



House of Heavilin

BEAUTY COLLEGE

*A Division of House of Heavilin of Blue Springs Inc.
Comprehensive Education in the Art of Cosmetology
and its Related Sciences*

INFORMATION CATALOG



Accredited by NACCAS

www.kc-hair.com

2000 SW State Rt 7
Blue Springs, MO 64014
(816)229-9000

5720 Troost
Kansas City, MO 64110
(816)229-9000

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A paper copy of the current catalog is available by contacting the admissions office at 816.229.9000 x1 or by visiting any campus.

HOUSE OF HEAVILIN BEAUTY COLLEGES
OWNED BY: HOUSE OF HEAVILIN OF BLUE SPRINGS INC. PRESIDENT-JERRY HEAVILIN, VICE
PRESIDENT-CHERYL BARNETT

Admissions Advisor -- Ashley O'Donnell 816-229-9000 x216 ashley@kc-hair.com
Director of Financial Aid -- Mandy Gross 816-229-9000 x 250 mandy@kc-hair.com
Director of Education, Campus Safety and Title IX Coordinator -- Jason Barnett 816-229-9000 x 233 jbarnett@kc-hair.com
Educational Support -- Cathi Reynolds creynolds@kc-hair.com
Director of Operations -- Lisa Davis 816-229-9000 x 215 ldavis@kc-hair.com

5720 TROOST, KANSAS CITY, MISSOURI 64110 816-229-9000

Centrally located in mid-town Kansas City. The school is remodeled and newly decorated with contemporary colors. It is well lit and ventilated and includes 6,000 square feet of floor space combining the two levels. Using the Milady system, you as a student, will have the opportunity to become the stylist you want to be. This campus offers a Master Level upon completing the required prerequisites. Classrooms are located on the lower level to provide a quiet learning atmosphere. The facility is designed and equipped to offer the student an environment conducive to learning.

Manager/Instructor -- Danielle Womack
Cosmetology Instructors -- Cathi Reynolds, Danielle Womack, Trista Reed
Barber Instructors -- Cathi Reynolds, Trista Reed

COURSES OFFERED -- COSMETOLOGY, COSMETOLOGY CROSSOVER TO BARBERING AND INSTRUCTOR TRAINING

2000 SW STATE ROUTE 7, BLUE SPRINGS, MISSOURI 64014 816-229-9000

This school is spacious, with contemporary architecture featuring a separate clinic for Esthetics. It is located on South 7 Highway and is comprised of over 8,000 square feet. A retail area in the front allows clients to shop for at home skin and hair care. Using the Milady system and our levels of mastery, you as a student, will have the opportunity to become the stylist you want to be. This campus offers a Master Level upon completing the required prerequisites.

House of Heavilin Beauty College in Blue Springs utilizes a Freshman Annex located at 1405 SW Smith St, Blue Springs, for the purpose of teaching the Cosmetology and Nail Technology students the Milady freshman curriculum. There are no clinic services offered at the annex, as it is strictly a training facility.

Manager/Instructor -- Shannon Camacho
Cosmetology Instructors -- Samantha Lewis, Shannon Camacho, Cathi Reynolds, Trista Reed, Margaret Dawson, Jamie Middaugh, Brooke Lay
Esthetics -- Shannon Camacho, Cara Futch, Celeste Matthys
Nail Technology -- Frances Detel

COURSES OFFERED -- COSMETOLOGY, ESTHETICS, NAIL TECHNOLOGY AND INSTRUCTOR TRAINING

This location is handicap accessible.

ACCREDITATION

House of Heavilin Beauty College is accredited by the:
National Accrediting Commission of Career Arts and Sciences, Inc.
3015 Colvin Street
Alexandria, VA 22314

The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy.

NON-DISCRIMINATION

House of Heavilin Beauty College does not discriminate on the basis of race, age, color, sex, ethnic origin, creed, marital status, Vietnam-era/ disabled veteran, sexual orientation, disability, religion or any other basis prohibited by federal or state law, in the application, admission, operation, participation, access and treatment of the School's programs and activities.

Title IX Coordinator - Jason Barnett 816-229-9000 x 233

ALL COURSES ARE WRITTEN AND TAUGHT IN ENGLISH: COURSES OFFERED - COSMETOLOGY, COSEMTOLOGYCROSSOVER TO BARBERING, INSTRUCTOR TRAINING, ESTHETICS AND NAILTECHNOLOGY

When enrolled, you will be learning in a practical teaching environment and will not be paid for any tasks you perform, including in the school's clinic, cleaning and selling of products in accordance with the Missouri Board of Cosmetology and Barber Examiners.

WELCOME TO HOUSE OF HEAVILIN BEAUTY COLLEGE!

Established in 1953, House of Heavilin Beauty College is the cornerstone of Cosmetology education in the Kansas City area.

- We use the Milady curriculum that has been established since 1927 around the world.
- Our Cosmetology and Esthetic students receive an electronic device to utilize the Milady MindTap online learning.
- We supply all equipment and supplies during training.
- Cosmetology students receive a new kit at end of training with all supplies to prepare you for the state board exam.
- We offer a Master's Program to students who qualify, receiving a professional tool kit at no additional cost for the Cosmetology program.

OUR GOAL

To produce graduates who are technically qualified and skilled in customer service, retailing, communications and business building.

OUR MISSION STATEMENT

To produce well qualified graduates in their chosen field who will meet the needs of prospective employers.

LICENSE IS REQUIRED

Clinic and theory hours are required by the state and are a part of your academic program. After satisfactorily completing the training requirements you will receive your graduation certificate and must take the state examination. In the state of Missouri if money is owed to a school you will not be allowed to sit for your licensing exam. Your license will be honored anywhere in the state you examined and successfully passed, and in many states through the reciprocity act. Please check with the individual state you wish to work in.

SCHOOL CALENDAR

The following holidays are observed: New Year's Day, Independence Day, Thanksgiving Day, Christmas Day and December 26th. Students may watch KCTV5 for information regarding school closure due to weather.

SCHOOL HOURS

Cosmetology 1500 Hours

Full Time 9:00 am to 4:00 pm Tuesday through Saturday (30hrs/wk)

Nail Technology 400 Hours

Full Time 9:00 am to 4:00 pm Tuesday through Saturday (30hrs/wk)

Instructor Training 600 Hours

Full Time 8:30 am to 3:30 pm Tuesday through Saturday (30hrs/wk)

Part Time 8:30 am to 1:00 pm Tuesday through Saturday (22.5hrs/wk)

Esthetics 750 Hours

Full Time 9:00 am to 3:45 pm Tuesday through Saturday (28.75hrs/wk)

Cosmetology Crossover to Barbering 45 Hours

Part Time 9:00 am to 5:00 pm Monday and Tuesday (15hrs/wk)

CLASS STARTING DATES

KANSAS CITY – *Cosmetology* and *Instructor Training* courses begin on the first Tuesday of each month. The *Cosmetology Crossover to Barbering* course begins the second Monday of February, May, August and November. Esthetics and Nail Technology courses are not offered at this location.

BLUE SPRINGS – *Cosmetology* and *Instructor Training* courses begin on the first Tuesday of each month. The *Nail Technology* course begins on the first Tuesday of February, April, June, August, October and December. The *Esthetics* course begins the first Tuesday in the months of January, March, May, July, September and November. The *Cosmetology Crossover to Barbering* course is not offered at this location.

CAREERS IN THE COSMETOLOGY FIELDS

WORLD WIDE PROFESSION

Beauty care, once reserved for the very rich and the theatrical personalities, is now practiced throughout our society. The glow of glamour has become available to every family. To fulfill this desire for attractiveness and glamour, a new worldwide profession emerged. A profession that has men and women scientifically trained and licensed in the art of beautification. These professionally trained people are called Cosmetologists, Estheticians and Nail Technicians and their industry called Cosmetology and its related sciences. The psychological aspects of self-expression through beauty and glamour have developed Cosmetology into one of the three largest industries in the world.

SHORT TRAINING TIME

Once accepted, your formal training will take a relatively short time. Theory classes cover all subjects needed to become a licensed professional in the cosmetology industry. Well-trained instructors present the required theory in an informative manner. Beginning students start immediately, many times the first day, working with a mannequin. Practical classes, as they are called, are just the right size for each student to receive personalized individual attention. **YOU CAN CHOOSE**

Should you select salon work for your future you may prefer the smaller salon where you would earn the reputation of skillfully rendering all beauty services. On the other hand, in a larger salon, day spa, or department store salon you may pursue one of the specialties. Remember, hair coloring, permanent waving, and styling artists are always at a premium. You may find your rewards from merchandising cosmetic products. Cosmetics laboratories are constantly searching for qualified product demonstrators, sales representatives and specialty consultants. You might choose to be a laboratory technician, or a hair structure analyst. In later years you may qualify as a state examiner or inspector.

STAR BEHIND THE SCREEN

There is more to the truly glamorous business of being glamorous. With the advent of High Definition television, combined with the professionals trained in hair, skin and nails make the stage happen. There are more stars behind the screen than in front. One of the best known and certainly one of the most active careers in the beauty profession is the guest stylist or platform artist. This is someone who is a true professional, and shares ability and knowledge with peers.

A GROWING DEMAND

To appear attractive has become a standard for men and women of all ages and walks of life. Good grooming is important to success. Today's business world is demanding more and more attractive people, filling more and more attractive positions, from the chief executive to office clerks. The young of age and the young at heart seek professional beauty care. Do you realize that our face and hair are exposed 100% of the time? Since Cosmetologists' work with the skin, nails, and hair, it seems that there would always be a demand for their talents.

GENERAL QUALIFICATIONS

Most states require you to be at least 17 years of age to enter training or 18 years of age to take the state examination. There is not a maximum age limit. Education requirements vary from completion of the 10th to 12th grade or the GED equivalent examination. Some states require a health certificate. However, all information pertaining to Missouri Laws is available at any House of Heavilin Beauty College. Acceptance for training is not based on any particular school subject. However, people interested will find art, business, personality development, and salesmanship useful.

POSSIBILITIES

With a license in hand, most graduates find their first employment in a beauty salon. Salons are located everywhere from Main Street to vacationland, offering many opportunities for an ambitious cosmetologist. The art of beauty culture is ever-challenging, ever rewarding. Whether you prefer to remain in your own hometown or seek the pleasure of resort living, the choice is yours to make. For the really true adventurer, there are openings around the globe and airlines to take you there.

CAREER OPPORTUNITIES

CAREER OPPORTUNITIES FOR COSMETOLOGISTS

Stylist, Manicurist, Salon Owner, Skin Care Specialist, Makeup Artist, Salon Manager, Hair Color Technician

CAREER OPPORTUNITIES FOR ESTHETICIANS

Esthetician, Assistant to Dermatologists, Salon or Spa Manager, Salon or Spa Owner, Product Demonstrator, Microdermabrasion Specialist, Cosmetic Buyer, Make-up Artist

CAREER OPPORTUNITIES FOR NAIL TECHNICIANS

Manicurist, Sculptured Nail Tech, Salon Owner, Salon Manager, Spa Nail Specialist/Technician

IN ADDITION, ...

CAREER OPPORTUNITIES FOR COSMETOLOGISTS, ESTHETICIANS, AND NAIL TECHNICIANS...

Beauty Editor, Editorial Assistant, Technical Support, Educational Assistant, Buyer, School Owner, Free Lance Writer, School Manager, Guest Artist Teacher/Instructor, Sales Representative, Educational Demonstrator, Missouri Board of Cosmetology and Barber Examiners Inspector, Missouri Board of Cosmetology and Barber Examiners Member, Research Assistant School Director

CAREER OPPORTUNITIES FOR INSTRUCTORS

All of the above-listed opportunities plus Cosmetology, Nail Technology or Esthetics Instructor.

EXPECTATIONS OF COSMETOLOGY AND ITS RELATED SCIENCES

Physical Demands: Although the fields of cosmetology and its related sciences are not considered physically demanding, you will find that it does require a certain amount of physical stamina. Due to the nature of the fields of cosmetology, prolonged periods of standing, sitting and bending at the waist will be required. Lifting and periods of manual dexterity will be required.

Salary and Compensation The salary structure within the field of cosmetology is very diverse. Actual income on such factors as the particular fields you have chosen, the area you choose to work, whether you will work full time or part-time, commission, salary, bonus or another incentive system, or whether you choose to own your own business will vary your salary. For current information in your area, consult the JOB OUTLOOK INDEX at your local library, or visit <http://online.onetcenter.org/> or <http://careeronestop.org>

Licensing: Missouri Board of Cosmetology and Barber Examiners requires a student to acquire no less than 1500 hours for Cosmetology, 750 hours for Esthetics and 400 hours for Nail Technology, Barber program 1000 hrs., Barber Cross over 45 hours If you are transferring from another state, you may be able to transfer all or part of your hours from the state you were attending. The Missouri Board of Cosmetology and Barber Examiners will determine the number of hours that will be accepted. You must be at least 17 years of age to take the exam and must have successful completion of the 10th grade including 10 high school credits. Instructor licensing requires high school completion or a GED, current cosmetology, esthetics or nail technology license in the state of Missouri and successful completion of 600 theory and practical hours in teaching methodology. The hours needed may be reduced in certain cases determined

by the Missouri Board of Cosmetology and Barber Examiners. Barber students are required to have a physical examination. Criminal history may be examined and considered by The Missouri Board of Cosmetology and Barber Examiners.

Hazards: The Missouri Board of Cosmetology and Barber Examiners has taken great care in ensuring students will be provided with a safe working environment, including stringent sanitary procedures. Therefore, there are very few hazards to be encountered during training. Schools often adopt even more stringent rules and requirements to be followed by students, staff, employees and customers to ensure a safe learning facility.

Licenses: are issued by the Missouri Board of Cosmetology and Barber Examiners when completion of hours required for your chosen course is completed and exams are passed, both practical and written. Licenses must be renewed every two years on September 30th, of the odd year. You do not have to take an exam to renew your license.

SCHOLARSHIPS

Scholarships for the Cosmetology course may be available to current-year high school seniors. House of Heavilin Beauty College also offers scholarships to students who achieved Missouri A+ status upon graduating high school. Please inquire at House of Heavilin Beauty College for requirements and availability.

For more scholarships available, please visit the website:

<https://www.beautyschools.org/students/grants-scholarships/>

FINANCIAL AID AND PAYMENT ASSISTANCE

For your convenience, numerous payment arrangements are available. You may wish to apply for Federal assistance through the school's financial aid office. Federal Pell Grants and Direct Student Loans are available to those who qualify at all locations for eligible programs. Anyone applying for Pell Grants or Federal Direct loans must begin by completing a FAFSA (Federal Application for Student Aid) online at <https://fafsa.ed.gov/>. Any type of loan funds used to finance your course must be repaid whether or not you graduate or find a job.

For information on financial assistance or consumer information, please contact our Admissions/Financial Aid office at any location. Once there is a valid ISIR (Student Aid Report), the financial aid office will determine the amounts if any that you are eligible for. House of Heavilin Beauty College defines its academic year as 900 hours/30 weeks. If eligible for federal aid, an application may come up for verification by the Department of Education. The applicant may have to provide additional information. This will be discussed during your financial aid appointment. House of Heavilin Beauty College does not participate in Campus-Based Aid. All students applying for Title IV funding must complete Entrance Counseling and Master Promissory Notes (MPN) at www.studentaid.gov. Upon a student graduating or withdrawing from school Exit Counseling must be completed at www.studentaid.gov.

Should the student complete the program earlier than the estimated time frame stated on the enrollment agreement, the student's financial aid package may be recalculated, this may result in liabilities owed by the student and/or the institution, if applicable.

House of Heavilin Beauty College has partnered with TFC, Tuition Financing, to provide payment options. If at any time during the student's enrollment their account becomes delinquent, House of Heavilin Beauty Colleges reserves the right to terminate the student's enrollment.

GRADUATION REQUIREMENTS FOR ALL COURSES

Complete a minimum of the contracted actual hours.

Complete with a final average grade of no less than 75%.

Complete a pre-determined minimum number of services.

A diploma will be issued upon completion.

PLACEMENT ASSISTANCE

As a House of Heavilin Beauty College graduate, you can look forward to an interesting, well-paid career with financial independence through the school's placement assistance program. This service is available not only at graduation but at any time later. This is not to be interpreted as guaranteed placement, but full assistance will be given. A "Placement Request" form will be provided to you upon graduation. If you desire assistance, complete the form and return it to the office.

ADMISSION REQUIREMENTS

House of Heavilin Beauty College is an Institution of Higher Education and admits as regular students only persons having a "Valid" high school diploma or its recognized equivalent.

Cosmetology, Esthetics, Nail Technology and Barber Course:

1. You must have written approval of parents if under 18 years of age and must be 17 years of age upon completing the program to be eligible for the Missouri State Board exam.
2. Your initial meeting must indicate you meet minimum requirements and establish a definite interest in a professional career in the industry.
3. You must provide:
 - o Proof of age (valid government-issued ID or birth certificate)
 - o "Valid" Diploma or documentation of high school completion/GED
 - o Change of name documentation (marriage license/court documentation) if the name on the proof of age is different from the name on the proof of high school completion.
4. Application fee of \$25.00.
5. Your criminal history may be examined and considered by the State Board. Documentation may be required

Barber/Cosmetology Crossover to Barbering (additional requirements):

1. A Cosmetology All or Cosmetology Hairdressing license in good standing for a minimum of 1 year.
2. A medical examination and completed Barber Student Medical Exam Form found at the following link:
<https://pr.mo.gov/boards/cosmetology/Application%20Forms/4%20ENROLLMENT-TERMINATION%20APPLICATIONS/Barber%20Student%20Medical%20Exam.pdf>

****The Barber Course is not offered at this time***

Instructor Training (additional requirements):

1. Current Missouri practitioner license
2. Entrance interview with the Director of Operations

No vaccinations are required by House of Heavilin Beauty Colleges to enroll.

"Valid" is determined by the school's policy on accepted proof of education.

Questions? Please contact the admissions office.

Home Schooling: must have evidence of completion that the state law treats as a home or private school. If the state issues a credential for home schooling, this must be submitted.

*A potential foreign student with his/her high school diploma received outside of the United States is required to submit that diploma and/or required documents to Educational Credentials Evaluators for authentication. The diploma/transcript must be equivalent to U.S. High School diploma and must be translated into English and verified to be equivalent to a U.S. High School diploma by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

RE-ADMISSION POLICY

Students may apply to be re-admitted to the institution as a result of being dismissed (not expelled), after a waiting period of 6 months, and after review of past enrollment. Acceptance for re-enrollment is at the discretion of the school management and directors.

Returning students will be readmitted only one time.

Re-entering students will be charged at the current hourly rate of tuition for the remaining hours and any previous balance along with any necessary supplies.

Students re-entering after termination or withdrawal will be given full credit for all previous hours received provided the Missouri Board of Cosmetology will accept those hours. Returning students will resume the same satisfactory progress status as determined prior to withdrawal.

The above may be appealed by formal written request to the Director of Operations, Lisa Davis or Director of Education, Jason Barnett.

The institution offers no non-credit remedial courses and course in-completes and repetition are not applicable and have no effect on satisfactory progress standards.

TRANSFER HOURS ACCEPTED POLICY

The following hours will be accepted by House of Heavilin Beauty College as transfer hours and must be approved by the Missouri Board of Cosmetology and Barber Examiners prior to enrolling for the remaining hours.

Cosmetology	UP TO 1000 HOURS ACCEPTED
Esthetics	UP TO 250 HOURS ACCEPTED
Nail Technology	UP TO 100 HOURS ACCEPTED
Instructor Training	UP TO 300 HOURS ACCEPTED

Partial hours will be rounded down to the next lower hour. Instructor Training hours will be credited based on license verification through the Missouri Board

of Cosmetology and Barber Examiner's office. Questions about the credit for hours or the expiration date of hours must be directed to the Missouri Board of Cosmetology and Barber Examiners office at (866) 762-9432 for accuracy. Costs of training aids, books, kits, and other fees will be determined prior to enrollment and addressed on the transfer addendum to the enrollment agreement. If licensed in another state and hours are accepted by Missouri, House of Heavilin Beauty College will only require the additional hours the state of Missouri requires. The applicant has the right to appeal this policy.

PROCEDURE FOR APPEAL

Applicants must have documentation approving their hours from the Missouri Division of Registration – Cosmetology. The Director of Operations and the Director of Education will review hours. All decisions are final.

LICENSING AND MISSOURI BOARD OF COSMETOLOGY AND BARBER EXAMINERS

All contractual fees that a student owes to any cosmetology school shall be paid before such student may be allowed to apply for any examination required to be taken by an applicant applying for a license. (\$329.040)

WHEN CONSIDERING A SCHOOL.....

Even though all schools must meet certain state requirements for a license, they are not all the same in educational standards. To be successful in this fascinating profession, you need to learn a proven method in a school with a reputation for outstanding training. To help you select a school, here are some things to consider:

- The reputation of the school.
- Is it accredited?
- Ability and achievement of the staff.
- The educational program.
- The training facilities.
- Does the school function as an educational institution or an on-the-job training program?

There is no bargain in education. Education is valuable, and you want the best training you can get.

Remember... IT'S YOUR FUTURE!

WHY ACCREDITATION?

Good's Dictionary of Education says an accrediting agency is, "an organization that sets up criteria for judging the quality of educational institutions and programs, determines the extent to which the institutions and programs meet these criteria, and issues some sort of public announcement concerning the institutions and programs found to be of acceptable quality..."

WHAT DOES ACCREDITATION DO?

Accreditation assures the student that the student is going to a school offering training that is recognized by the U.S. Department of Education.

Accreditation assures parents that their young people are receiving training in an ethical school of high integrity.

Accreditation identifies cosmetology schools worthy of the recommendation of guidance counselors and school officials.

Accreditation assures salons that graduates are well-trained entry-level stylists.

Accreditation stimulates schools to strive for improvement and helps good cosmetology schools to become even better.

HOUSE OF HEAVILIN BEAUTY COLLEGES are nationally accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA, 22314 (703) 600-7600, and licensed by the Missouri Board of Cosmetology and Barber Examiners, P.O. Box 1062, Jefferson City, MO 65102 (573) 751-1052. All accreditation, approvals and licenses are posted in the office. Upon request, a student may review all credentials with the school manager. For more information on House of Heavilin Beauty Colleges visit <https://nces.ed.gov/collegenavigator/> .

HOUSE OF HEAVILIN BEAUTY COLLEGE CODE OF ETHICS

This school has as its principal objective the training of qualified professionals to render the best possible service to patrons.

This school strives continuously to improve its operation in order to keep abreast with the ever-changing developments and the new techniques in cosmetology and its related sciences.

This school observes all rules and regulations issued by the Missouri Board of Cosmetology and Barber Examiners of Cosmetology.

This school encourages its instructors to keep abreast of the latest techniques in teaching, in the way of reading educational books and attending teacher refresher or advanced courses, workshops and trade shows.

This school takes part in educational conferences and regional meetings in order to advance the cosmetology profession.

This school makes use of acceptable teaching techniques and training aids in order to provide the best possible training for its students.

This school purchases only high-grade standard equipment, cosmetics and supplies to be used for instruction of its students.

This school maintains honest and fair relationships with its staff, students, patrons, Missouri Board of Cosmetology and Barber Examiners and other schools. This school does not recruit students already attending or admitted to another institution offering a similar program.

STUDENT/PROFESSIONAL ETHICS

Students are expected to put forth every effort to develop a truly professional attitude toward their fellow students, staff and patrons. Students are also expected to exert special effort to develop themselves in the area of personal appearance and professionalism.

RIGHT TO PRIVACY

It is the policy of House of Heavilin Beauty College not to release information about any student without prior written consent from the student, and if a dependent minor, the consent of parent or guardian for each third party request. House of Heavilin Beauty College will permit access to student records as required for any accreditation process or as required by law. Directory information is not published. Written permission would be requested prior to publication.

STUDENT RECORDS

House of Heavilin Beauty College guarantees the right of the student and/or the parents/guardians of dependent minors to view their cumulative records with 24 hours written notice and under proper supervision (school manager or President).

STUDENT HOUSING

Apartments are usually available in close proximity to any House of Heavilin Beauty College location. House of Heavilin Beauty Colleges does not have campus housing.

CAMPUS SECURITY

All information on campus security for House of Heavilin Beauty Colleges may be found by visiting the World Wide Web at the following address:

Internet Address: <http://ope.ed.gov/security/>

You may obtain a paper copy of this information from Jason Barnett, 2000 SW State Rt 7, Blue Springs, MO 64014. Also, you will receive a copy of the Campus Security Handbook prior to your orientation.

NACCAS ANNUAL REPORT 2020

BLUE SPRINGS

Graduation Rate 77.77%

Placement Rate: 61.61%

Licensure Rate: 100.00%

KANSAS CITY

Graduation 52.94%

Placement Rate: 80.00%

Licensure Rate: 85.71%

VOTER REGISTRATION

Missouri voter registration forms are available in each school office. Missouri is also a Motor Voter State, which means you may register when you renew your driver's license.

<https://www.sos.mo.gov/elections/govotemissouri/print>

ACCESSIBILITY FOR DISABLED

Handicapped parking and public restrooms are available at the Blue Springs Campuse.

OFFICE OF THE OMBUDSMAN FOR STUDENT LOANS

Via on-line assistance: <https://studentaid.gov/feedback-ombudsman/disputes/prepare>

Phone # 877-557-2575 Fax 606-396-4821

US Department of Education

FSA Ombudsman Group

P.O. Box 1843

Monticello, KY 2633

SEX OFFENDER LIST IN MISSOURI

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>

COPYRIGHT INFRINGEMENT

Any applicant, student or staff member prosecuted for violating copyright laws will solely be responsible for all fines and fees. Complete policy will be discussed during your course review or you may request a copy from House of Heavilin Beauty College Admissions Office.

SEXUAL HARASSMENT – VAWA- Title IX

Students, instructors, and staff are entitled to learn and work in an environment free of sexual harassment. Sexual harassment is prohibited in any school-related activity. Sexual harassment is defined as unwelcome sexual advances (including sexual assault, requests for sexual favors, and/or physical, verbal or written conduct of sexual nature when): Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment education or participation in the school's programs or activities, or, Submission to or rejection of such conduct by an individual is used as a basis for decisions pertaining to an individual's employment, education, or participation in our school's programs or activities, or Such speech or conduct is directed against another and is abusive or humiliating and persists after the objection of the person targeted by the speech or conduct, or such conduct would be regarded by a reasonable person as creating an intimidating, hostile, or offensive environment that substantially interferes with an individual's work, education, or participation in our programs or activities. Our complete policy on harassment and violence against women act along with crime statistics will be discussed during orientation. **Our Title IX Coordinator is Jason Barnett 816-229-9000 x 233. His address is the Blue Springs Campus.** For more information on sexual harassment and women against violence, visit <https://www.justice.gov/ovw/protecting-students-sexual-assault>

STUDENT RIGHT-TO-KNOW ACT

<https://www.congress.gov/bill/101st-congress/senate-bill/580>

EXTRA INSTRUCTIONAL CHARGES

Extra instructional charges will be assessed at the rate of \$12.00 per absent hour when the student's absent hours exceed 16% of the total contracted hours.

HOUSE OF HEAVILIN BEAUTY COLLEGE RULES OF CONDUCT

1. Attendance must be at least 67% of the scheduled monthly hours. Termination or suspension may result if monthly attendance falls below the required minimum.
2. Tardy and Absent Policy: All students who are to be absent, arriving late or leaving early will have their time rounded to the nearest quarter hour. Students who are absent or arriving late will be subject to rules established by the School Manager at each campus. Each student is allotted 16% of the total program hours for absences. There are no excused or unexcused absences.
3. Students must look, act and talk professionally. You must follow the required dress code, as per campus. Gum chewing and refreshments/food are not permitted except in the student lounge or designated areas. Smoking is not allowed in the building. Students should be properly groomed before 9:00 am
4. All students must give their full cooperation to all staff at all times.
5. Students are responsible for their own ID number and must time in and out. All students must clock out when leaving the building and time in when returning. Leaving school premises while clocked in could result in disciplinary action, up to and including termination.
6. Students are responsible for their personal property. Books and personal items not in use should be stored in lockers or vehicles. The school is not responsible or liable for lost or stolen items.
7. Student beauty service is to be done only with the permission of an Instructor. Charges will be made for materials used on the following: color, permanent waves, relaxers, curls, reconstructors, artificial nails, and Esthetics services. These service prices are only valid while you are a currently attending student. Students are not allowed to have personal services on a day of absence.
8. School Dress Code must be followed as per campus.
9. No personal telephone calls will be taken at the front desk during school hours except in an emergency.
10. All cell phone ringers are to be turned to silent in the building. Cell phones are allowed in designated areas established by the School Manager at each campus.
11. Cellphone use, texting or earbud use while in class is not acceptable classroom behavior. Facetime, any form of video chat or filming is not allowed in the building. All students are to give full attention to their education. Blatant disregard of policy will not be tolerated, and could result in disciplinary action, up to and including termination.
12. Students are expected to follow the class schedule and be punctual.
13. All classrooms will be in proper order before any student clocks out at the end of the day. Students are responsible for joint work areas, their own work area and any assigned clean-up duties.
14. Make up work: Those students who arrive after the theory test or are absent from class will be allowed to make up missed work.
15. Students are not to criticize other students.
16. Students are not to harass, bully or threaten verbal or physical abuse to staff and / or students. Failure to abide by the rules outlined in the Title IX, Clery or VAWA act could result in disciplinary action, up to and including termination.
17. To qualify for graduation, you must complete the program with not less than 1500 hours for Cosmetology, 750 hours for Esthetics, 600 hours for Instructor Training, 400 hours for Nail Technology, have a final average grade of not less than 75% and complete a pre-determined minimum number of services.
18. All required clinic services must be completed. All Students, while clocked in, must be readily available to serve clients. Refusal of any clinic ticket is grounds for disciplinary action, up to and including termination.
19. Disciplinary action may be taken against a student who violates any school rule. Disciplinary action may include but may not be limited to: A) Student being clocked out for the day (B) Suspension for a specific period of time (C) Termination.
20. Grounds for termination: (A) Violation of school rules (B) Possession, use or distribution of illicit drugs and/or alcohol during school hours Noncompliance with satisfactory progress standards.

COSMETOLOGY

The Cosmetology Program at House of Heavilin Beauty College is designed to prepare you for licensing as a Missouri Cosmetologist. The program consists of 1500 clock hours to be spent in the following manner:

Shampooing of all kinds	40 hrs.
Hair coloring, bleaches and rinses	130 hrs.
Hair cutting and shaping	130 hrs.
Permanent Waving and Relaxing	125 hrs.
Hair setting, pin curls, finger waves and thermal curling	225 hrs.
Comb outs and hair styling techniques	105 hrs.
Anatomy	20 hrs.
Scalp Treatments and scalp diseases	30 hrs.
Facials, eyebrows and arches	40 hrs.
Manicuring, hand & arm massage, & treatment of nails	110 hrs.
Cosmetic chemistry	25 hrs.
Salesmanship and shop management	10 hrs.
Sanitation and sterilization	30 hrs.
State Law	10 hrs.
Misc. lectures and test review	470 hrs.
TOTAL HOURS	1500

COST:

(Course Includes hair, skin, and nails)

Tuition	\$20,900.00
Registration	\$100.00
Total Cost	\$21,000.00

Upon enrollment the school earns the nonrefundable registration fee. A down payment of \$400.00 may be due at least 2 weeks prior to class start unless prior arrangements are made.

Federal student aid is available to those who qualify. Methods of payment: cash, credit card, money order, check, payment plan and/or Title IV aid.

Classes begin monthly.

Course Length: 1500 Clock Hours: 50-58 weeks.

Book ISBN # used for this course is:

Milady Standard Cosmetology 9780357477

Return/Transfer students will be charged the current hourly rate of tuition for hours needed in addition to any training aids needed to complete the course.

FRESHMAN CLASSROOM SET

Full Book Set, 4 Marianna Mannequins and Electronic Device \$786.00

A LA CARTE

Marianna Mannequin \$62.00
Electronic Device (tablet) \$250.00
Cosmetology Full Book Set \$288.00

Course: Cosmetology

Course Codes:

Blue Springs 022775

CIP Code 12.0401

SOC Code 39-5012

Kansas City 009607

CIP Code 12.0401

SOC Code 39-5012

For more information visit:

<https://www.onetonline.org/>

<https://www.bls.gov/>

<https://www.careeronestop.org/>

Completion Rates

Blue Springs	55.88%
Kansas City	50.00%

Licensure Rates

Blue Springs	100.00%
Kansas City	100.00%

Job Placement Rates

Blue Springs	78.94%
Kansas City	71.42%

INSTRUCTOR TRAINING

The Instructor Training Program at House of Heavilin Beauty College is designed to prepare you for licensing as a Missouri Cosmetology Instructor. The program consists of 600 hours to be spent in the following manner:

HOURS

Basic Principals of Student Teaching	200 hours
Psychology	50 hours
Business Experience or Management	50 hours
Practice Teaching	300 hours
Total	600 hours

ADMISSION REQUIREMENTS:

A valid High School Diploma or GED. Prerequisite: Current Cosmetology, Esthetics or Nail Technology license, and accepted by House of Heavilin Beauty College based on the evaluation process. The applicant must have an entrance interview with the Director of Operations. It is the student's responsibility to contact Missouri Board of Cosmetology and Barber Examiners to verify the Missouri Board of Cosmetology and Barber Examiner's acceptance hours towards completion of the course prior to enrollment.

COST:

Tuition Fee	\$ 4,200.00
Books	\$ 250.00
Registration	\$ 100.00
Total Cost	\$ 4,550.00

Upon enrollment the school earns the nonrefundable registration fee. Book fees are due when training begins. Tuition is due on the first day of school unless prior arrangements are made. Methods of payment: cash, credit card, money order, check, payment plan and/or Title IV aid. If you choose to purchase your book and workbook elsewhere, you must have them the first day and they must be in excellent condition with no writing or markups.

SCHOLARSHIPS AND FINANCIAL AID FOR INSTRUCTOR TRAINING

Scholarships for the Instructor Training course may be issued to House of Heavilin Beauty College Cosmetology graduates who exhibited qualities of excellence during their course training and follow through with their Instructor training. During your entrance interview, you will be advised of the requirements for receiving the House of Heavilin Beauty College Instructor Training Scholarship. Financial aid is available to those who qualify.

Book ISBN # used for this course is:

Milady Master Educator textbook and workbook 9781285713762

Return/Transfer students will be charged the current hourly rate of tuition for hours needed in addition to books needed to complete the course.

A LA CARTE

Milady Master Educator Textbook and Workbook	\$ 250.00
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Course: Instructor Training

Course Codes:

Blue Springs	22775
CIP Code	12.0413
SOC Code	39-1199

Kansas City	009607
CIP Code	12.0413
SOC Code	39-1199

For more information visit:

<https://www.onetonline.org/>
<https://www.bls.gov/>
<https://www.careeronestop.org/>

Course Length: 600 Clock Hours: 20-23.2 weeks

Completion Rates

Blue Springs	100.00%
Kansas City	100.00%

Licensure Rates

Blue Springs	100.00%
Kansas City	00.00%

Job Placement Rates

Blue Springs	100.00%
Kansas City	100.00%

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

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

1) The right to inspect and review the student's education records within 45 days after the day House of Heavilin Beauty College receives a request for access. A student should submit to the Director of Operations (Lisa Davis) or campus manager, a written request that identifies the records the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask House of Heavilin Beauty College to amend a record shall write, Lisa Davis, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If House of Heavilin Beauty College decides not to amend the record as requested, House of Heavilin Beauty College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to provide written consent before House of Heavilin Beauty College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. House of Heavilin Beauty College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by House of Heavilin Beauty College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of House of Heavilin Beauty College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for House of Heavilin Beauty College.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failure by House of Heavilin Beauty College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

FERPA permits the disclosure of PII from students; education records, without consent of the student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A post-secondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31 (a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34.
- To authorized representatives of the US Comptroller General, the US Attorney General, the US Secretary of Education, or State and local educational authorities, such as State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of the school, in order to:
(a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- Information the school has designated as a "directory information" under §99.37.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with the respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school., governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

ADMISSIONS TEAM

Ashley O'Donnell
Admissions Advisor
816-229-9000 x216
ashley@kc-hair.com

Mandy Gross
Director of Financial Aid
816-229-9000 x250
mandy@kc-hair.com

DIRECTOR OF OPERATIONS

Lisa Davis
816-229-9000 x 215
ldavis@kc-hair.com

CAMPUS ADDRESSES AND MANAGERS

Blue Springs Main Campus
2000 SW St Rte. 7, Blue Springs, MO 64014
Campus Manager – Shannon Camacho
scamacho@kc-hair.com
816-229-9000 x 220

***<https://www.facebook.com/groups/HouseofHeavilinBlueSprings>

Blue Springs Annex
1405 Smith St
Blue Springs, MO 64015
816-229-9000 x 253

***<https://www.facebook.com/groups/houseofheavilinannex>

Kansas City Campus
5720 Troost Ave
Kansas City, MO 64110
Campus Manager – Danielle Womack
dwomack@kc-hair.com
816-229-9000 x 210

***<https://www.facebook.com/groups/HouseofHeavilinKansasCity>

www.kc-hair.com
<https://www.facebook.com/houseofheavilinbeautycollege>

*** **Facebook groups** are for communication between students and staff