



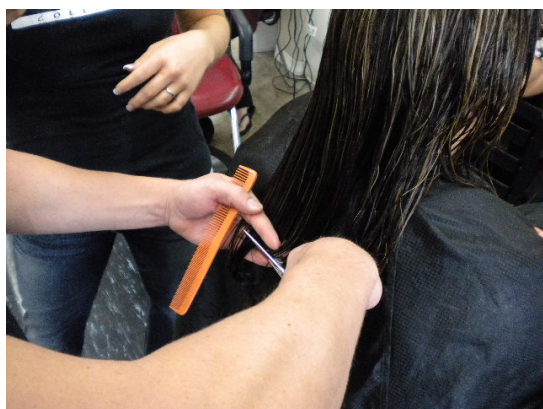
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Table of Contents

School Objective or Mission Statements-----Pg	3
Admission Procedures, & Requirements-----Pg	3
Length of Course/ Graduation Requirements-----Pg	3
Reentry policy-----Pg	3
School Terms, Hours, and Subjects-----Pg	4
(School Starting Dates)	
School Building -----Pg	4
Attendance Policy-----Pg	5
Rights of Privacy & Withdrawal, Termination and Transfer Policy-----Pg	5
Refund Policy-----Pg	6
Refund Schedule-----Pg	6
Location, Graduation Requirements, Employment Assistance, and Grading Scale-----Pg	7
Tuition & Fees -----Pg	8
Scholarship Qualifications-----Pg	8
Staff and Faculty-----Pg	9
Application for School-----Pg	10



Evans Hairstyling College of Cedar City, Inc. (furthermore known as Evans in this document), is an Accredited Institution. Evans Hairstyling College is also licensed by the State of Utah.

SCHOOL OBJECTIVES OR MISSION

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 National or ethnic Origin be excluded from participating or discriminated against our education process. Evans Hairstyling College does not and will not recruit students from other school or organizations of same training nature

ADMISSION REQUIREMENTS

Any person who is a career-minded person and wants to pursue their education in the field of cosmetology may enroll at Evans Hairstyling College. Students must have the following, High School Diploma, GED, State document for completion of home-schooling program, the equivalent foreign document to high school diploma (translated in the English), or transcripts of proof of graduation. Documentation needs to be presented on the first day of school.

Everyone must send in an application with a \$100.00 fee, this includes transfer students and student wishing to re-enter. A full refund is available if a person needs to cancel enrollment. Cancellation must be made in writing 30 days prior to the starting of classes.

Evans Hairstyling College has contracted with the local school district to enroll high school students currently working for high school diploma to participate in our cosmetology program. A person enrolled in the High School Program can enroll but must give proof of high school diploma or GED at the end of the high school year.

The first day of school student will need to bring the following. A Proof of high school graduation, or GED, a three-ring binder, pen, pencil, a signed enrollment agreement, entrance fees, along with a recent photograph.

Evans also accept transfer students from other cosmetology programs with the appropriate documentation directly from the previous institution, (Transcripts, etc.) and if openings are available to accommodate student. If student meets all competency requirements set by the school, hours will be accepted. The student will be given an evaluation after orientation, to determine number of hours that will be accepted. Charge for transfer will be per contract hour.

Students will be allowed to re-enter the program after with-drawl or termination, if the balance of tuition is brought up to date, the student will enter under the same policies as a transfer student and will follow all the transfer rules and policies. Re-admittance will only be allowed upon evaluation to see the commitment of the student.

LENGTH OF COURSE AND REQUIREMENTS FOR LICENSURE

Evans Hairstyling College is a 2000-hour course which can be completed in a 12-months. The student can complete up to 40 hours a week. Any hours the student does not complete within the contracted time will be made up at the end of the year. Upon completing of the required hours, the student will be eligible to take the state written & practical exams. The State requirements for licensure in Utah is 1600 hours to be a licensed cosmetologist/Barber.

School starting dates

	2020	2021	2022
January	14 th	12 th	11 th
June	09 th	08 th	14 th
September	08 th	14 th	13 th

SCHOOL TERM (Holidays)

The school year is divided into 4 Quarters. Fall, Winter, Spring, and Summer

Holidays: New year's, 4th of July 24th of July, Thanksgiving, Christmas

And all Saturdays before: Presidents day, Easter, Memorial Day, Labor Day,

SCHOOL HOURS

Tues. - Fri. 8:00 a.m. 5:30 p.m. With an hour lunch

Saturday 8:00 a.m. 3:00 p.m. With a 30-minute lunch.

Course of study is "Cosmetology/Barber." (English only) when upon completion at 2000 hours of study and not less than one (1) year of training, student may apply for the Utah state written and Practical Exam

PRACTICAL SUBJECT

Outline	Clock Hours
Style Cutting (Men, Women and Children)	380
Theoretical Studies	295
Hair Coloring	205
Hairstyling, Curling Iron, Blow Styling	200
Permanent Waving	200
Manicuring Skills	150
Scientific Skin Care	100
Ethics	80
Business Procedures	50
Salon Management	40
Hair Straightening	40
Scalp Treatments	40
Sterilization and Sanitation	40
Wiggery and Men's Toupees	40
Barbering	40
Utah Laws, Rules, and Regulations	20
Hair Extensions	10
Hair Conditioning	10
Balance used at Instructor's Discretion	60
Total Hours Required	2000

SCHOOL BUILDING

Our school is over 8500 sq. feet and consists of a clinical area, classroom, breakroom, pedicure, facial, eyelash, and waxing rooms. We are in the center of town, with available parking.

Patrons of all ages support our school. The school uses all up to date computer systems, for training and education. The school is equipped to accommodate up to 53 students having their own personal workstation. Lockers are also on site for storage.

ATTENDANCE POLICY

Students are expected to be in school during operational hours except for days when the school is closed by management due to holidays or arranged days off requested by the student. School will be closed on most major Holidays.

School begins at 8:00 a.m. Students entering after 8:00 will be marked tardy. Tardies are a negative reflection on the student's scholarship grade. If a student cannot be in school due to sickness or emergency, the student or responsible person must notify the school before 9:00 a.m. of that day to receive an excused absence, or tardy. If a student fails to notify the school of their absence, it will be recorded as unexcused and will have a negative reflection on their scholarship grade.

If a student falls behind in hours, due to absences or tardies, their hours will be made up at the end of the year. (Students may be charged extra tuition if schooling goes over the contract time.)

RIGHTS OF PRIVACY

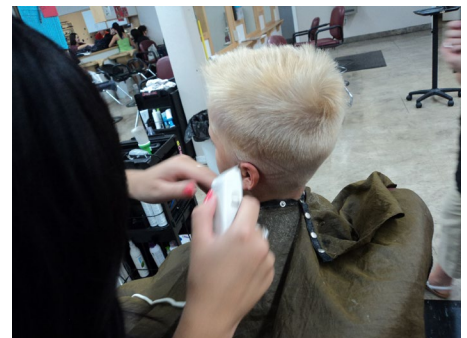
The school policy is to give any student the right to make an appointment to have access to their files, with signed release under the supervision of a qualified staff member.

Student records must also have a release form signed, in order for their records to be released to anyone other than themselves. There will be an exception of any required audit, accreditation process, or program review. We do not publish a student directory; therefore, student's privacy is not given out.

WITHDRAWAL, TERMINATION TRANSFER POLICY

If a student withdraws, or is terminated from school, & does not complete their training of 2000 hours, the student will forfeit their scholarship of \$2500.00. Students will be charged according to the refund scale listed in this catalog for unpaid tuition. If a 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. Students 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 of the last physical day of attendance, not returning from a leave of absence, or not following school policies & procedures



REFUND POLICY *is based on hours possible or (scheduled hours)*

REFUND POLICY:

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
 2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether the student has started classes.
 3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the application fee in the amount of \$100.00.
 4. A student notifies the institution of his/her withdrawal in writing.
 5. A student on an approved leave of absence notifies the school that he/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.
 6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
 7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

REFUND SCHEDULE

PERCENTAGE OF TIME POSSIBLE	HOURS POSSIBLE	PERCENT OF TUITION DUE	TUITION COST
0.1% TO 4.9%	0000 TO 0098	20%	\$2,800.00
5% TO 9.9%	0099 TO 0198	30%	\$4,200.00
10% TO 14.9%	0199 TO 0298	40%	\$5,600.00
15% TO 24.9%	0299 TO 0498	45%	\$6,300.00
25% TO 49.9%	0499 TO 0999	70%	\$9,800.00
50% AND OVER	1000 AND UP	100%	\$14,000.00

SCHOLARSHIP MONEY IS ONLY AWARDED IF FULL TIME STUDENT COMPLETES THE 2000 HOUR COURSE.

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged teach out agreement with another institution. If the program is canceled subsequent to a student's enrollment, and before instruction has begun the school shall, at its option, either provide a full refund of all monies paid or provide completion of the program. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- This refund policy applies to tuition and fees charged in the enrollment agreement.

Location

Our Campus is located within 3 blocks of Southern Utah University and is situated in the middle of town. Our clientele consists of all ages. Our clinical floor is equipped to handle 55 students, but limits enrollment to around 40

GRADUATION REQUIREMENTS

Student must maintain an accumulative grade point average of 70% or better. Upon completion of 2000 hours, 12 months, and all requirements meet the student will receive a Certificate of Completion. To receive a license in the State of Utah, Students must take and pass the State licensing Exams. **Students will not be allowed to take any State exams until all monies owed are paid in full.**

EMPLOYMENT ASSISTANCE

The School does not guarantee any employment, but the school will assist student in finding employment. This assisting is in letter writing, compiling a resume, listing job applications on bulletin boards, classes and instruction on professional appearance, hygiene, edict, and helping the student make contacts.

POSSIBLE OCCUPATIONS:

Salon Owner, Hairstylist, Platform Artist, Color & Perm Wave Technician, Nail Technician, Product Salesperson, Make-up & Facial Technician, Etc.

No student information will be released from the school if student does not sign record release form. (Students who are minors, records can be released to parents or legal guardian without a release form.)

Advisement is given in the following areas: Job Placement, Student Academics, Individual Progress, and Career Opportunities. Counseling is done quarterly or as needed.

GRADES

Grades are given in four (4) areas

1. Theory test and assignments.
2. Clinical performance (public, manikins, & each other).
3. School attendance
4. Personal

Grade Key used in school:		Criterion for grades:	
A	90 to 100	A	(5) Excellent - Great work
B	80 to 89	B	(4) Good - improving
C	75 to 79	C	(3) Fair - need improvement
D	70 to 74	D	(2) Poor - unacceptable, need to do over,
(MINIMUM PASSING GRADE)			
F	0 to 69	F	(1) Unsatisfactory

If a student fails a quarter or does not meet the minimal standards, they will be allowed to do the makeup work to help them bring their grade up to the minimal standards or higher, this will help insure them to be able to complete the necessary qualifications and graduate.

TUITION AND FEES

Financial aid is available to all students who qualify.

SCHOOL COSTS.

Tuition	\$ 14,000.00
Books, and student kit included in tuition	
*Discounts for money paid down on the first day of School.	
Possible Earned Scholarship (See scholarship qualifications)	\$ 2,500.00
Possible cost of tuition if student completes in 12 months with scholarship intact.	\$ 11,500.00
Enrollment fee paid on the first day	\$ 2,500.00

Application Fee of \$100.00 paid with the application.

Students paying tuition payments, can pay a minimum of \$583.00 per month. If \$750.00 a month is paid the balance at the end of the students schooling would be \$0.00 if scholarship is earned. These payments are interest free and are due between the 1st and 15th of each month.

All payment methods are accepted at Evans, credit cards are accepted with a 6% transaction fee. Methods are (Cash, check, Card with %, auto pay can be set up, Venmo in some cases
If the student goes over his or her contract time, which is the date posted on the contract. They will be assessed \$4.00 an hour or \$32.00 a day until the student graduates

Scholarships are available to all first time, full time students in the amount of \$2,500.00
Scholarships are granted based on students' achievements and performance while in school.
Scholarships are not a sure thing; they must be earned by the student each quarter.

(See scholarship qualifications.)

SCHOLARSHIP QUALIFICATIONS

1. Must be a full time, first time student who has completed the course
 - Students dropping out and returning to finish do not qualify for the scholarship
 - Transfer students do not qualify for the scholarship.
 - Students dropping out before completing the course do not qualify for the scholarship
 - Students taking a leave of absence do not qualify for the scholarship.
2. Must Become and advanced student by the end of the 2nd quarter.
 - Student not advanced by the end of the 2nd quarter will lose \$200.00 of the scholarship each month he/she is not advanced.
3. Language used and conduct with the public must be professional.
4. You must graduate with in the time outlined on the student enrollment agreement (Contract). If the student is still attending after the contracted completion date, then scholarship will be void.
5. Must maintain at least a B grade (80%) in all four categories of the grading system listed in this catalog
(See school policies and Scholarship qualifications)
6. Must not miss more than six (6) Saturdays.
7. Student not completing clinical assignments given each quarter.
 - Student not doing duties, or picking up after them self-will loses scholarship
8. Student not following school attendance policy. (As listed in the school Policy)
9. Must follow school dress code.
10. Full scholarship may be taken away at any time during the year for not following above requirements.
The reason for the scholarship is the Schools way of thanking the students that are in school to get the most out of a rewarding and fun profession.

STAFF & FACULTY

Administrator, and Owners

Evans Hairstyling College Of Cedar City, Inc.
Derk M. Evans President,
Kori L. Evans Secretary.
Ashley Brown Manager

Financial aid Director

Derk M. Evans
Ashley L. Brown

Instructors

Derk M. Evans
Ashley Brown
Chantel Spencer
Angie Chapman

Cedar City School

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(435) 586-4486 FAX (435) 867-0240
E-Mail evans@mountainwest.net

For more information visit us on our web site.

www.evanscollege.com

Application Form

Date application form received _____

(above to be filled in by the College, not applicant)

Date _____

Name _____

Address _____

City _____ County _____ State _____ Zip _____

Birthday ____/____/____ Soc. Sec. Number _____ - ____ - _____

Male _____ Female _____ Single _____ Married _____ Divorced _____

Telephone _____

Are you a High School graduate? Yes _____ No _____ If yes, what year
did you graduate? _____ Name of High School _____

Please enroll me in: Cedar City _____ St. George _____ Lindon _____

Class to begin (check one)

January _____ June _____ Sept _____

Application fee of \$100.00

Will you require financial aid? Yes _____ No _____

Have you filled out any financial aid forms? Yes _____ No _____

Will you be needing a scholarship? Yes _____ No _____

Have you filled out scholarship forms? Yes _____ No _____

List all previous college/proprietary schooling attended after high school.

I would like to enroll in Evans Hairstyling College. I have enclosed
\$100.00 with my application. I understand that if a cancellation is made
in writing 3 days before signing contract agreement, the full \$100.00
Will be refunded.
Please Note: A recent photo must be enclosed with Application form.

Signature

Date

You can also apply for schooling online at ["www.evanscollege.com"](http://www.evanscollege.com)

Scholarships & Financial Aid are Available for all those who qualify

Prior to possible enrollment at Evans hairstyling College, I Was given the following Pre-enrollment packet containing the following information

1. School Catalog
2. Placement rates
3. Compensation possibilities
4. Physical demands of this profession
5. Safety Requirements
6. Licensing requirements
7. Schools compensation rates
8. Schools state Exam Pass/fail rate.
9. Ability to meet requirements by employers.
- 10 Regulatory oversight restrictions

(Student)

(Date)

Please sign and submit your application.

PHYSICAL DEMANDS:

The biggest Physical demands in this profession is standing on your feet for long periods of time. Bending over shampoo bowls that are two low can cause back strain. The use of tools that can cause harm or injury to the client and operator. (such as Shears, Irons, Clippers, Straight razors, etc.). Lifting and bending and the risk of carpal tunnel syndrome.

SAFETY REQUIREMENT'S:

Safety requirements are, being able to read labels on chemical products, knowledge of chemical mixtures, using a blow dryer & hot curling irons correctly, manipulating cutting instruments properly for the safety of the public and those around you. You can also be susceptible to blood borne pathogens, dermatitis/skin illnesses, and some reactions to long term exposure to different chemicals and their smells, (Such as ammonia-based products, which cause breathing disorder's after prolonged inhalation.)

COMPENSATION POSSIBILITIES:

Working in the profession a person is compensated in three different areas

- 1st A person can be paid on commission from 40 to 75% of their income
- 2nd A person can be paid by the hour, which differs from City to City
But the average is 6.00 an hour until you make a high enough commission to be removed off of wage and on commission.
- 3rd A person can rent a workspace for a salon (called both rental). Again, rental differs from City to City and salon to salon.

Income differs in so many ways, days worked, salon worked in, ways you are paid. Here is what the national average is for the Industry the average salon in come with tips is about \$18.50 an hour.

Student completion rates for the past 3 years from sept to sept.

Information is received by the school files records, and from students through our follow- up system. This is done by telephone calls, social media, and any contact with graduates Evans receives.

year 2016						
<u>Student Enrolled</u>	<u>Students Drop out</u>	<u>Students Completed</u>	<u>Students applied for state test</u>	<u>Students Passed test</u>	<u>State board not taken</u>	<u>Student Employed</u>
38	6	30 – 78.95%	29	29 - 100%	0	73.33%
year 2017						
<u>Student Enrolled</u>	<u>Students Drop out</u>	<u>Students Completed</u>	<u>Students applied for state test</u>	<u>Students Passed test</u>	<u>State board not taken</u>	<u>Student Employed</u>
45	7	34 – 75.56%	30	30 - 100%	0	82.35%
year 2018 Projected, (Will be updated Oct 31st 2019)						
<u>Student Enrolled</u>	<u>Students Drop out</u>	<u>Students Completed</u>	<u>Students applied for state test</u>	<u>Students Passed test</u>	<u>State board not taken</u>	<u>Student Employed</u>
44	5	39 - 89%	41	41 – 100%	1	79%



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of Career Arts & Sciences**
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(703) 600-7600

**State Commission & License
Division Occupational & Professional Licensing**
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