamela Hanlon, Instructor  
Mrs. Jane Viewey, Instructor  
Ms. Jennifer Dodds - Admissions Representative

The School Administrators and Instructors are members of one or more of the following associations:

National Cosmetologists Association  
HairAmerica, the educational arm of NCA  
Tri-State School Association  
Better Business Bureau  
National Federation of Independent Businesses  
N.H. Association of Financial Aid Administrators  
American Association of Cosmetology Schools (AACCS)



“Nationally Accredited by the National Accrediting Commission  
of Cosmetology Arts & Sciences”

4401 Ford Avenue, Suite 1300, Alexandria, VA 22302  
(703-600-7600)

“The National Accrediting Commission of Cosmetology Arts & Sciences is recognized by the U.S.  
Department of Education as a national accrediting agency for post-secondary schools and programs of  
Cosmetology Arts & Sciences.”

Licensed by the New Hampshire Board of Barbering and Cosmetology,  
2 Industrial Park Drive, Concord, NH 03301(603-271-3608)

## Alida Weergang - Artistic Director



Alida Weergang, a native of Holland, has studied extensively in England, France, Spain and Germany. She was a member of the USA Olympic Hairstyling Team for the world championships in Stuttgart, Germany. In the Festival of Paris, she won the Rose D'Or de Paris (France's highest award for hairstyling). Alida toured Russia as a participant in the first USA/Russia cosmetology exchange program for which she received State Department commendation.

As a member of HairAmerica, the Creative Design Group of the National Cosmetologists Association, she was selected five times by the NCA to create their new hair fashion trends. She has been a Judge for the World Hairstyling Championships, was selected for the NCA Hall of Renown and was awarded the prestigious NCA International Medallion. In 1987, Alida has represented NCA in the Organization Artistic International world hairstyling organization and was the first American, and the first woman, chosen by OAI to preside as a commissioner for international competitions. In 1991 she was elected to the vice-presidency of their organization.

## Suzanne Prince - Director of Education



Heading our group of talented instructors, Suzanne holds the distinction of creating the first Skin Care Technical Brochure and Instructional Slide Program that introduced the science of Esthetics into the National Cosmetologists Association and when a special HairAmerica Esthetics Division was formed, Suzanne was one of the charter members of that division. She has served as a co-director of NCA's Esthetician Seminars held at their National Conventions, and as a guest educator for cosmetology and esthetics at various International and National Beauty Shows.

Suzanne attended Plymouth State College, majoring in education, and also graduated from N.H. Vocational Technical Institute as a Certified Occupational Therapist Assistant before completing her cosmetology training.

Suzanne currently holds a NH Cosmetology Instructor License, a NH Esthetics Instructor License, and has her NCA National Instructor Certifica-

tion.

Don't just take our word for it.  
Ask your stylist  
or salon owner if they would  
rate Continental Academie  
as the best place to receive  
your training  
as a cosmetologist or  
nail technician.



Students learning haircutting on mannequins at the Hudson facility.

## Our Mission

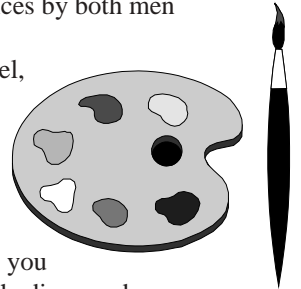
From the day of its beginning Continental Academie of Hair Design has been recognized as a leader in cosmetology education. We constantly adapt our curriculum with new techniques in order to stay on top of a rapidly changing profession. Our goal is to provide the industry with cosmetology school graduates who have the knowledge needed to adapt to the most rapid professional advances. The course of study is intended to not only qualify students for the state cosmetology licensing exam but to also enter the job market with the most advanced knowledge and skills of the profession. A diploma in cosmetology is awarded each student upon successful completion of the 1550 hour course.

## Haircoloring Techniques - Basic, Corrective, Advanced

Within the past few years Hair Coloring has become one of the most requested salon services by both men and women, young and mature, making it a very important aspect of your cosmetology education.

During classroom training, students learn a universal, numbered color scale, the color wheel, and their importance in successful hair coloring. You will see demonstrations of corrective colors, dimensional color, gray coverage and blending, and the many techniques of hair lightening. You will understand when and how to use various types of hair coloring products, how to return clients back to their natural shade, and how to achieve the desired result.

Through our excellent relations with the major manufacturers of coloring products, we are favored throughout the course with guest technicians who, along with our teaching staff, will show you how to use a variety of products and brands to correct a client's at-home mistakes, and create hair shadings and coloring to please the most discriminating salon client.



## Advanced Highlighting Techniques

Classroom training provides the student with needed knowledge of current trends in highlighting and how to best achieve them. Students receive extensive practice in various types of highlighting, both on mannequins in the classroom and clients on the clinic/laboratory floor. You will learn techniques such as Sparkle, Painting, Chunking, and Slicing, using combs, brushes, paddles, foil, plastic caps, plastic wrap, and when to use color or bleach for the best results.

**OUR BUSY COLOR CLIENTELE ASSURES THE STUDENT OF EXTENSIVE HANDS-ON PRACTICE IN ALL PHASES OF HAIR COLORING.**



## Hair Styling

In the classroom, on mannequins, you will learn how to use various techniques such as roller setting, pincurling, fingerwaving, thermal curling and relaxing, and blowdrying along with the various finishing techniques for all types of hairstyles before continuing your practice on the Academie's clinic/laboratory clients. You will work with various styling techniques designed for all types of hair textures and lengths as well as learning the differences in techniques when working with clients of various ethnic backgrounds. Long-hair is also a focus of this segment with special emphasis on bridal, prom and other gala styling. You will also learn advanced French Braiding techniques such as the Heart, Angel, Bridal Veil, Basket weave, and Fishtail.

## Designing And Controlling Curl

Perming is one phase of cosmetology which has many options for both the stylist and client. You will learn designer perm wraps such as spiral, boomerang, weave, Genesis, Shumi Shapers, Revolution, no rod, candlesticking, piggyback, root and more....these are the more lucrative and quality types of perming most popular today.

Relaxing overly curly hair and recurling to the desired formation for clients from various ethnic groups is covered both in the classroom and in practice in the clinic/laboratory so that students will be well-rounded and able to perform in all types of salons.

## *Haircutting for Style*

To insure your future ability to keep up with changing hairstyles, Continental Academie has developed an exclusive method of scientific precision hairshaping with scissor, razor and clippers. The in-depth method of instruction covers both men's and women's styling using horizontal and vertical methods, degrees of elevation, hair texture, density, length, facial shapes, and body proportion. You will learn the importance of client consultations and how to use the latest trends and techniques to enhance your client's lifestyle.



## *Public Relations*

Our gifted instructors will explain the how's and why's of dealing with the general public, professional attitude, the proper relationship between cosmetologist and client, developing your personality, the importance of directing your client to the proper products to enhance the health of their hair and skin, and how to properly explain the relationship of product to health of hair and skin. As part of their sales and marketing training, students will be responsible for creating a marketing and promotional plan.

## *Merchandising Retailing*

Retailing is a vital link between the professional stylist and the client. Throughout the program, guest speakers from various beauty product manufacturers come into the school and conduct product knowledge classes, demonstrate new products and techniques, and suggest how to explain the benefits of individual professional products to your clients. In each subject students are taught how and what products clients need to maintain their style after having a particular service done. Students learn marketing techniques, set up an actual display in the school's reception area, put together an information package for clients and conduct a mini-class for the student body. We go one step further by using the product line that is the current retail project in the school's clinic/laboratory. This is an important aspect in client loyalty and employers look for strong retailing potential.

## *Makeup Artistry*



Using state-of-the-art AVEDA makeup and application techniques, you will learn color analysis, seasonal coding, theatrical, corrective, and bridal makeup as well as day and evening applications.

From time to time our students volunteer as assistants in theatrical productions put on by various area community theater groups. This gives the participating students a first-hand look at the art of theatrical makeup.



## *Salon Field Trips*

Students visit up to two selected salons for a day at each to observe the differences in salons firsthand. This is a very exciting part of your education. Employers get to see future graduates and students get a greater knowledge of the types of salons available for employment. Many of our students receive immediate job offers as a result of their field trips.

## *Spa Manicuring and Pedicuring*

Nail technology is the fastest growing segment of the beauty industry. You will gain knowledge of diseases of the nail; fiberglass, silk, acrylic and gel nail extensions; tips; capping; French and American manicures; therapeutic paraffin wax treatments; hand and arm massages; specialty manicures; nail art and spa manicuring and pedicuring techniques. You will work with the most popular brand name products such as Backscratchers, Creative Nail Design, OPI, and Star.



A separate 300 hour Manicuring/Nail Technology program is offered for students who only wish to be licensed as Manicurists/Nail Technologists

## *European Facial Treatments Esthetics*

Students learn both manual and European facial techniques, when and how to use facial machines and attachments, oils, infusions, masks, and paraffin treatments. You will learn to analyze a client's skin, recognize skin conditions, perform therapeutic massage, apply specific treatments, and to prescribe a schedule of in- salon and at-home care and maintenance, using Aveda all natural Botanical Kinetics, for your client.

Esthetics is a rapidly growing segment of the cosmetology industry with the increasing expansion into full-service salons and day spas. Continental offers this to students as part of the cosmetology program at no additional charge.

## *Salon Business Management*

The highlight of the Salon Business Management segment is a class in which students put together their dream salon complete with floor plan, furniture, supplies, advertising, cost projections, and a salon policies and procedures manual. You will learn about state and federal laws, payroll taxes, insurance, record keeping, the importance and how to's of client retention and personal development. A class segment in salon computerization also familiarizes students with programs for automated salon recordkeeping and marketing. A special curriculum guide developed by the Internal Revenue Service for Cosmeologists is an important part of this unit.

You will also prepare a resume and learn techniques to use during an employment interview. Area salon owners will address the students on what they expect of an employee and conduct mock interviews.

## *Career Opportunities in Cosmetology and Manicuring*

Numerous career opportunities are open to Continental Academie graduates and the field is continually growing. Some of your career choices are, depending on your field of study: Cosmetologist, Cosmetician, Operator, Hairdresser, Hairstylist, Hair Coloring Technician, Permanent Wave Technician, Scalp & Hair Specialist, Skin Care Specialist, Makeup Artist, Manicurist, Nail Technician, Salon Manager or Supervisor, Salon Owner, Cosmetology Instructor, Cosmetology School Director, School Owner, Educational Director for Manufacturer, Guest Artist at Seminars and Beauty Shows.

As the job market stands today, the demand for cosmetologists is very high. For a number of years, enrollment in cosmetology schools stayed the same, while the number of salons was on the rise. This has provided increased job opportunities for licensed cosmetologists. The demand for full-time and part-time cosmetologists will continue to grow. The Labor Department estimates a continuing increase in employment opportunities for cosmetologists through the year 2010.

Success is tied directly to developing a steady clientele. This, in turn, depends on technical skills, experience, a sense of how to deal with clients, and a personal style. Even well trained entrants to the field find the first year difficult financially, but for those who settle into the profession, cosmetology can be a long and economically rewarding career. It isn't all rosy however, long hours of standing could effect your back and legs. Some cosmetologists have experienced



allergic reactions to chemicals used in the profession. Students will wear gloves when handling chemicals and will observe MSDS recommendations. Special ionization systems will be used.

The average yearly salary is between \$14,000 and \$20,000. Entry level cosmetologists make \$13,000 to \$17,000 per year which increases to an average of \$26,000 for a senior stylist. Owners and managers in the field earn in excess of \$26,000, with 28 percent making more than \$40,000 per year. Earnings potential depends on such factors as ability and experience, personal style, the type and location of the beauty salon, and the ability of the cosmetologist to develop a loyal clientele.

## *Enrollment - Admission Requirements*

Enrolling students must have a high school diploma or the recognized equivalent (GED). Freshmen and transfer students should present a completed application form, registration fee, a high school transcript, or GED test scores, four (4) full face passport photos, a copy of their driver's license, birth certificate and Social Security card. Transfer applicants also must submit official transcripts or affidavits from each previous school attended. International students seeking admission must meet requirements for freshmen or transfer students and must demonstrate a thorough knowledge of English. The Academie does not recruit students already attending or admitted to another school offering a similar program of study.

### *Transfer Students*

INCOMING TRANSFERS - Transfers accepted only if space in equivalent class is available. Students requesting transfers to Continental Academie from another accredited school will be required to present: (1) An affidavit of hours; (2) A transcript of grades received in each subject; (3) A financial aid transcript from the school previously attended. Continental Academie does not recruit students already attending or admitted to another school offering similar programs of study.

Students will be given credit for hours previously earned at another accredited school, up to a maximum of 1000 hours, within one year prior to enrollment at Continental Academie. High school vocational program graduates will be given allowable credit for hours upon successful completion of the required testing.

Credit will be given for 1/2 of the hours earned at a prior accredited school if the period of non-school attendance between transfers is greater than one year but less than two years, upon approval of the NH Board of Barbering and Cosmetology. No transfer credit will be given for hours if the student was not in attendance at a cosmetology school for a period exceeding two years prior to transferring to Continental Academie. In this instance the student would have to complete a new training period of 1550 hours.

OUTGOING TRANSFERS - Each outgoing transfer student, upon giving written notice to the school of intent to transfer, will be given a statement of account using the applicable tables on the published refund schedule. Each student will be provided with a transcript of hours earned, a transcript of grades earned in each subject, and where applicable a transcript of financial aid received. All refunds due will be paid to the applicable party within 30 days of the date of withdrawal. Transcript of hours and grades will only be provided if a student's account with the school is paid in full.

## *Re-Entry After Student Withdrawal*

After withdrawing from the Academie, a student may re-enroll within one year from the date of withdrawal with no additional monies due the school for tuition and lab fees beyond the original enrollment contract amounts plus any prorated published increases. The students will also pay a \$20.00 fee to re-enroll as a student to the NH Barbering and Cosmetology Board. Students wishing to re-enroll after a period of one year from the last date of attendance will lose half of their accumulated hours. After two years the student will be considered a new enrollee.

## *Notice of Nondiscrimination*

Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment are hereby notified that this institution does not discriminate on the basis of race, color, ethnic origin, sex, age, religion, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries or complaints concerning compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Services Act of 1973, is directed to contact Sylvia Donah, 102 Derry Street, Hudson, NH 03051, telephone: (603)889-1614.

Sylvia Donah has been designated by Continental Academie to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Age Discrimination Act of 1975 and with the regulations implementing Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202, or the Director, U.S. Department of Education, Office for Civil Rights, Region One, Boston, Massachusetts 02109, regarding the institution's compliance with the regulations implementing Title VI, 34 C.F.R. Part 100; Title IX, 34 C.F.R. Part 106; Age Discrimination Act of 1975, 45 C.F.R. Part 90; or Section 504, 34 C.F.R. Part 104.

## *Academic Standing*

To remain in good standing, a student must pass the written examinations with an average no lower than 80%. Eighty percent (80%) is the minimum for graduation. The required minimum in practice or clinic work is C, based on a scale of: F-Failing (unacceptable), D-Poor, C-Fair, B-Good, A-Excellent. If at the end of a progress report period a student's written average is below 80%, or a segment of the course is failed, the student is placed on probation. If a student fails to raise the average to the required minimum during the evaluation period, the student may be terminated for unsatisfactory academic progress.

## *Grading System*

WRITTEN	PRACTICAL/CLINICAL
94 - 100% - Excellent	A - Excellent
87 - 93% - Good	B - Good
80 - 86% - Fair	C - Fair
Below 80% - Poor/Failing	D - Poor
	F - Failing

Students receive progress reports at the end of each evaluation period while in school. The evaluation periods end on March 1, June 1, September 1, and December 1 of the calendar year.

## *Student's Right To Privacy Access to Student Files*

No information, other than that considered directory information, regarding a student or graduate of Continental Academie is released to any outside party without the specific written permission of the student. Directory information includes information such as a student's name and address, telephone number, date and place of birth, honors and awards, and dates of attendance. Parents or students may request the school, within 30 days of enrollment, not to disclose that information.

Students and parents of minor students may review the student's files, under supervision, during the regular operating hours of the school.

## *Student Personnel Services*

All Continental Academie students are given academic advising throughout the school course regarding achievements and problems affecting their progress. Group career advising is given at various times within the course and individual advising is available to each student upon request. The Academie regularly assesses grooming, personal habits, social behavior, and interpersonal relationships, and counsels students regarding these matters.

The Academie cannot guarantee employment, but the Academie provides employment assistance without charge to its graduates by providing a list of employers looking to hire graduates of the Academie. The Academie staff considers individual personalities, achievement levels and future goals of each student when providing employment counseling.

The Academie follows up its graduates to determine their professional progress and to insure that the Academie program is equal to, or ahead of, the immediate needs of the profession.

## Probation

Probationary status may result from unsatisfactory scholastic record, poor attendance, or unsatisfactory conduct. Students who fail to meet the standards of scholarship or professional aptitude and conduct expected by the faculty and administrators, but who are permitted to continue in the Academie are designated as being on probation. Registration at Continental Academie is a privilege, not a right and may be discontinued at any time. When after serious consideration by the duly authorized committee, a student seems incapable of adjusting to conditions or to the expectations of the Academie, the student may be denied the privilege of further attendance.

## Suspension or Termination

Continental Academie reserves the right to suspend or terminate, at any time, and with due process, students whose conduct it regards as seriously detrimental to the best interests of the Academie. Neither the Academie or any of its administrators or instructors shall be under any liability whatsoever for the suspension or dismissal. Academic or disciplinary suspension implies that the student is allowed to apply for readmission. Suspension is a temporary situation. Academic or disciplinary termination implies that the student may not be readmitted to the Academie. A probationary term is a thirty-day period; suspension is a three-day period. Termination is a permanent separation.

To assure the best interests of individual students, the cooperation of parents or spouses is required in the effort to develop the standards of character and scholarship, and to instill those ideals of conduct which Continental sets before the members of the student body. Thus a spirit of cooperation on the part of each student with faculty and administrators is necessary. If such cooperation cannot be secured, the Academie reserves the right to terminate students who are not in accord with the ideals of education and conduct which it seeks to maintain.

More specifically, any student who seriously fails to cooperate with faculty and administrators, who participates in disruptive mass action or contributes in any way to disruption through open disobedience of a lawful Academie regulation or order, may be subject to suspension or termination.

## Alcoholic Beverages and Drugs

The use, possession and/or distribution of alcoholic beverages, unprescribed drugs or narcotics, while the student is under jurisdiction of the Academie, will result in termination. Any student convicted of a drug related offense will immediately lose eligibility to receive financial aid.

## Student Activities

Continental students say that motivation and interest are the two main ways to enjoy all that the Academie has to offer. Volunteer student activities may include Fashion Shows, Field Trips, Outside Educational Seminars, participation in Career Days, and Good Grooming seminars for business and student groups.

## Graduation Requirements

In order to receive a Diploma from our Academie, cosmetology students must complete the required 1550 hours of instruction. No diploma will be issued unless the student has compiled a minimum overall written grade average of 80%, and a minimum practical or clinical average of Fair (C) and must achieve a minimum of 80% or (C) in haircoloring, haircutting, permanent waving and relaxing and have completed all assignments. All monies due the school must be paid in full. Graduating students who are applying for the New Hampshire Licensing Exam must complete the required Application for Examination and submit a money order in the amount of the exam fee to the testing agency.

## Course Hours - \*The NH Board of Barbering and Cosmetology Requirement

\*Course must include instruction hours in Shampooing (5), Hairstyling (280), Hairshaping (150),

Haircoloring (100), Permanent Waving & Hair Straightening (150), Hair Analysis & Scalp Treatments (50), Dermatology & Facial Massage (75), Manicuring & Pedicuring (40), Bacteriology & Sanitizing (100), Personal Development (10), Business Management, Salesmanship, Salon Computerization, Field Trips (100), State Laws (10), Textbook Theory (100), Unassigned (380) (Special Projects, Individual Needs, etc.).

The Academie course includes, in addition to the state requirements, Salon Computerization and Salon Field Trip(s).

TOTAL

1550 HOURS

## *Class Hours*

**Full-time Day Classes are held Tuesday through Saturday from 9:00 a.m. to 5:00 p.m.**

(Completion of 1550 cosmetology hours in approximately 10 months)

**Full-time Mothers' Hours Classes are Tuesday through Saturday 9:00 a.m. to 2:30 p.m.**

(Completion of 1550 cosmetology hours in approximately 15 months)

Classes begin approximately every 8 weeks, beginning with the second Tuesday in September each year.

### *Sample Class Schedule*

Tuesday	Classroom	9 - 5
Wednesday	Classroom	9 - 5
Thursday	Clinic/Lab	9 - 5 (Makeup Hours 6 - 9 p.m.)
Friday	Clinic/Lab	9 - 5
Saturday	Clinic/Lab	9 - 5

1/2 hour is given for lunch period each day, lunch period is staggered by class.

Continental Academie operates continuously through the year. The school is closed on Mondays, the day many major holidays are observed. The school is also closed on July 4th, Thanksgiving Day, Christmas Day and New Year's Day.

In the event of unexpected closure due to extenuating circumstances, such as severe winter storms, incoming students will receive a list of radio stations that will carry the cancellation message.

## *Satisfactory Progress Policy*

### **I. ATTENDANCE - Maximum Time Frame for Course Completion**

A. Cosmetology students must complete the 1550 program within 2325 hours of elapsed class time. Manicuring students must complete the 300 hour Program within 450 hours of elapsed class time from the date of enrollment.

1. Students will be evaluated on March 1, June 1, September 1, and December 1, of each calendar year and/or by the midpoint of the program to insure that the student is meeting the standard of satisfactory progress in both attendance and academics.

2. At each evaluation period, a student must have completed 66 2/3% of the hours of scheduled class time from the date of enrollment to be considered making satisfactory attendance progress. Students meeting the minimum requirements will be considered to be making satisfactory progress.

3. Students below the minimum attendance requirement at the time of any evaluation will be placed on probation until the next scheduled evaluation. If at the next succeeding evaluation the student is still not making satisfactory progress, the student may be terminated.

4. A leave of absence may extend the student's contract period an maximum time frame by the same number of days in the leave of absence.

### **II. ACADEMIC PROGRESS**

A. Any student falling below an academic average of 80% numerical grading or C alphabetic grading under the following grading system in theory, practical, and clinic subjects at any evaluation will be placed on probation until the next succeeding evaluation takes place. If the student is making unsatisfactory progress at the next succeeding evaluation, the student will be terminated. Students meeting the minimum requirements will be considered to be making satisfactory progress.

1. A failing mark will be given for any incomplete subjects unless failure to complete was beyond the control

of the student and can be documented. If determined to be beyond the control of the student, the subject will not be counted in determining satisfactory progress until actually completed by the student.

2. No repetition of the subject will be allowed unless the student can document that absence from more than 25% of class time in the original class was beyond the students control. Example: absence due to illness documented by a physician in writing.

3. Non-credit remedial training will be given at the discretion of the school manager. Resulting test scores will not be substituted for the original scores.

4. For a student to be considered making satisfactory progress as of the mid point of the course, the student must meet both the attendance and academic progress requirements on at least one prior evaluation .

### **III. RE-ESTABLISHMENT OF SATISFACTORY PROGRESS**

A. Students on probation will be deemed making satisfactory progress if at the time of the next evaluation the student is then meeting the criteria for minimum satisfactory progress.

B. Students on leave of absence or who have had their training interrupted will be considered making satisfactory progress if they were deemed to be making satisfactory progress prior to their leave of absence. Students on leave of absence who were not making satisfactory progress prior to their leave of absence will return to school as still not making satisfactory progress until their next attendance and academic evaluation.

### **IV. STUDENT FINANCIAL AID**

A. Students receiving Title IV assistance will be considered to be making satisfactory progress while on probation and will be eligible to receive financial aid payments (Pell Grants, Stafford, PLUS Loans). If at the end of the probationary period the student is not making satisfactory progress, financial aid eligibility will be terminated. Financial aid eligibility will continue once the student is re-evaluated and found to be making satisfactory progress. Students who have prevailed upon appeal will have their financial aid eligibility restored.

### **V. APPEALS**

A. A student wishing to appeal a determination of unsatisfactory progress may do so in writing. Appeals must be submitted to the attention of the director at the school's business office. The director will review the appeal and the decision of the director after the review will be final.

## *Rules and Regulations*

All of the school's rules and regulations, as well as conduct policies, are explained upon entrance into training and also in the school's contract. Violation of said rules could result in probation, suspension, or termination.

### **LEAVE OF ABSENCE**

Upon written request a student may be granted a leave of absence for illness or other reason considered to be in the best interest of the student. The leave must be for a minimum of seven days and up to a maximum of 180 days. Only one leave of absence will be granted within a 12 month period unless related to an illness or injury. If a student is has not returned at the end of the scheduled leave of absence, the student will be terminated from the academie. Requests for a leave of absence, or extension of a leave, must be submitted in writing and authorized by the director.

### **MAKE-UP WORK**

If absent, students are given a maximum of one week to make up work and tests missed. If not done within the allotted time, the student will receive a failing mark. Make up test scheduling will be at the discretion of the instructor.

### **UNIFORMS**

The school has a standard uniform which consists of a short sleeve logo shirt, black Docker style slacks, and black leather shoes. The uniform shirt is purchased through the Academie. No other uniform will be allowed.

### **ATTENDANCE, ABSENTEEISM & TARDINESS**

Prompt, regular attendance is required at all sessions of the school. Unauthorized absence from classes is not permitted. Each student is responsible for punching in and out on the electronic time clock. Hour credit will be rounded to the nearest quarter hour. Students arriving late, other than in inclement weather, will not be allowed to punch in or be admitted to class until the next quarter hour after arrival. If a student expects to be absent, an absence slip must be completed prior to the day(s) of absence. If an emergency arises and a student expects to be absent or late, then the student must notify the school prior to 9 a.m. on the applicable day. No more than ten days of absences, arriving late, and/or leaving early allowed in a progress report period unless verified by a physician or student will be suspended and for subsequent offense, terminated. Students must be physically present in assigned classes at the academie for the required number of hours required for graduation. Any time lost due to absences or tardiness must be made up.

### **STUDENT SUPPLIES**

Each student will be required to pay for supplies used on him/herself unless assigned by an instructor.

*Note: Additional rules will be given to the student, upon beginning classes, as part of the orientation process.*

## Tuition and Fees - Cosmetology Complete Course

### 1550 Hour Program

Cost for Students beginning classes between September 2008 and August 2009 will be as follows.

School Application Fee	\$ 50.00
Administrative Enrollment Fee	200.00
Tuition	13,300.00
Lab Fee	250.00
Kit of Tools and Books	<u>800.00</u>
TOTAL PRICE	\$14,600.00

Breakdown of Payments:

School Application fee (Required at time of submitting enrollment application)	\$ 50.00
<i>Kit of Tools &amp; Books (To be purchased as billed prior to entering classes)</i>	800.00*
<i>Enrollment Fee (Required at the time of acceptance for enrollment)</i>	200.00*
Down Payments (Required 3 weeks prior to entering classes)	6,000.00
*10 Monthly Payments of \$755.00 each for full time day students	
*14 Monthly Payments of \$539.29 each for mothers hours students	
(*Beginning with the day of entering classes)	<u>7,550.00</u>
TOTAL PAYMENTS	\$14,600.00

**\*Class sizes are limited. Enrollment Fee and cost of Kit are due upon acceptance to the requested class. Only those with both fees paid will be guaranteed a place in the requested class up to the class size. Otherwise the student will be placed into the next available class.**

**Notice:** Each student beginning classes must also submit a check or money order in the amount of \$25 made payable to "Treasurer, State of New Hampshire" for a student apprentice permit.

This course of study is intended to qualify students for the N.H. Cosmetologist Licensing Exam and prepare them for a career as a Cosmetologist. A diploma in cosmetology is awarded to each student upon successful completion of the 1550 hour course.

## Additional Charges

Full-time (9:00 a.m. - 5:00 p.m.) students must complete the 1550 hour program in 10-months, full-time mothers' hours (9:00 a.m. - 2:30 p.m.) students in 15 months. If the 1550 hours are not completed within the contract period, an additional \$8.00 per hour will be charged until the 1550 hours are completed.

## Materials Included in the Working Kit

Extra-Large Case, Cushion & Round Brushes, Mannequin Holder, Gloves, Shampoo Cape, Manicure Kit, Nail Brush, Hair Shaper, Net, Tint Brush, Double Prong Clips, DuAll Clips, 3 pairs of Cutting Shears, Blow Dryer, Alligator Clips, Finger Wave Comb, Tail Comb, Tangle Comb, Ceramic Curling Iron, Ceramic Straightening Iron, Hair Cutting Comb, Pin Tail Comb, Butterfly Clamps, Perm Bottle, Hair Pick, Sanitizer, Tint Bottle, Text Supplements, Cosmetology Textbook, Water Bottle, Roller Caddy & Rollers, 2 Female & 1 Male Mannequins, Welcome Book, Cosmetology Workbooks, Cosmetology Exam Review, Hair Cutting Cape, Hair Clippers, Single Prong Clips, Hazardous Chemicals Manual, Salon Business Management Manual, State Law Booklet, State Regulations Booklet.

## Refund Policy - Cosmetology Program

A. Rejection - An applicant rejected by the institution shall be entitled to a refund of all monies paid less an application fee of \$50.

B. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back in writing, within 3 business days of signing the enrollment or contract, all monies collected shall be refunded except for the \$50 application fee. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.

C. If a student cancels his/her enrollment after three business days after signing but prior to entering classes,

he/she shall be entitled to a refund of all monies paid to the school, less an application fee of \$50.

D. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

**Non Financial Aid Students - ATTENDANCE TIME OF COURSE - AMOUNT OF TOTAL TUITION & FEES OWED TO SCHOOL**

0 to 77.25 hours - 20%	155 to 232.25 hours - 40%	387.5 to 775 hours - 70%
77.5 to 154.75 hours - 30%	232.5 to 387.25 hours - 45%	over 775 hours - 100%

**Financial Aid Students** - Unearned tuition refunds will be calculated according to Return of title IV funds published in the November 1, 1999 Federal Register and returned to the appropriate financial aid program.

Enrollment time is defined as the class hours elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded within 30 days of formal cancellation by the student as defined in Item B, or formal termination by the school, which shall occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. Students due a refund who are receiving financial aid will have the refund applied in this order: Stafford Unsubsidized Loan, Stafford Subsidized Loan, PLUS Loan, PELL Grant, Student.

E. All extra costs, such as books, equipment, and enrollment fees, which are not included in the tuition & lab fee price, are non-refundable after 3 business days of signing the contract and beginning classes. Equipment and books will be refundable only if they are returned in unused condition within 20 days of termination.

F. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of the tuition price.

G. If a course is cancelled subsequent to a student's enrollment, the school shall at its option: 1. Provide a full refund of all monies paid; or 2. Provide completion of the course.

H. If a student cancels enrollment or withdraws after beginning classes, the school shall charge a withdrawal fee of \$100.

## *Manicuring Nail Technology Program*

### **300 Hour Program - Tuesday through Saturday 9:00 a.m. to 2:30 p.m. (Manchester Campus Only)**

Nail technology is the fastest growing segment of the beauty industry. You will gain knowledge of diseases of the nail; fiberglass, silk, acrylic and gel nail extensions; tips; capping; French and American manicures; therapeutic paraffin wax treatments; hand and arm massages; specialty manicures; nail drill; airbrushing and nail art. You will work with the most popular brand name products; Backscratchers, Creative Nail Design, OPI, and Tammy Taylor.

This course, designed for students wishing to take the N.H. licensing examination for Manicurist/Nail Technologist, includes instruction in Bacteriology & Sanitizing, Personal Development, Business Management & Salesmanship, State Laws, Tests, Textbook Theory & Practice, Various Types of Nail Extensions - Theory & Practice, Nail Drill Certification.

TOTAL 300 HOURS

## *Tuition and Fees - Manicuring Complete Course*

Cost for students beginning classes between May 2007 and January 2008 will be as follows.

School Application Fee	\$ 50.00
Administrative Enrollment Fee	100.00
Tuition	4,500.00
Lab Fee	200.00
Kit of Tools and Books	<u>750.00</u>
<b>TOTAL PRICE</b>	<b>\$ 5,600.00</b>

Breakdown of Payments:

School Application fee (Required at time of submitting enrollment application)	\$ 50.00
<i>Enrollment Fee (Required upon acceptance for enrollment)</i>	<i>100.00*</i>
<i>Kit of Tools &amp; Books (To be purchased upon acceptance for enrollment)</i>	<i>750.00*</i>
Down Payments (Required 3 weeks prior to entering classes)	2,250.00
12 Weekly Payments of \$175.00 each	
(Beginning with the day of entering classes)	<u>2,400.00</u>
<b>TOTAL PAYMENTS</b>	<b>\$ 5,600.00</b>

**Notice:** Each student beginning classes must, also submit a check in the amount of \$25 made payable to "Treasurer, State of New Hampshire, for a student apprentice permit.

This course of study is intended to qualify students for the NH Manicurist Licensing Exam and prepare them for a career as a Nail Technician. A diploma in manicuring is awarded to each student upon successful completion of the 300 hour course. NOTE: Students enrolled for the complete manicuring course will be subject to the same rules regulations, and requirements as the students enrolled in the complete cosmetology course.

## *Additional Charges*

The 300 hour course is to be completed in not less than 12 weeks and not more than 13 weeks for full-time students. If the 300 hours are not completed within the 13 week contract period, an additional \$12.00 per hour will be charged until the 300 hours are completed.

## *Requirements for Graduation*

Students must complete 300 hours of study in not less than 12 weeks with a written grade average of 80% or above and a practical or clinical grade of fair (C). No diploma will be issued unless all monies due the school are paid in full. Graduates who are applying for the New Hampshire Licensing Exam must complete the Application for Examination and submit a money order for the cost of the exam made payable to the testing agency.

## *Refund Policy - Manicuring*

A. Rejection - An applicant rejected by the institution shall be entitled to a refund of all monies paid less an application fee of \$50.

B. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back in writing, within 3 business days of signing the enrollment contract, all monies collected, except for the \$50 application fee, shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.

C. If a student cancels his/her enrollment after three business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school, less an application fee of \$50.

D. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

<b>Non Financial Aid Students - ATTENDANCE TIME OF COURSE</b>		<b>- AMOUNT OF TOTAL TUITION &amp; LAB FEE OWED TO SCHOOL*</b>
0.25 to 14.75 hours - 20%	30 to 44.75 hours - 40%	75 to 149.75 hours - 70%
15 to 29.75 hours - 30%	45 to 74.75 hours - 45%	150 hours and over - 100%

**Financial Aid Students** - Unearned tuition refunds will be calculated according to the most recent Return of title IV funds published in the Federal Register and returned to the appropriate financial aid program.

Enrollment time is defined as the class hours elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded within 30 days of formal cancellation by the student as defined in Item B, or formal termination by the school, which shall occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

E. In case of illness or disabling accident, death in the immediate family, or other circumstances determined by the school to be beyond the control of the student, the school will make a settlement which is reasonable and fair to both the school and the student.

F. All extra costs, such as books, equipment and enrollment fees, which are not included in the tuition and lab fee price, are non-refundable after 3 business days of signing the contract and beginning classes. Equipment and books will be refundable only if they are returned in unused condition within 30 days.

G. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of the tuition price.

H. If a course is cancelled subsequent to a student's enrollment, the school shall at its option: 1. Provide a full refund of all monies paid; or 2. Provide completion of the course.

I. If a student cancels enrollment or withdraws after beginning classes, the school shall charge a withdrawal fee of \$100.

\*(Percentage of total tuition, and lab fee amount.)