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This catalog was updated on February 22, 2017

# EVANS HAIRSTYLING COLEGE 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. Located at 955 East Tabernacle, St. George, Utah 84770  
Members are Robert Evans and Justin 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 their 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 its equivalent, if homeschooled, a state-issued credential for secondary school completion. For high school students enrolled in our program they must be enrolled under a training agreement with the Washington County School District. This documentation must be presented the first day of school.

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.

We have open enrollment starting dates for students will be on the 2<sup>nd</sup> or 3<sup>rd</sup> Monday of any month in the year. School will be closed during the year for the following holidays, New Years Day, Memorial Day, July 4<sup>th</sup> & 24<sup>th</sup>, Labor Day, Thanksgiving and the day after, and Christmas Day.

## COURSE & LICENSING REQUIREMENTS

The state of Utah requires a student to complete a minimum of 1600 hours. However enrollment in our program is for 2000 hours for Cosmetology Students and 1000 hours for Barber Students. 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 or Barber in the state of Utah. Ready for entry level into this profession, able to work as a stylist, manicurist, facial operator, nail tech, barber, 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 EDUCATION LEVELS

There are different levels in the course, of the students time in our program.

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

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

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

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

## SCHOOL HOURS

School is open Monday thru Friday, from 8:00 am to 5:00 pm. Lunch break is taken at 12:00 pm. We are open on some Saturdays from 8:00 am to 12:00 pm for anyone that wishes to come & earn make-up hours.

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

Our campus is located 1 block north of the Dixie State University campus, and 1 block south of the famed St. George Blvd at 1028 East Tabernacle. This makes our location easy to access. Our patron support is large and ranges in all ages. Our clinical floor space is equipped for each student to have their own station.

### STAFF & FACULTY

Mr. Robert Evans	Administrator & CFO
Mr. Justin Evans	President

### FINANCIAL AID

Mr. Robert Evans  
Mr. Justin Evans

### BOOKSTORE

Mrs. Lisa Evans

### INSTRUCTORS, All Licensed Cosmetology/Barber Instructors

Mr. Robert Evans  
Mr. Justin Evans  
Mrs. Kate Valoadolid (sub)  
Mrs. Raeleee Stafford (sub)  
Mrs. Jeanette Golding (sub)  
Mrs. Jessica Mangum (sub)  
Mrs. Lindsey Morrison (sub)

The course of study is "Cosmetology". In not less than 2000 hours.  
The course of study is "Barbering". In not less than 1000 hours.

PRACTICAL SUBJECTS	CLOCK HOURS	<u>Cosmetology</u>	<u>Barbering</u>
Theoretical Studies		250	125
Hairstyling, Setting, Blowing, Waving		310	150
Permanent Waving		200	50
Hair Coloring, Lightening, High Lightening		200	50
Style Cutting, & Barbering, Men & Women		400	400
Salon Management & Job Hunting		40	20
Manicuring, Artificial Nails & Pedicuring		50	
Skin Care, Make-up, Facials & Arching		80	10
Hair Conditioners		50	15
Chemical Hair Relaxing		40	10
Scalp Treatments		25	15
Sterilization & Sanitation		100	100
Wiggery		60	10
Business Procedures		40	10
Professional Ethics		40	10
Utah State Rules & Regulations & State Laws		10	5
Hair Extensions		50	
Balance to be used at the discretion of the instructors		55	20
<b>TOTAL HOURS</b>		<b>2000</b>	<b>1000</b>

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

#### EDUCATIONAL FACILITY

Our campus is a 9200 square foot facility including a separate classroom and large clinical floor area.

#### Re-entry Policy

- 1- Student must sign a new contract, with new graduation date.
- 2- If student checked out in good standing with Evans Hairstyling College, student may re-enter with out paying any re-entry fees, or loss of hours.
- 3- If student returns with in 12 months of dropping out, and student is in good standing, said student will only be charged for outstanding tuition from original tuition balance. After which time student will follow the rules of the student contract.
- 4- Student can not receive a scholarship.
- 5- If student is re-entering, and owes outstanding tuition balance, this balance must be paid the first day back. Then tuition will be determined according to our transfer policy.
- 6- Evans Hairstyling College reserves the right to REFUSE re-entry to any student who wishes to re-enter school without reason why.

EDUCATIONAL COSTS	<u>Cosmetology</u>	<u>Barbering</u>
Tuition	\$12,500.00	\$10,000.00
Application Fee	\$ 100.00	\$ 100.00
Student Kit, Uniforms & Books	\$ 1,500.00 additional	\$ 1,000.00
Total cost of Education (length of program)	\$14,100.00	\$11,000.00
Possible Scholarship	\$ 2,500.00	\$00.00
Payable the first day of attendance (Free Kit)	\$ 3,000.00	\$ 3,000.00
Cost of Kit & a tuition payment	\$ 2,500.00	\$ 2,500.00

Application fee of \$100.00 is due at the time of application submission.

An additional \$10.00 per hour will be charged to the student for every hour student is still enrolled passed the graduation date on their student contract.

#### HOW CAN I PAY FOR SCHOOLING

Evans Hairstyling College participates in Title IV funding. Student can apply for a pell grant going online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and filling out the pell application. Or student can apply for a student loan thru Mountain America Credit Union. Or student can make an interest free payment each month of \$500.00. Cosmetology Students can also earn a \$2500.00 scholarship to help with the reduction of students educational costs.

We at Evans Hairstyling College are trying our best to make your schooling not only VERY educational but affordable as well.

## SCHOLARSHIP QUALIFICATIONS (Only for 2000 students)

Must be a fulltime first time student, who has completed the course. Students dropping out & returning to finish do not qualify for this scholarship of \$2500.00. Students dropping out before completing the course do not qualify for scholarship.

As stated in our enrollment agreement (contract) in order to take full advantage of this scholarship, students need at least an 80% GPA (B) each and every quarter, student must not miss more than (6) Fridays in the year. Students must graduate within the time stated on the student enrollment agreement. Also student must have all tuition paid in full up to the scholarship balance at the time of students last day of enrollment. If said balance is not paid on or before of students last day of enrollment then the \$2000.00 scholarship will be forfeited and student will have to pay the full amount due to release students hours for graduation. Also students can not until all monies are paid the school and they have reached 1900 hours take their state written exam. (The school management reserves the right to void all or part of possible scholarship for reasons the school feels are unprofessional, or unlawful, or unethical.

## SECTION 3

### REFUND/WITHDRAWAL AND SETTLEMENT 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 less the application fee, 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 <u>Cosmetology</u>	% for <u>Barbering</u>
0.1% to 4.9%	0000 to 0098	20% or \$2,500.00	\$ 2,000.00
5.0% to 9.9%	0099 to 0198	30% or \$3,750.00	\$ 3,000.00
10% to 14.9%	0199 to 0298	40% or \$5,000.00	\$ 4,000.00
15% to 24.9%	0299 to 0498	45% or \$5,625.00	\$ 4,500.00
25% to 49.9%	0499 to 0999	70% or \$8,850.00	\$ 7,000.00
50% & over	1000 & up	100% or \$12,500.00	\$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, unofficial withdrawals are determined by the school through monitoring students hours of attendance at least every thirty (30) days. If a student on an approved leave of absence notifies the school that he or she will not be returning, the date of withdrawal shall be 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, or the postmark on written notification.

All refunds are calculated based on the student's last day of attendance.

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 student has been attending classes 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.**



**COLLECTION OF UNPAID DEBT:** Bills still due after 30 days of the last physical day of attendance will be charged **18%** interest per month for every month those bills go unpaid. Student agrees to pay all attorney's fees, court costs, and all collection costs. Up to 50% of the amount owing may be assessed by any collection agency retained to pursue the matter. Any correspondence regarding cancellation and settlement from Evans Hairstyling College with a third party understands the existence of our Refund/Withdrawal and Settlement Policy. We do not sell student contracts to third party businesses for collection.

**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.

**GRADE** evaluation includes both quantitative (attendance) & qualitative (academic performance), elements are evaluated on a cumulative basis from hour 1 of students enrollment.

		<b>Grade Scale</b>
Attendance	: Hours attended minus any tardy	90 to 100 Excellent
Theory	: Tests, assignments, demo etc	80 to 89 Very Good
Clinical	: Amount of services, and objectives	70 to 79 Good
Personal	: Appearance, duty, station, dress.	69 & below Unsatisfactory

## GRADUATION REQUIREMENTS

State of Utah graduation requirements for Cosmetology include a minimum of 1600 hours, and a minimum of 1000 hours for Barbering, however our program for Cosmetology is for 2000 hours. Upon completion of 2000 hours and or 1000 hours for Barbering, and receiving passing evaluations of 70% or better student is considered a graduate. In order to receive a release of student hours for licensure, all monies owed the school must be paid in full.

## 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 excused or unexcused absences and tardiness, those hours and other school work will have to be made up. We expect our student to display proper conduct using common sense while attending school at all times. Student will be charged an extra \$10.00 per hour for every hour that student is enrolled passed the completion date stated on the enrollment agreement. The \$10.00 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, or 1000 Barbering hours, 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.) Transfer students must meet our admissions requirements found on page 2 of this catalog.

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