

# INDEX

<b>SECTION 1</b>	<b>PAGE</b>
MISSION STATEMENT	2
ADMISSION PROCEDURES	2
ADMISSION REQUIREMENTS	2
COURSE & LICENSING REQUIRMENTS	3
RULES & REGULATIONS	3
SCHOOL QUARTERS	3
SCHOOL HOURS	3
<b>SECTION 2</b>	
LOCATION & FACILITY	4
OWNERSHIP, STAFF & FACULTY	4
PRACTICAL SUBJECTS	5
EDUCATIONAL FACILITY	5
EDUCATIONAL COSTS (TUITION, FEES, ETC)	5
<b>SECTION 3</b>	
REFUND POLICY	6
GRADES	7
GRADUATION REQUIREMENTS	7
EMPLOYMENT ASSISTANCE	7
ATTENDANCE POLICY	7
<b>SECTION 4</b>	
ADVISEMENT & CAREER COUNSELING	8
RIGHTS TO PRIVACY	8
WITHDRAWAL, TERMINATION & TRANSFERING	8
TRANSFERING IN POLICY	8

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# EVANS HAIRSTYLING COLLEGE IS NATIONALLY ACCREDITED BY:

## N.A.C.C.A.S.

National Accrediting Commission of Career Arts & Sciences  
4401 Ford Avenue, Suite #1300  
Alexandria, VA 22302  
(703) 600-7600

## LICENSED IN THE STATE OF UTAH BY:

State Commission & License  
Division Of Occupational & Professional Licensing  
Heber M. Wells Bldg. 4<sup>th</sup> Floor  
160 East 300 South  
Salt Lake City, Utah 84145  
(801) 530-6633

Evans Hairstyling College is an accredited institution, licensed by the state of Utah, and city of St. George.

Evans Hairstyling College (St. George) is owned by R&J Evans Inc. a state of Utah Corporation.

Evans Hairstyling College (Cedar City) is owned by Evans Hairstyling College Inc.

Evans Hairstyling College (Lindon) is owned by Kellie Evans

All of our written material & vocal classes are taught in English.

# SECTION 1

## MISSION STATEMENT

At Evans Hairstyling College we strive to provide our students with the Knowledge, Confidence, Hands on Experience, and Skills, that will help our graduates be prepared for employment in this profession.

## ADMISSION PROCEDURES

We agree that we will comply with Title VI of the Civil Rights Act of 1964, that no person in the United States shall, on the grounds of race, color, religion, sex, age, or ethnic origin, be excluded from participating or discriminated against in our education process.

## ADMISSION REQUIREMENTS

Any person who is career-minded and wants to pursue their education in the field of cosmetology may enroll at Evans Hairstyling College, with the following qualifications. Have proof of a high school diploma or GED on or before the first day of enrollment. Students enrolled in a high school program can enroll but must give proof of high school diploma or GED at the end of their high school senior year.

A person must send in an application form with a \$100.00 fee. A full refund is available if person cancels in writing within 10 days of the starting date for classes in which they have enrolled in. (Cancellation date is the post mark date on the cancellation letter.) The first day of school student will need to bring with them the following, a copy of their high school diploma or GED, a signed enrollment agreement & all enrollment fees. Starting dates for classes in (St George) will be on the 2<sup>nd</sup> or 3<sup>rd</sup> Monday, and (Cedar or Lindon) on the 1<sup>st</sup> or 2<sup>nd</sup> Tuesday of January, March, June or September of each year. School will be closed during the year for some holidays that Evans Hairstyling College participates in. (example Christmas etc.) Students will be made aware of other holidays when enrollment begins for that student.

## COURSE & LICENSING REQUIREMENTS

The state of Utah requires a student to complete 2000 hours, in not less than 12 months of schooling, schedule classes of 2000 clock hours, which are forty (40) clock hours each week of schooling. Upon completion, student will be required to pass both a state written & practical exam with a 75% or better passing score. This will enable student to become a licensed cosmetologist in the state of Utah. Ready for entry level into this profession, able to work as a stylist, manicurist, facial operator, nail tech, and could lead to an instructor license.

## RULES & REGULATIONS

Attitude is the key. (school policies & procedures will be given the first day of school.)

## SCHOOL QUARTERS

There are four (4) quarters of school in the 2000 hour year.

1<sup>st</sup> quarter Student studies school procedures & basics

2<sup>nd</sup> quarter Student works on perfecting their skills.

3<sup>rd</sup> quarter Student works to improve weakest skills.

4<sup>th</sup> quarter Student works on perfection of skills & readies for the Utah State Exam

## SCHOOL HOURS

St George location Monday – Friday 8:00 am to 5:00 pm One (1) hour lunch

Cedar City location Tuesday – Saturday 8:00 am to 5:00 pm One (1) hour lunch

Lindon location Tuesday – Saturday 8:00 am to 5:00 pm One (1) hour lunch

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

If the school is closed unexpectedly due to extenuating circumstances, all students will be notified by phone.

## SECTION 2

### LOCATION & FACILITY

St George campus is located 1 block north of the Dixie State College campus, and 1 block south of the famed St. George Blvd.

Cedar City campus is located 2 blocks north east of the Southern Utah University campus.

Lindon campus is located 5 miles from Utah Valley University & 10 miles from Brigham Young University. All three locations clinical floor space is equipped for each student to have their own station and work area.

### STAFF & FACULTY

#### St George Location

Robert Evans CFO  
Justin Evans Pres.

#### Cedar City Location

Derk Evans Pres.  
Kori Evans Sec.

#### Lindon Location

Kellie Evans Pres.  
Suzan Peach V. Pres.

#### INSTURCTORS

Robert Evans  
Justin Evans  
Kate Valoadolid  
Raeleee Stafford  
Jeanette Golding  
Jessica Mangum

Derk Evans  
Ashley Brown  
Angie Chapman  
Liz Forman  
Dale Evans

Kellie Evans  
Suzan Peach  
Amanda Hansen  
Amy Walker  
Rachel Hansen  
Dale Evans

The course of study is "Basic Cosmetology". In not less than 2000 hours.

## PRACTICAL SUBJECTS

## CLOCK HOURS

Theoretical Studies	250
Hairstyling, Setting, Blowing, Waving	310
Permanent Waving	200
Hair Coloring, Lightening, High Lightening	200
Style Cutting, & Barbering, Men & Women	400
Salon Management & Job Hunting	40
Manicuring, Artificial Nails & Pedicuring	50
Skin Care, Make-up, Facials & Arching	80
Hair Conditioners	50
Chemical Hair Relaxing	40
Scalp Treatments	25
Sterilization & Sanitation	100
Wiggery	60
Business Procedures	40
Professional Ethics	40
Utah State Rules & Regulations & State Laws	10
Hair Extensions	50
Balance to be used at the discretion of the instructors	55
<b>TOTAL HOURS</b>	<b>2000</b>

(Hours will be given for participation in Hairstyling contests & attendance at any educational styling shows).

## EDUCATIONAL FACILITY

St George campus is a 7200 square foot facility including a separate classroom and practical work room and large clinical floor area for the public.

Cedar City campus is a 8000 square foot facility including a separate classroom and practical work room and large clinical floor area for the public.

Lindon campus is a 8500 square foot facility including a separate classroom and practical work room and large clinical floor area for the public.

## EDUCATIONAL COSTS

Cost of schooling is a little different for each location. Please click on the button of the location you would like more information about Tuition, Scholarships and ways to pay for your education at Evans Hairstyling College.

## SECTION 3

### REFUND POLICY

Note therefore: If any person cancels their enrollment in writing, within three (3) business days of signing the student enrollment agreement or contract, all monies collected by the school shall be refunded. This applies whether or not the student has started training. If a student cancels their enrollment after three (3) business days of signing an enrollment agreement or contract, but before starting school, student is entitled to a full refund of monies paid to the school, less the application fee of \$100.00. For students who withdraw after (3) business days see withdrawal policy.

### REFUND SCHEDULE

For students who enroll in & begin classes, other than those mentioned above the following schedule of refund, possible hours earned, and tuition costs for hours possible, is authorized for enrollment time.

% of time possible	Hours possible	% of tuition due
0.1% to 4.9%	0000 to 0098	20% or \$2000.00
5.0% to 9.9%	0099 to 0198	30% or \$3000.00
10% to 14.9%	0199 to 0298	40% or \$4000.00
15% to 24.9%	0299 to 0498	45% or \$4500.00
25% to 49.9%	0499 to 0999	70% or \$7000.00
50% & over	1000 & up	100% or \$10,000.00

Students are charged tuition for **Enrollment Time, or Possible hours**. Thus enrollment time is the elapsed between the actual starting date and the student's last physical day of attendance in school, whether student chooses to attend school or not. **(Example: Student attends school physically for 300 hours, but 400 hours were possible for student to attend. Student will be charged for the hours possible, not the students actual hours, should the student choose not to complete the course.)** If any monies due the applicant or student it shall be refunded within 45 days of formal cancellation by student or formal termination by school which shall occur no more than 30 days from the last physical day of attendance, for a student on an approved leave of absence or the date the student notifies the institution that the student will not be returning, or the postmark on written notification. The kit of equipment is the property of the student and must remain in the school while the student is enrolled in school. Student will be able to take their property when they graduate or withdraw, providing all monies due the school are paid in full. **(There is no refund for equipment or student kit after enrolling in school for more than three (3) business days.)** If school is permanently closed and no longer offering instruction, after the student has enrolled, the student shall be entitled to a Pro-rata refund of tuition. If the course is cancelled subsequent to a student enrollment, the school shall at its option either: 1- Provide a full refund of all monies paid: or 2- Provide a completion of the course. If school closes a list of all students who were enrolled at time of closure will be submitted to all state and federal bodies whom need to know. When a student graduates, drops, withdraws, or is terminated from school and owes money to the school for tuition, self-services, or personal products. All hours that the student has earned will remain with the school until all outstanding bills & tuition are paid in full. **If an applicant is not accepted by the school they shall be entitled to a refund of all monies paid to the school.**

**NOTE:** According to Utah State Law, schools shall not be required to release documentation of **hours earned** to a student until the student has paid the tuition or fees owed to the school as provided in the terms of the contract. **Earned Hours**, are hours student has earned by receiving a passing grade per quarter attended. A non-passing grade must be made up before hours can be released to student transferring or graduating.

## GRADES

Students are graded in four (4) different areas / Grade key

Attendance		90% to 100%	(A) Excellent
Clinical Performance		80% to 89%	(B) Good
Theory Tests & Assignments		71% to 79%	(C) Fair
Personal Clean-up		70%	(D) Poor
		0% to 69%	(F) Unsatisfactory

## GRADUATION REQUIREMENTS

Graduation requirements shall include scheduled classes of 2000 clock hours, which is a State of Utah requirement. Taking twelve (12) months of schooling, figured at forty (40) clock hours each week. Student must maintain an average quarterly grade of “D” or “70%” G.P.A. or better. Upon completion of the 2000 hours and all monies owed the school are paid in full student will receive a certificate of completion, which enables them to take the Utah State Exam.

## EMPLOYMENT ASSISTANCE

Evans Hairstyling College does not guarantee any employment. But the school will assist students in finding employment, with assistance in letter writing, resumes, listing job applications on the bulletin boards, and by helping student make contacts.

## ATTENDANCE POLICY

Students must be in school every day except for days when the school is closed by management or holidays, or days that student has made arrangements to be excused in advanced. School begins at 8:00 am. Students punching in after 8:05 will be marked tardy. If student falls behind in hours possible because of absences and tardiness, those hours will have to be made up at the end of the year. Student will be charged an extra \$6.00 per hour for every hour that student is enrolled passed the completion date stated on the enrollment agreement. The \$6.00 per hour is figured on eight (8) hours a day for every day student is still enrolled in school whether the student is in attendance or not.



## SECTION 4

### ADVISEMENT & CAREER COUNSELING

Advisement is given in the following areas: Job Placement, Student Academics, Individual Progress, & Career Opportunities

### RIGHTS TO PRIVACY

It is school policy to give any student or parent or guardian of a dependent minor the right to have access to their files and records, under the supervision of a qualified staff member of the school. It is the policy with regards to students records, that they must have a release form, signed by the student, parent, or guardian of a dependent minor to have their records released to anyone, with exception of any required audit, accreditation process, or program review. We do not publish a student directory, therefore students privacy is not given out. Evans Hairstyling College follows the Family Educational Rights & Privacy Act (FERPA)

### WITHDRAWAL, TERMINATION & TRANSFERRING OUT

If a student withdraws, or is terminated from school, & does not complete their training of 2000 hours, the student will forfeit their scholarship of \$2000.00. Student will be charged according to the refund scale listed in this catalog for unpaid tuition. If student checks out before completing, and owes tuition fees or any other money, all hours that student has accumulated will stay in the school until all outstanding bills are paid. Student could withdraw or be terminated for the following reasons: *Transferring to another school. Grade point average is less than 70%, no attendance for 30 days from the last physical day of attendance, not returning from a leave of absence, or not following school policies & procedures.*

### TRANSFERRING IN POLICY

Evans Hairstyling College does accept students transferring in from other schools. We do not however guarantee that we will accept all the hours that student is wanting to transfer. Hours being accepted will be up to the instructors and ownership of the school, after working with said student for at least 80 hours. Students transferring into Evans Hairstyling College with less than 500 hours must start as a new student no hours will be accepted. (A full copy of our transfer policy will be given to students transferring into our program when application is made.)