RAPHAEL'S
school of beauty culture

CATALOG OF GENERAL INFORMATION
2026 - Edition 3

Certificate of Registration #11071970

BOARDMAN
615 Boardman Canfield Rd.
Boardman, OH 44512
(330) 782-3395

ALLIANCE
2445 W. State St.
Alliance, OH 44601
(330) 823-3884

NILES
815 Youngstown Warren Rd., Ste 26
Niles, OH 44446
(330) 652-1559

NORTH OLMSTED
27326 Lorain Rd.
N. Olmsted, OH 44070
(440) 716-8153

BRUNSWICK
3307 Center Rd.
Brunswick, OH 44212
(330) 225-0195

SCHOOL OF MASSAGE
621 Boardman Canfield Rd.
Boardman, OH 44512
(330) 299-8116

DEPARTMENT OF BARBERING
815 Youngstown Warren Rd., Ste 20
Niles, OH 44446
(330) 505-9915

WILLOUGHBY
34999 Euclid Ave.
Willoughby, OH 44094
(440) 742-4555

ACCREDITED BUSINESS
BBB Rating: A+

Visit our website:
www.RaphaelsBeautySchool.edu

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GOVERNING BODY:
Ralph P. Delserone, III
615 Boardman Canfield Road, Box 10
Boardman, OH 44512
(330) 782-3395 ext. 1104

MISSION STATEMENT:
The mission of this school is to prepare students to become successful in their chosen field of cosmetology, barbering or massage, to encourage self-growth, motivation, professionalism and prepare them to pass the state licensing exam.

SCHOOL HISTORY:
Raphael's School of Beauty Culture was established in 1958 as McKinley Heights College of Cosmetology and acquired in 1970 by Jacquilyn Eusanio. In the school's 53-year history the keystone of this educational program has been and remains "quality." The graduates have gone on to become successful operators, teachers, salon owners and sales representatives in the field of cosmetology. Ralph Delserone, Jacquilyn's son, purchased Raphael's in 2006.

FACILITIES:
The Niles location is a total of 9800 square feet. The Alliance location is a total of 5500 square feet. The Boardman location (corporate office) is a total of 17,000 square feet and generates over 60% of its electricity from over 360 rooftop mounted solar panels. The Brunswick location is a total of 4800 square feet. The North Olmsted location is a total of 8000 square feet. The Willoughby location is a total of 6900 square feet. All of our schools are handicapped-accessible and have central air conditioning for your comfort in the summer and gas heat in the winter. All areas are appropriately furnished and utilize LED lighting. The schools consist of classrooms, practical rooms, facial rooms, clinic areas, lunchrooms, offices, and lockers. Raphael's School of Beauty Culture maintains appropriate equipment and training aids for all courses taught at each campus. An example of some of the equipment consists of shampoo bowls, hydraulic chairs, styling stations, nail stations, facial beds, and related equipment.

LICENSING AND ACCREDITATION:

Licensed By:
Ohio State Cosmetology and Barber Board
5025 Bradenton Avenue
Suite 130
Dublin, OH 43017
(614) 466-3834

State Board of Career Colleges and Schools
30 East Broad Street
Suite 2481
Columbus, OH 43215
(614) 466-2752 or 800-275-4219

Nationally Accredited By:
NACCAS
3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600
Registration #07-01-183T

CONSUMER INFORMATION:
Available upon request.

ADMINISTRATIVE STAFF:
President/Owner: Ralph P. Delserone, III
Ralph brings extensive knowledge to the beauty industry with over 27 years of experience in operating post-secondary cosmetology schools. Ralph is a graduate of Gannon University with a BS in Finance and received a U.S. Army Commission and completed several army training schools. He also has acted as a NACCAS Peer Review Evaluator and Appeal Review Panel Member. He currently serves as a school owner commissioner with NACCAS.

CORPORATE STAFF: (full-time)

Ralph Delserone, III	Owner	BS in Finance from Gannon Univ.
Felicia Seifert	Title IX Coordinator	17 years of school administration experience.
Bethany Schmucker	Financial Aid Director	10 years of school administration and financial aid experience.
Mary Kay Beight	Student Services	12 years of school administration and teaching experience.
Kevin Cole Durina	Compliance Director	5 years of school administration experience.
Diane Sigurani	Divisional Director	23 years of industry and teaching experience.
Montana Eliser	Marketing Director	
Bella Delserone	Administrative Assistant	

CAMPUS STAFF AND FACULTY:

Morgan Stockmaster	All Campuses Distance Education Instructor	COSI.095362
Jordan Nicholas	All Campuses Distance Education Instructor	COSI.095099
Kayla Damelio	Niles Admission Rep.	COSI.088601
Allysia Milligan	Niles Admission Rep.	
Diane Sigurani	Niles Instructor/Manager	COSI.021934
Deborah Dripps	Niles Instructor	ESTI.053358
Stephanie Bolton	Niles Instructor	COSI.992577
Tasheen Christian	Niles Instructor	COSI.003457
Stacy Bates	Niles Instructor	COSI.953579
Renee Maas	Niles Instructor	COSI.160587
Kendall McCoy	Niles Apprentice Instructor	ESTA.247446
Jason Smith	Barber Instructor/Manager	INSTR.054620
Kieonna Marshall	Barber Instructor	INSTR.055405
Dominic Pastella	Barber Instructor	INSTR.191970
Phazion Putnam	Barber Instructor	
Carlene Phillips	Niles Instructor	MANI.254162
Laqueena Snyder	Niles Instructor	COSI.881590
Hannah Slaven	Boardman Admissions Rep.	
Jessica Jenkins	Boardman Admissions Rep.	
Henry Foust	Boardman Instructor/Manager	COSI.865026
Karyssa Novello	Boardman Instructor	COSI.091630
Renee Rubesich	Boardman Instructor	COSI.980958
Jennifer Goodrick	Boardman Instructor	COSI.045427
Marie Deffenbaugh	Boardman Instructor	ESTI.195351
Candy Bell	Boardman Instructor	MANI.233564
John Berry	Anatomy & Physiology Instructor	
Auzuree Johnson	Massage Instructor	33.022332
Bella Delserone	Brunswick Admissions Rep.	
Lauren Surace	Brunswick Instructor/Manager	COSI.071531
Stephanie Radtke	Brunswick Instructor	COSI.056093
Johanna Gyeszat	Brunswick Instructor	COSI.226288
Crystal Conte	Brunswick Instructor	ESTI.221957
Ariel Hines	Brunswick Instructor	COSI.233386
Morgan Stockmaster	North Olmsted Instructor/Manager	COSI.095362
Breanna Stockey	North Olmsted Admissions Rep.	
Bridgett Castillo	North Olmsted Admissions Rep.	
Andrea Bates	North Olmsted Instructor	COSI.922308
Michelle Blasey	North Olmsted Instructor	COSI.894253
Migueshly Gonzalez	North Olmsted Instructor	MANI.223278
Chellsea Ward	North Olmsted Instructor	ESTI.204393
Darniece Gordon	North Olmsted Instructor	ESTI.245486
Lisa Marie Berry	North Olmsted Instructor	COSI.065458
Danielle Shepherd	Alliance Admissions Rep.	
Jordan Nicholas	Alliance Instructor/Manager	COSI.095099
Rosalind Walker	Alliance Instructor	COSI.060757
Cynthia Miller	Alliance Instructor	COSI.980881
Brittany Aufrance	Alliance Instructor	COSI.046532
Audrey Curtis-Holliday	Willoughby Admissions Rep.	
Allison Brock	Willoughby Admissions Rep.	
Brayon Rhodes	Willoughby Instructor	COSI.153024
Jonathan Mitchell	Willoughby Instructor	COSI.845002
Casey Frazier	Willoughby Instructor	COSI.128242
Kiana Vickers	Willoughby Instructor	ESTI.246523
Gwendolyn White	Willoughby Instructor	COSA.250532
Quanetta Blackmon	Willoughby Instructor	ESTI.200482

OBJECTIVES OF OUR SCHOOL:
Our objective is to give our students the best possible training available in the principles and practices of the hairdressing, cosmetology, barbering and massage therapy professions, and that it is the purpose of our school to prepare students to pass state examinations, enter upon, progress in and contribute to the cosmetology and massage therapy professions.

COPYRIGHT MATERIAL POLICY:
All material contained in this catalog is, unless otherwise stated, the property of Raphael's School of Beauty Culture. Reproduction or retransmission of the materials, in whole or in part, in any manner, without prior written consent of the copyright holder, is a violation of copyright law.

Raphael's School of Beauty Culture abides by the provisions of the federal Digital Millennium Copyright Act (DMCA), which requires prompt response to claims of copyright infringement by copyright holders or their agents. If the school receives an allegation of copyright infringement based on your use of the school's computers, the matter will be referred to the Divisional Director for further investigation. If you are found responsible after meeting with the Divisional Director, you are subject to disciplinary action including loss of network access, suspension or termination from school, and/or restitution or community service.

The Internet is an essential tool in everyone's lives for both academic and everyday pursuits. Along with these benefits come responsibilities. One of the most critical is conforming to the copyright laws governing music, movies, games, and software over the Internet. You must have the consent of the copyright holder to make copies.

DETERMINING FINANCIAL NEED:
The student's financial need is the difference between the actual cost of their education and the amount that the student (or parents) will contribute (the EFC). Financial Aid is then used to cover the gap between these contributions and the total cost of the student's education.

The student's Expected Family Contribution (EFC) subtracted from the Cost of Attendance (COA), which consists of tuition, fees, books, kits and supplies, determines the student's financial need.

Each school and each program within the school has a different student expense budget. This will depend upon the tuition, course length, books, fee, supplies, etc. Actual tuition, books, fees, and supplies for a program in which the student enrolls can be obtained from the school's Admissions Representative.

VOTER REGISTRATION:
Students are encouraged to register to vote in State and Federal elections. Students can register to vote and find information on elections in their area by visiting www.sos.state.oh.us.

NON-DISCRIMINATION POLICY:
The school does not discriminate on the basis of race, creed, color, religion, sex, sexual orientation, gender identity, disability, age, marital status, national origin, ethnic origin, or Vietnam-era/disabled veteran, or on any other basis prohibited by federal or state law, in employment or in its education programs or activities.

Further, the School is required by Title IX of the Higher Education Act not to discriminate on the basis of sex in such a manner. Questions regarding Title IX may be referred to the School's Title IX coordinator or to the U.S. Department of Education's Office of Civil Rights ("OCR"). The School's Title IX coordinator is Felicia Seifert. She can be contacted at (330) 782-3395 ext. 1107 or by email at titleix@raphaelsbeautyschool.edu.

ACCESS TO ACADEMIC RECORDS:
In accordance with OAC 4713-5-11, students and parents or guardians of dependent minors have the right to gain access to their cumulative records by appointment under the supervision of an instructor. Information pertaining to a student's cumulative record will be released within 3 days of written request for currently enrolled students and within 10 days for students no longer enrolled, upon written instructions and/or written permission (per request) of the student and/or guardian if the student is under legal age or to any regulatory agency, such as NACCAS, that may request this information. A fee of $15.00 will be charged for all written requests for a copy of student's file from the student and/or guardian if the student is under legal age.

RECORD RETENTION:
Though the U.S. Department of Education requires records to be maintained for three (3) years, all student academic and financial aid records are maintained a minimum of six (6) years as required by NACCAS.

ENROLLMENT:
Students who enroll in the Advanced Cosmetologist course, attending a full-time schedule, will complete their course in approximately 13 to 17 months, and students attending a part-time schedule will complete their course in approximately 24 months.
Students who enroll in the Cosmetologist course, attending a full-time schedule, will complete their course in approximately 10 to 14 months and students attending a part-time schedule will complete their course in approximately 14 to 20 months.
Students who enroll in the Advanced Esthetician course, attending a full-time schedule, will complete their course in approximately 6 or 7 months and students attending a part-time schedule will complete their course in approximately 12 months.
Students who enroll in the Cosmetologist Advanced or Advanced Manicurist course, attending a full-time schedule, will complete their course in approximately 2 to 3 months, and students attending a part-time schedule will complete their course in approximately 4 months.
Students who enroll in the Barbering course, attending a full-time schedule, will complete their course in approximately 13 to 17 months, and students attending a part-time schedule will complete their course in approximately 17 to 24 months. Students who enroll in the Massage Therapy course, attending a full-time schedule, will complete their course in not less than 9 months, and students attending a part-time schedule will complete their course in approximately 12 months. We currently only offer a part-time schedule.

ENROLLMENT AGREEMENT:
Upon execution of this agreement, the student and the sponsoring guarantors, if any, become fully liable for the total fees of said course in accordance with our refund policy. It is understood and agreed that part of the curriculum of the course includes practice by the students upon each other and upon other individuals of the various techniques, methods and practices of cosmetology and barbering. The student agrees to abide by all the rules, regulations, and procedures of our school.

START DATES:
Classes start on the first and third Tuesdays of the month for students enrolling in the Cosmetologist, Cosmetologist Advanced, and Advanced Cosmetologist courses at all locations. Classes start on the third Tuesday of the month for students enrolling in the Advanced Manicurist course at all locations. Classes start on the fourth Tuesday of the month for students enrolling in the Advanced Esthetician course at all locations. Classes start on the fourth Tuesday for students enrolling in the Barbering course at the Niles campus only. The Massage Therapy program starts on the third Monday of each month at the Boardman campus only.

SCHOOL HOLIDAYS:
Our schools are closed on the following holidays:
New Year's Day, MLK Day, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Eve through New Year's Day.

School closures for extenuating circumstances: If the Raphael's School of Beauty Culture school in which you are attending is closed for any reason, it will be broadcast on TV Channels 21, 27, 33, 3, 19, 23, 25, & 43 and Radio Stations HOTFM101, K105, Mix106.5, Magic105.7, WGAR99.5, KISS96.5, & WMMS100.7. Text messages will also be sent to students using Raphael's APP.

CONSTITUTION DAY:
Our schools celebrate Constitution Day on or near September 17th by educating students on the importance of active citizenship and the rights and obligations of citizenship. For more information on Constitution Day visit www.constitutionday.com.

TEXTBOOKS AND EQUIPMENT:
The books and supplies you receive become your responsibility and you are expected to maintain them by replacing lost or broken articles in order that you may practice your work properly. Books and supplies are separate from tuition and are non-returnable. Any personal items, equipment or books left on the school's premises by any students for more than 30 days after graduation or discontinuation become the property of Raphael's School of Beauty Culture.

STUDENT RECRUITMENT:
It is the policy of this school not to recruit any students who are admitted or are currently attending another cosmetology school. We do not employ the services of a Recruiting Agent or Agency of any kind. We do not use employment agencies to recruit prospective students. We do not place ads in help-wanted sections to recruit students, and prospective students are not led to believe they are responding to a job opportunity. We do not recruit students at welfare offices, unemployment lines, food stamp centers, homeless shelters or nursing homes. We rely solely on advertising and word-of-mouth recommendations from our current students and graduates.

TERMINATION POLICY:
The student agrees, as a condition of acceptance, to adhere to the policies for grading, attendance, conduct and graduation as described. Failure to adhere and abide by these rules and regulations may result in suspension or termination.

VACCINATION POLICY:
Raphael's School of Beauty Culture does not offer on-campus housing; therefore, we do not have a requirement for student vaccinations.

TRANSFER POLICY for Advanced Cosmetologist, Cosmetologist Advanced, Cosmetologist, Advanced Esthetician, Advanced Manicurist:
A person transferring from another cosmetology school to one of our schools must meet all Admission Requirements. Raphael's School of Beauty Culture will not accept transfer students with less than 300 hours left to complete in any program. Raphael's School of Beauty Culture reserves the right to deny or accept all, part, or none of the hours credited at another institution based on personal interviews, practical evaluations and theory evaluations. Credits will be given for clock hours earned from other institutions in accordance with the results of the evaluation.

Our schools abide by the policies of The Ohio State Cosmetology and Barber Board concerning transfer students. The State Board controls the transfer of hours by students and requests for transfers are made directly to the Board office and then forwarded to our school.

All transfer students are required to pay a registration fee and an hourly rate for the hours left to complete in the course, which is equivalent to the hourly rate for the course in which the student is enrolled. Transfer students are subject to all standards and policies in effect at Raphael's School of Beauty Culture. Students transferring out of Raphael's School of Beauty Culture are subject to a $50.00 transfer fee. If the student has not completed their contractual obligations to pay fees, tuition, etc. Raphael's School of Beauty Culture has the right to withhold all transcript information until the contract is in good standing, in accordance with section 4713-5-13 Transfer procedure of the State Administrative Code.

Raphael's School of Beauty Culture will evaluate transfer requests between Raphael's School of Beauty Culture campuses on a case-by-case basis for each student. Raphael's School of Beauty Culture reserves the right to approve or deny a student transfer request between Raphael's School of Beauty Culture campuses. Students transferring from one Raphael's location to another or from one program within Raphael's to another will be subject to a $500.00 transfer fee and may be responsible for both their new enrollment balance as well as their previous enrollment balance if they do not graduate from the new enrollment.

TRANSFER POLICY for Massage Therapy (Boardman Campus only):
A person transferring from another massage therapy school to Raphael's School of Beauty Culture must meet all Admission Requirements. Raphael's School of Beauty Culture will not accept transfer students with less than 600 hours left to complete in the Massage Therapy program. Raphael's School of Beauty Culture reserves the right to deny or accept all, part, or none of the hours credited at another institution based on personal interviews, practical evaluations and theory evaluations. Credit will be given for clock hours earned from other institutions in accordance with the results of the evaluation. Transfer students are subject to all standards and policies in effect at Raphael's School of Beauty Culture.

RE-ENROLLMENT POLICY:
Any student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry, however, a student failing to meet satisfactory progress requirements at the point of withdrawal will have the same status when they return and they must meet satisfactory progress requirements before receiving financial aid funds. Students who are discontinued from this school for unsatisfactory progress will be permitted to re-enroll one time. If they are discontinued again, they will not be permitted to re-enroll unless they can prove unusual circumstances for their poor attendance/performance. If a student wishes to re-enroll a second time, they must set up an appointment with the school's manager to explain these circumstances.
A student who is deemed by the school to need additional review work will not be charged for this additional work. An exception to this policy may be made in the case of students who have transferred from another institution which teaches under a different system than does this institution. In that case, the determination of the number of additional hours will be based both on the length of time the student has been out of school as well as the system utilized by the first institution.

ADMISSION POLICY for Advanced Cosmetologist, Cosmetologist, Cosmetologist Advanced, Advanced Esthetician, Advanced Manicurist, And Barbering (Niles campus only):

- All prospective students must complete an Admission Application and return it to the campus location of their choice.
- Incomplete applications will not be considered for review.
- Applications received from an applicant with a felony conviction will be further reviewed by the schools' owner, corporate staff, and campus Admissions Representative and Manager.
- Submitting an application does not guarantee admission.
- Prospective students will be notified by phone, text or email, of approval or denial of admission.
- In the event a prospective student cannot be reached via phone, text or email, a letter will be mailed to the address provided on the Admissions Application.
- Raphael's School of Beauty Culture reserves the right to approve or deny admission based on information gathered from the Admissions Application, during conversations with prospective students or friends and family members of prospective students (on the phone or in person), letters written by or on the behalf of a prospective student, or any other form of communication.

Raphael's School of Beauty Culture teaches all courses in English only. The Ohio State Cosmetology and Barber Board administer the licensing examination in English only. If English is not the primary language of a prospective student, they will be required to take Admissions Exam and must pass the exam with a minimum of 75%.

ADMISSION REQUIREMENTS:

Our schools only admit students who have the following:

- Proof that the student is beyond the age of 16.
- High school diploma (or its equivalent) or a transcript showing high school completion (Verification of a foreign student's high school diploma must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. High School diploma.) Associate's Degree or higher.
- Home schooled students must possess a diploma from a home school program approved by the State of Ohio, such as Buckeye Online or ECOT, a GED diploma, or a home school diploma.
- Secondary students must be at least 16 years of age and have completed the 10th grade, present their official transcript and a letter from their high school guidance counselor stating they are eligible to attend post-secondary classes.
- Students who have withdrawn from any Raphael's School of Beauty Culture campus location may apply to re-enroll at any Raphael's School of Beauty Culture campus location in any offered course. The director staff will review the application and circumstances of the previous withdrawal and make a decision on whether or not the student is permitted to re-enroll. Acceptance for re-enrollment after previous withdrawal is not guaranteed.
- Non-resident and/or alien students must provide proof of residency and/or authority to earn income in order to receive cosmetology training and/or licensure in Ohio, as stated in the Ohio Administrative Code 4713-5-09.
- We do not accept Ability to Benefit (ATB) test results in lieu of a high school or GED diploma.
- Our school abides by the policies of the Ohio State Cosmetology and Barber Board concerning transfer students. The State Board controls the transfer of hours by students and requests for transfers are made directly to the Board office and then forwarded to our school.

ADMISSION POLICY for Massage Therapy (Boardman Campus only):

- All prospective Massage Therapy students must take a basic skills test and pass this test with a 70% or higher. The test consists of 34 verbal questions and 16 math questions.
- All prospective students must complete an Admissions Application and return it to the Boardman campus.
- Incomplete applications will not be considered for review.
- Applications received from an applicant with a felony conviction will be further reviewed by the schools' owner, directors' staff, and campus Admissions Representative and Manager. The Medical Board of Ohio does not guarantee licensure for those with a felony conviction.
- Submitting an application does not guarantee admission.
- Prospective students will be notified by phone, text or email, of approval or denial of admission.
- In the event a prospective student cannot be reached via phone, text or email, a letter will be mailed to the address provided on the Admissions Application.
- Raphael's School of Beauty Culture reserves the right to approve or deny admission based on information gathered from the Admissions Application, during conversations with prospective students or friends and family members of prospective students (on the phone or in person), letters written by or on behalf of a prospective student, or any other form of communication.

ADDITIONAL ADMISSION REQUIREMENTS for Massage Therapy (Boardman Campus only):

Our school only admits students who have the following:

- Proof that the student is beyond the age of 16.
- Proof of high school graduation or equivalent.
- Secondary students cannot enroll in the Massage Therapy course.
- Complete and return an Admissions Application.
- Non-resident and/or alien students must provide proof of residency and/or authority to earn income in order to receive licensure in Ohio.
- Ohio State Medical Board may not grant a Massage Therapy license to an individual with a felony conviction. A background check at the student's expense is required prior to taking the state licensing examination and must be filed with the Medical Board.
- Students who have withdrawn from the massage therapy course at Raphael's School of Beauty Culture may apply to re-enroll at any Raphael's School of Beauty Culture campus location in any offered course. The director staff will review the application and circumstances of the previous withdrawal and make a decision on whether or not the student is permitted to re-enroll. Acceptance for re-enrollment after previous withdrawal is not guaranteed.

POLICY FOR SECONDARY STUDENTS:

A limited number of secondary students who are not enrolled under a training agreement (no more than 10% of the number of students currently enrolled) may be admitted if the applicant meets the state requirements for admission, obtains permission in writing from the secondary school in which they are enrolled, and successfully completes a pre-enrollment evaluation. Secondary students may be eligible to complete their theory class portion of their curriculum at an agreed upon time with campus staff if necessary. Title IV Financial Aid is not available for secondary students.

OHIO STATE COSMETOLOGY AND BARBER BOARD LICENSING REQUIREMENTS for Advanced Cosmetologist, Cosmetologist, Cosmetologist Advanced, Advanced Esthetician, Advanced Manicurist:

The state board of cosmetology shall issue a practicing license to an applicant who, except as provided in section 4713.30 of the Revised Code, satisfies all of the following applicable conditions:

- Is at least sixteen years of age.
- Is of good moral character.
- Has the equivalent of an Ohio public school tenth grade education.
- Passes an examination conducted under section 4713.24 of the Revised Code for the branch of cosmetology the applicant seeks to practice.
- Pays the board the applicable fee;
- In the case of an applicant for an initial cosmetologist license, has successfully completed board-approved cosmetology training in a school of cosmetology licensed in this state, except that only one thousand hours of board-approved cosmetology training in a school of cosmetology licensed in this state is required of a person licensed as a barber under Chapter 4709. of the Revised Code.
- In the case of an applicant for an initial esthetician license, has successfully completed board-approved esthetics training in a school of cosmetology licensed in this state.
- In the case of an applicant for an initial manicurist license, has successfully completed board-approved manicurist training in a school of cosmetology licensed in this state.
- In the case of an apprentice instructor, has successfully completed board-approved instructor training in a school of cosmetology, or one-year full-time employment in a salon, and possesses an active Advanced Cosmetologist license issued in Ohio.

OHIO STATE COSMETOLOGY AND BARBER BOARD LICENSING REQUIREMENTS for Barbering (Niles Campus only):

- Eighth grade education or equivalent.
- At least 16 years of age.
- Graduated with at least 1800 hours of training from board-approved barber school.
- Passing state licensing exam with 75% or better.

STATE MEDICAL BOARD OF OHIO LICENSING REQUIREMENTS for Massage Therapy (Boardman Campus only):

Individuals applying for a Massage license must meet the following requirements:

- Study of Massage Therapy
    - Hold a high school diploma or equivalent.
    - Course of instruction must be for a period of not less than nine months and a minimum of seven hundred fifty clock hours at an approved school of Massage Therapy (Rule 4731-1-16).
    - Subjects include both Practical and Theoretical instruction as well as Anatomy, Physiology, Ethics, Clinical Program

and Hygiene; and such other subjects as the Board deems necessary and appropriate to Massage.

- Possess sufficient character and moral standing
    - All individuals are required to submit to a FBI and BCI & I background check. Final licensure eligibility based on an individual's background is determined on a case-by-case basis during the application process. It is the sole decision of the individual whether or not to enroll in massage therapy school if there is a derogatory mark on his or her background.
- Pass the MBLEx (Massage and Bodywork Licensing Exam) administered by the Federation of State Massage Therapy Boards. Information regarding the MBLEx is found on the Federation's website: http://fsmtb.org.
- Out-of-State Graduates
- Go to http://med.ohio.gov/pdf/eligibility-requirements.pdf for licensure requirements if you graduated massage therapy school outside Ohio.
- The application for licensure may be downloaded at: http://med.ohio.gov/pdf/Applications/mtapp.pdf. Applicants may also email the Board to request an application: med.ct.mt@med.state.oh.us or call the Medical Board at 614-466-3934.
- The fee for the application is **$150.00**. Fees submitted are neither refundable nor transferable. The fee must be submitted with the application before the review process begins, which is typically ten to twelve weeks.

LEAVE OF ABSENCE POLICY:

Students who have completed a minimum of 15% of their contracted hours are permitted to take a leave of absence for any reason for a minimum of 30 days and a maximum of 180 days, as long as the student follows the school policy for requesting a leave of absence. The request must be made in advance in writing, must include the reason for the student's request and be signed by the student, and there must be a reasonable expectation that the student will return to school. A leave of absence may be granted to a student who did not request the LOA in advance due to unforeseen circumstances, for example, sudden illness or accident, only with proper documentation supporting the circumstance and the institution documents the reason for this decision. In this case, the beginning date of the approved LOA will be determined to be the first date the student was unable to attend because of the circumstance, and the request will be collected at a later date. Students will not be permitted to take more than one leave of absence during any 12-month period unless documented extenuating circumstances exist that are approved by the school director and the student has not exceeded 180 days in a 12-month period. The students' satisfactory progress will be the same when returning from a leave of absence as it was before the leave. If extenuating circumstances exist, the school director may make exceptions on a case-by-case basis to the minimum hours completed requirement. The student will not be charged any additional fees. Upon returning from the leave of absence, the student's contract end date and maximum time frame will be extended by the same number of calendar days taken in the leave of absence. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. A student who has been granted an LOA is not considered to have withdrawn and no refund calculation is required. If a student takes an unapproved LOA or does not return on or before the end date indicated on their approved LOA form, the student will then be considered to have withdrawn, the proper State Board will be notified, and a refund calculation will be required. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

EMPLOYMENT ASSISTANCE:

Our school does not guarantee placement upon completion of the course; however, our school will assist students in obtaining a job by notifying the students by phone or mail of available positions. Our school obtains information regarding jobs from salons who have notified our schools of openings. Students are advised that the law prohibits any school from guaranteeing placement as an inducement to enter school.

Our school does not have control over local employment conditions or the economy. Although graduating students and alumni are provided employment opportunities with the industry at graduation and thereafter, this in no way constitutes a promise or guarantee of employment.

CAREER CHOICES:

The following is a list of careers that are available to graduates of the Advanced Cosmetologist, Cosmetologist, Cosmetologist Advanced, Advanced Esthetician, Advanced Manicurist courses:

Salon Owner	School Owner	Salon Manager	Nail Technician
School Director	Trichologist	Salon Operator	Hairstylist
Cosmetology Teacher	Hair Colorist	Manufacturer Representative	Research
Makeup Artist	Platform Artist	Beauty Editor	Hair and Scalp Specialist
Product Demonstrator	Esthetician	Technical Writer	

The following is a list of careers that are available to graduates of the Barbering (Niles Campus only) course:

Shop Owner	School Owner	School Director	Barber Teacher
Manufacturer Representative	Unisex Haircutter	Platform Artist	Hari and Scalp Specialist
Product Demonstrator			

The following is a list of places that are available for practice to graduates of the Massage Therapy (Boardman Campus only) course:

Spas and Fitness Centers	Sports Medicine Facilities	Hotels	Cruise Ships
Vacation Resorts	Corporate Workplace	Hospitals	Doctors' Offices
Physical Therapy Facilities	Chiropractors' Office	Nursing Homes	Private Practice

GRADUATION REQUIREMENTS FOR ALL COURSES:

The following must be completed in a State-approved school:

- The student must have completed in a satisfactory manner the State of Ohio's requirement of clock hours for the course attended.
- Complete the requirements of the Curriculum Units.
- Maintain a passing grade in each course unit.
- Satisfactorily complete the school's final written and practical exam (Mock State Board Exam).
- Made full payment of all fees and obligations to the school or satisfactory arrangements have been made.
- When the student completes the clock hour requirements of attendance for the State of Ohio and the student has successfully completed the prescribed course of study, the student will receive a certificate of completion indicating that the student has successfully completed the prescribed course of study. Massage Therapy students receive a diploma upon completion of the prescribed course of study and meeting all graduation requirements.

STATE EXAMINATION:

- The Ohio State Cosmetology and Barber Board licensing examination consists of practical skills and a written test on the theory of cosmetology, skin care, and/or manicuring.
- The Ohio State Barber Board licensing examination consists of practical skills and a written test on the theory of Barbering.
- The MBLEx for the State Medical Board of Ohio for Massage Therapy licensing consists of two written tests on practical skills and the theory of massage therapy and is given by the Federation of State Massage Therapy Boards.

CODE OF ETHICS:

1. This school has its principle objective in the training of qualified cosmetologists to render the best possible service to patrons.
2. The school strives continuously to improve its operation in order to keep abreast with the ever-changing developments and techniques in cosmetology.
3. This school observes all rules and regulations issued by the Ohio State Cosmetology and Barber Board and Health Department.
4. This school encourages its instructors to keep abreast of the latest teaching methods in cosmetology in the way of reading educational books and attending teachers' courses, workshops, and classes.
5. This school takes part in educational conferences and regional meetings in order to advance the cosmetology profession.
6. This school makes use of acceptable teaching techniques and training aids (such as textbooks, workshops, videos, and other audio-visual aids) in order to provide the best possible training for its students.
7. This school maintains honest and fair relationships with its staff, students, patrons, other schools and The Ohio State Cosmetology and Barber Board.
8. This school purchases only high grade standard equipment and supplies to be used for the instruction of its students.
9. This school advertises truthfully and makes honest representations to its students.
10. This school refrains from any criticism which reflects unfavorably on other schools and the cosmetology profession.
11. All forms and information contained in the students' files are kept in a locked office and/or locked filing cabinet. No information concerning any student is given to anyone for any reason. If a student wants our school to release any information to anyone, they must provide a signed release form. The student's parent or guardian must also sign a release form if the student is a minor.
12. Students and parent or guardian of a dependent minor have a right to review the student's file at any time. Please contact the school manager to set up a file review.

EXTRA INSTRUCTIONAL CHARGES:

Any student attending, beyond their contract ending date will be charged $8.00 per hour for all of the hours they have left to complete. The student's certificate of completion and hours will be held until these charges are paid in full or satisfactory arrangements have been made with the administrative staff. These charges cannot be paid from the student's financial aid.

PHYSICAL DEMANDS for Advanced Cosmetologist, Cosmetologist, Cosmetologist Advanced, Advanced Esthetician, Advanced Manicurist, and Barbering (Niles Campus only):

There are several physical factors to consider when you are trying to decide if cosmetology or Barber would be the best career for you. Stylists and barbers usually work on an appointment schedule in a salon/barber shop and once their clientele is developed, their day is many times busy and hectic. Not only are they working with their hands and arms as they perform services on their clients, but they are also standing much of the day. It's also essential that you consider your hand and eye coordination as well as dexterity. Health, endurance and energy level are very important to your success in the field of cosmetology.

Your personality is just as important as your physical abilities. Consider the following: Do you enjoy meeting new people? Do you smile easily? Is it fairly easy for you to talk with people you've just met? Do you realize that your "people skills" will account for well over 50% of your success?

At Raphael's School of Beauty Culture, we will spend a great deal of time helping you develop these skills. With practice, you can achieve these stylist/client communication abilities that are so necessary in the salon. They can only be acquired if you sincerely apply yourself, because your attitude and personality truly come from within you, and only you can develop and improve them. To ensure your success, make it one of your major goals during the course.

PHYSICAL DEMANDS for Massage Therapy (Boardman Campus only):

Excellent training and its proper application is also necessary for massage therapists to be able to cope with the physical demands of the work. Without proper technique, massage therapists themselves are prone to injury. They stand for long periods of time, often in awkward postures. They use repetitive movements. They have to apply so much pressure with their own hands, putting their own nerves, muscles, ligaments and tendons under constant stress. Each session is very tiring.

Because of the nature of the work, massage therapists cannot have themselves booked eight hours a day, seven days a week. Most schedule only three to six hours of massage sessions per day. There has to be enough rest and recovery time between sessions. This will also ensure that the therapist is able to give optimum service.

SAFETY PRECAUTIONS for Advanced Cosmetologist, Cosmetologist, Cosmetologist Advanced, Advanced Esthetician, Advanced Manicurist, and Barbering (Niles Campus only):

It is important that safety must come first when working in a salon or barber shop with different types of chemicals. Throughout your career in the cosmetology or Barber field, you will be working with many types of chemicals and potentially hazardous materials such as hair color, permanent waves, chemical relaxing products, and artificial nail products. As you proceed through your course, you will learn safety precautions that will need to be followed when working with these chemicals to protect yourself as well as your clientele.

There are other safety hazards in the salon or barber shop that may surprise you such as water. Any water left on the floor is inviting someone to slip and injure themselves. As well as water on the floor, scalding hot water is a potential hazard. Our schools are equipped with vacuum breakers in shampoo bowls to regulate the water temperature and prevent anyone from being scaled with hot water. All of our schools are equipped with a first aid kit which includes eye wash, bandages, and ointments to treat any injuries that may occur in spite of following safety precautions.

SAFETY PRECAUTIONS for Massage Therapy (Boardman Campus only):

In order to provide a relaxing safe haven for the client, massage therapists need to address safety and security precautions. The best safety measure is prevention. Awareness of the potential hazards is fundamental to creating a plan to address safety risks. One of the first steps should be to assess what areas of your business could provide potential safety hazards. Physical safety features to the office or building, medical preparedness, and personal security should all be considered. Visit www.amtamassage.org for more career guidance.

STUDENT OUTCOMES:

The institution's accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.

GRADUATION RATES:

Boardman Campus

- Overall, 82.03% of the students who were scheduled to graduate in 2024 did graduate.
  - 81.13% of students in Cosmetology and Related Personal Grooming programs scheduled to graduate in 2024 did graduate.
  - 86.36% of students in Somatic Bodywork and Related Therapeutic Services programs scheduled to graduate in 2024 did graduate.
- Overall, 77.69% of the students who were scheduled to graduate in 2023 did graduate.
  - 74.53% of students in Cosmetology and Related Personal Grooming programs scheduled to graduate in 2023 did graduate.
  - 100.00% of students in Somatic Bodywork and Related Therapeutic Services programs scheduled to graduate in 2023 did graduate.
- Overall, 75.21% of the students who were scheduled to graduate in 2022 did graduate.
  - 75.51% of students in Cosmetology and Related Personal Grooming programs scheduled to graduate in 2022 did graduate.
  - 73.91% of students in Somatic Bodywork and Related Therapeutic Services programs scheduled to graduate in 2022 did graduate.

Niles and Brunswick Campuses

- Overall, 81.03% of the students who were scheduled to graduate in 2024 did graduate.
  - 81.03% of students in Cosmetology and Related Personal Grooming programs scheduled to graduate in 2024 did graduate.

Alliance, North Olmsted, and Willoughby Campuses

- Overall, 67.91% of the students who were scheduled to graduate in 2024 did graduate.
  - 67.91% of students in Cosmetology and Related Personal Grooming programs scheduled to graduate in 2024 did graduate.

LICENSURE RATES:

Boardman Campus

- Overall, 80.14% of the students who graduated in 2024 sat for the state examination and passed that exam.
  - 79.84% of students in Cosmetology and Related Personal Grooming programs who graduated in 2024 sat for the state examination and passed that exam.
  - 83.33% of students in Somatic Bodywork and Related Therapeutic Services programs who graduated in 2024 sat for the state examination and passed that exam.
- Overall, 86.67% of the students who graduated in 2023 sat for the state examination and passed that exam.
  - 86.36% of students in Cosmetology and Related Personal Grooming programs who graduated in 2023 sat for the state examination and passed that exam.
  - 90.00% of students in Somatic Bodywork and Related Therapeutic Services programs who graduated in 2023 sat for the state examination and passed that exam.
- Overall, 85.71% of the students who graduated in 2022 sat for the state examination and passed that exam.
  - 85.71% of students in Cosmetology and Related Personal Grooming programs who graduated in 2022 sat for the state examination and passed that exam.
  - 85.71% of students in Somatic Bodywork and Related Therapeutic Services programs who graduated in 2022 sat for the state examination and passed that exam.

Niles and Brunswick Campuses

- Overall, 89.55% of the students who graduated in 2024 sat for the state examination and passed that exam.
  - 89.55% of students in Cosmetology and Related Personal Grooming programs who graduated in 2024 sat for the state examination and passed that exam.

Alliance, North Olmsted, and Willoughby Campuses

- Overall, 87.50% of the students who graduated in 2024 sat for the state examination and passed that exam.
  - 87.50% of students in Cosmetology and Related Personal Grooming programs who graduated in 2024 sat for the state examination and passed that exam.

PLACEMENT RATES:

Boardman Campus

- Overall, 78.08% of the students who graduated in 2024 and were eligible to work found jobs in the cosmetology industry.
  - 76.19% of students in Cosmetology and Related Personal Grooming programs who graduated in 2024 and were eligible to work found jobs in the cosmetology industry.
  - 90.00% of students in Somatic Bodywork and Related Therapeutic Services programs who graduated in 2024 and were eligible to work found jobs in the massage therapy industry.
- Overall, 81.54% of the students who graduated in 2023 and were eligible to work found jobs in the cosmetology industry.
  - 78.57% of students in Cosmetology and Related Personal Grooming programs who graduated in 2023 and were eligible to work found jobs in the cosmetology industry.
  - 100.00% of students in Somatic Bodywork and Related Therapeutic Services programs who graduated in 2023 and were eligible to work found jobs in the massage therapy industry.
- Overall, 89.47% of the students who graduated in 2022 and were eligible to work found jobs in the cosmetology industry.
  - 86.67% of students in Cosmetology and Related Personal Grooming programs who graduated in 2022 and were eligible to work found jobs in the cosmetology industry.
  - 100.00% of students in Somatic Bodywork and Related Therapeutic Services programs who graduated in 2022 and were eligible to work found jobs in the massage therapy industry.

Niles and Brunswick Campuses

- Overall, 76.64% of the students who graduated in 2024 and were eligible to work found jobs in the cosmetology industry.
  - 76.64% of students in Cosmetology and Related Personal Grooming programs who graduated in 2024 and were eligible to work found jobs in the cosmetology industry.

Alliance, North Olmsted, and Willoughby Campuses

- Overall, 70.81% of the students who graduated in 2024 and were eligible to work found jobs in the cosmetology industry.
  - 70.81% of students in Cosmetology and Related Personal Grooming programs students who graduated in 2024 and were eligible to work found jobs in the cosmetology industry.

STUDENT GRIEVANCE/COMPLAINT POLICY:

Before a student mails a written grievance or complaint to the main office, they should give their instructor and campus manager an opportunity to resolve the problem. If the student feels the problem is not resolved after discussing it with their instructor and manager, the following procedure must be followed.

It is the policy of Raphael's School of Beauty Culture that all grievances and complaints received from students must be in writing, signed, dated, and mailed to the main office at:

Raphael's School of Beauty Culture
615 Boardman Canfield Rd.
Boardman, OH 44512

To ensure all grievances and complaints are received properly, grievances or complaints sent by facsimile, email or other electronic means will not be accepted. All grievances and complaints will be reviewed by the school President, Director, Financial Aid Administrator, and location manager. All plans of action and/or correction will be discussed at the meeting and a written response will be given or mailed to the student within thirty (30) business days. This gives the committee ample time to review the grievance or complaint and take appropriate action. After following the school's published grievance/complaint policy, Advanced Cosmetologist, Cosmetologist, Cosmetologist Advanced, Advanced Esthetician, Advanced Manicurist, and Barbering students may direct any problem, grievance or complaint to:

Ohio State Cosmetology and Barber Board
5025 Bradenton Avenue
Suite 130
Dublin, OH 43017
(614) 466-3834

After following the school's published grievance/complaint policy, Massage Therapy students may direct any problem, grievance or complaint to:

Executive Director
State Board of Career Colleges and Schools
35 E. Gay St.
Suite 403
Columbus, OH 43215-6127
(614) 466-2752 or 800-275-4219.

All students may direct any problem, grievance or complaint to:

Executive Director
National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600

ON-TIME COMPLETION RATES:
Rates are based on first-time, full-time students. Our institution defines on-time completion for full-time students as the scheduled length of the program plus an additional 10% to allow for reasonable completion time.

Niles Campus – On-time completion
- Advanced Cosmetologist:
- Advanced Esthetician: *
- Combination Advanced Esthetics & Advanced Manicurist: *
- Barbering:

Boardman Campus – On-time completion
- Advanced Cosmetologist:
- Advanced Esthetician: *
- Combination Advanced Esthetics & Advanced Manicurist: *
- Massage Therapy: *

Alliance Campus – On-time completion
- Advanced Cosmetologist: 50%
- Advanced Esthetician: *
- Combination Advanced Esthetics & Advanced Manicurist: *

Brunswick Campus – On-time completion
- Advanced Cosmetologist:
- Advanced Esthetician: *
- Combination Advanced Esthetics & Advanced Manicurist: *

North Olmsted Campus – On-time completion
- Advanced Cosmetologist:
- Advanced Esthetician:
- Combination Advanced Esthetics & Advanced Manicurist: *

Willoughby Campus – On-time completion
- Advanced Cosmetologist: *
- Advanced Esthetician: *
- Combination Advanced Esthetics & Advanced Manicurist: *

*Less than 10 students completed this program in 2017-2018. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

DEPARTMENT OF LABOR—Standard Occupational Classification:
- 39-5012 Hairdressers, Hairstylists, and Cosmetologists
  - **Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Excludes "Makeup Artists, Theatrical and Performance (39-5091), "Manicurists and Pedicurists" (39-5092), and "Skincare Specialists" (39-5094).**
- 39-5092 Manicurists and Pedicurists
  - **Clean and shape customers' fingernails and toenails. May polish or decorate nails.**
- 39-5094 Skincare Specialists
  - **Provide skincare treatments to face and body to enhance an individual's appearance.**
- 39-5011 Barbers
  - **Provide Barber services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves.**
- 31-9011 Massage Therapists
  - **Perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength or propose client therapy plans.**

EXPECTED JOB COMPENSATION / JOB DEMAND:

Data can be found at https://ohiolmi.com/Home/DS_Results_OES.

Definitions:

- **Wage:** The definition of a wage for the Occupational Employment Statistics (OES) program is straight-time, gross pay, exclusive of premium pay. Among the inclusions in the wage are base rate, cost-of-living allowances, guaranteed pay, hazardous duty pay, incentive pay including commissions and production bonuses, and on-call pay. Some exclusions from the wage are back pay, jury duty pay, overtime pay, severance pay, shift differentials, non-production bonuses, and tuition reimbursements. Wages shown do not include tips which average 10—25%.
- **Employment:** The Occupation Employment Statistics Survey defines employment as the number of workers who can be classified as full or part-time employees; workers on paid leave; paid owners, officers and staff of incorporated firms and workers assigned temporarily to other units. Excluded are contractors and temporary agency employees not on the payroll; unpaid family workers; workers on unpaid leave and proprietors, owners and partners of unincorporated firms. Employment represents the estimate of total wage and salary employment in an occupation across the industries in which it was surveyed. Not every occupation appears on every survey form. Data for specific occupations is collected from establishments within industries that are the predominant employers of labor in those occupations.
- **Entry Wage:** The entry wage is the average of the lowest third of the wage distribution.
- **25th Percentile Wage:** 25th percentile hourly wage is the estimated 25th percentile of the distribution of wages. Twenty five percent of workers in an occupation earn wages below, and 75 percent earn wages above the 25th percentile wage.
- **Median Hourly Wage:** Median hourly wage is the estimated 50th percentile of the distribution of wages. Fifty percent of workers in an occupation earn wages below, and 50 percent earn wages above the median wage.
- **75th Percentile Wage:** 75th percentile hourly wage is the estimated 75th percentile of the distribution of wages. Seventy-five percent of workers in an occupation earn wages below, and 25 percent earn wages above the 75th percentile wage.
- **Median Annual Wage:** The average annual wage is the median hourly wage multiplied by 2,080 to represent the work hours per year.

Occupational Wage Estimates 2024 Barbers SOC Code: 39-5011	**Estimated Employment**	**Average Wage**	**Entry Wage**	**25% Wage**	**Median Wage**	**75% Wage**
Ohio		$23.00	$18.70	$21.20	$22.60	$27.50

Occupational Wage Estimates 2024 Hairdressers, Hairstylists, and Cosmetologists SOC Code: 39-5012Z	**Estimated Employment**	**Average Wage**	**Entry Wage**	**25% Wage**	**Median Wage**	**75% Wage**
Ohio	12,730	$18.10	$12.00	$13.10	$14.20	$20.50
Akron, OH MSA	1,120	$19.70	$12.10	$13.10	$14.40	$22.80
Canton-Massillon, OH MSA	440	$16.80	$11.70	$13.00	$14.20	$17.50
Cincinnati, OH-KY-IN MSA	2,220	$20.10	$11.90	$13.10	$15.60	$23.30
Cleveland-Elyria, OH MSA	3,260	$17.60	$12.20	$13.10	$14.00	$17.40
Columbus, OH MSA	2,390	$18.50	$12.40	$13.50	$14.40	$20.60
Dayton, OH MSA	740	$17.20	$11.40	$11.80	$13.90	$17.40
Huntington-Ashland, WV-KY-OH MSA	150	$17.10	$10.50	$11.20	$14.30	$17.80
Lima, OH MSA	110	$17.00	$11.30	$11.90	$13.40	$17.70
Mansfield, OH MSA	150	$16.40	$11.40	$11.80	$13.30	$17.80
Toledo, OH MSA	580	$18.20	$11.40	$11.70	$13.80	$19.90
Weirton-Steubenville, WV-OH MSA	140	$18.00	$11.10	$11.50	$13.90	$21.30
Wheeling, WV-OH MSA	230	$17.80	$11.50	$12.10	$14.60	$21.10
Youngstown-Warren-Boardman, OH-PA MSA	290	$17.20	$11.10	$11.50	$13.50	$18.80

Occupational Wage Estimates 2024 Manicurists and Pedicurists SOC Code: 39-5092	**Estimated Employment**	**Average Wage**	**Entry Wage**	**25% Wage**	**Median Wage**	**75% Wage**
Ohio	3,500	$22.50	$13.90	$14.70	$17.30	$23.00
Akron, OH MSA	220	$21.50	$13.80	$14.30	$17.30	$22.80
Canton-Massillon, OH MSA	140	$24.80	$13.70	$14.20	$17.60	$28.00
Cincinnati, OH-KY-IN MSA	970	$22.40	$13.90	$14.80	$17.00	$22.30
Cleveland-Elyria, OH MSA	860	$23.90	$14.20	$14.70	$17.70	$23.20
Columbus, OH MSA	420	$20.60	$14.30	$14.90	$17.80	$22.30
Dayton, OH MSA	370	$22.80	$14.00	$14.50	$17.30	$23.20
Lima, OH MSA	30	$23.10	$13.70	$13.90	$17.40	$24.80
Toledo, OH MSA	190	$21.90	$14.00	$14.30	$16.90	$22.70
Weirton-Steubenville, WV-OH MSA	20	$18.20	$13.10	$15.10	$18.00	$21.40
Wheeling, WV-OH MSA	20	$17.20	$11.40	$13.60	$16.90	$21.80
Youngstown-Warren-Boardman, OH-PA MSA	110	$19.80	$13.10	$13.50	$14.80	$22.20

Occupational Wage Estimates 2024 Massage Therapists SOC Code: 31-9011	**Estimated Employment**	**Average Wage**	**Entry Wage**	**25% Wage**	**Median Wage**	**75% Wage**
Ohio	2,480	$25.30	$18.90	$21.90	$24.20	$28.20
Akron, OH MSA	230	$23.60	$18.60	$20.80	$22.80	$27.00
Canton-Massillon, OH MSA	60	$21.70	$14.50	$15.80	$20.80	$24.20
Cincinnati, OH-KY-IN MSA	620	$26.10	$20.40	$23.20	$25.00	$28.50
Cleveland-Elyria, OH MSA	480	$25.80	$19.30	$22.20	$25.20	$28.70
Columbus, OH MSA	610	$26.80	$20.10	$22.50	$28.10	$29.20
Dayton, OH MSA	130	$25.70	$19.50	$21.80	$27.30	$28.00
Huntington-Ashland, WV-KY-OH MSA	50	$21.40	$11.70	$13.10	$20.50	$30.80
Toledo, OH MSA	140	$24.60	$18.70	$23.20	$23.70	$28.10
Wheeling, WV-OH MSA	10	$15.40	$9.70	$9.60	$10.50	$13.30
Youngstown-Warren-Boardman, OH-PA MSA		$22.60	$15.60	$17.50	$21.60	$25.30

Occupational Wage Estimates 2024 Skincare Specialists SOC Code: 39-5094	**Estimated Employment**	**Average Wage**	**Entry Wage**	**25% Wage**	**Median Wage**	**75% Wage**
Ohio	1,730	$20.70	$11.80	$13.00	$20.00	$26.30
Akron, OH MSA	140	$20.20	$12.70	$13.00	$16.60	$27.60
Canton-Massillon, OH MSA	80	$19.70	$11.10	$12.30	$16.00	$26.70
Cincinnati, OH-KY-IN MSA	520	$20.60	$11.70	$12.50	$20.00	$28.60
Cleveland-Elyria, OH MSA	220	$22.10	$14.40	$16.80	$21.80	$23.60
Columbus, OH MSA	350	$20.90	$12.40	$13.40	$21.00	$23.80
Huntington-Ashland, WV-KY-OH MSA	40	$15.80	$10.30	$10.80	$13.70	$21.20
Lima, OH MSA	20	$22.00	$11.00	$10.70	$18.80	$26.90
Toledo, OH MSA	130	$19.70	$11.80	$12.80	$18.90	$23.30
Weirton-Steubenville, WV-OH MSA	10	$20.20	$11.40	$12.20	$19.00	$24.20
Youngstown-Warren-Boardman, OH-PA MSA	60	$18.40	$10.50	$10.50	$15.30	$24.00

PAYMENT PLAN:

Acceptable forms of payment are cash, credit-debit card, check, money order, Pell, and Direct Loan. If a student is unable to pay the full amount, cash installment payments are agreed to with a third-party processor prior to enrollment. Interest charges may apply, depending on the tuition balance amount or length of time arranged to pay the tuition balance in full.

STUDENT ADVISING AND EVALUATIONS:

Students are evaluated for Satisfactory Academic Progress as follows:

- Advanced Cosmetologist (1800 hours) - 450, 900, 1350 actual clock hours
- Cosmetologist (1500 hours) - 450, 900, 1200 actual clock hours
- Barbering (Niles Campus only) (1800 hours) - 450, 900, 1350 actual clock hours
- Massage Therapy (Boardman Campus only) (900 hours) - 450 actual clock hours
- Advanced Esthetician (750 hours) - 375 actual clock hours
- Advanced Manicurist (300 hours) - 150 actual clock hours
- Cosmetologist Advanced (300 hours) - 150 actual clock hours

Any SAP evaluation point under 900 hours is considered to take place in the student's first academic year. Any SAP evaluation point at or over 900 hours is considered to take place in the student's second academic year. Transfer students are evaluated at the midpoint of the contracted hours or the school's established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

GRADING POLICY:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

A	=	90% - 100%	Excellent
B	=	80% - 89%	Good
C	=	70% - 79%	Satisfactory
F	=	69% and below	Failing

Students must maintain a "C" average (a minimum of 70%) in order to be making satisfactory progress. Students are responsible for making up any work missed due to an absence or scheduled day off and may do so on their next scheduled day of attendance.

SELF-IMPROVEMENT POLICY

All students who are currently enrolled at Raphael's School of Beauty Culture are entitled to discounted services and products. In order to receive your discount, you must receive the service and/or purchase the product at the campus at which you attend ONLY.

- Students must come in on their own time Tuesday through Friday for services. You cannot be scheduled or clocked in when receiving services.
- All currently enrolled students receive a 15% discount on the purchase of regularly priced products.
- All currently enrolled students receive services stated on the Student Services Price List.
- Services must be paid for when the student signs in. No "in-store credit" will be extended to anyone for any reason.
- When receiving services, students must sign in on the Patron Sign-In Sheet at the front desk and must fill out and sign a chemical card if they receive a chemical service such as a perm or color.
- Students on a Leave of Absence may come in for services and receive the same discount as active students.
- Discontinued, withdrawn, or graduated students are not entitled to any discounts.
- Graduated students are entitled to free Continuing Education classes for the lifetime of their license.

MEDIAN LOAN DEBT:

Below is the Median Loan Debt our graduates have incurred during each of the Award Years indicated:

Niles Campus	Title IV	Non-Title IV
• **Advanced Cosmetologist Program**		
○ 2017-18 Award Year	$9,152.00	$0
• **Barbering Program**		
○ 2017-18 Award Year	$10,211.00	$0
• **Advanced Esthetician Program**		
○ 2017-18 Award Year	*	$0
• **Combination Advanced Esthetics & Advanced Manicurist Program**		
○ 2017-18 Award Year	*	$0

Boardman Campus	Title IV	Non-Title IV
• **Advanced Cosmetologist Program**		
○ 2017-18 Award Year	$8,992.00	$0
• **Advanced Esthetician Program**		
○ 2017-18 Award Year	*	$0
• **Combination Advanced Esthetician & Advanced Manicurist Program**		
○ 2017-18 Award Year	*	$0
• **Massage Therapy Program**		
○ 2017-18 Award Year	$5,740.00	$0

Alliance Campus	Title IV	Non-Title IV
• **Advanced Cosmetologist Program**		
○ 2017-18 Award Year	$8,979.00	$0
• **Advanced Esthetician Program**		
○ 2017-18 Award Year	*	$0
• **Combination Advanced Esthetician & Advanced Manicurist Program**		
○ 2017-18 Award Year	*	$0

Brunswick Campus	Title IV	Non-Title IV
• **Advanced Cosmetologist Program**		
○ 2017-18 Award Year	$9,276.00	$0
• **Advanced Esthetician Program**		
○ 2017-18 Award Year	*	$0
• **Combination Advanced Esthetician & Advanced Manicurist Program**		
○ 2017-18 Award Year	*	$0

North Olmsted Campus	Title IV	Non-Title IV
• **Advanced Cosmetologist Program**		
○ 2017-18 Award Year	$9,462.00	$0
• **Advanced Esthetician Program**		
○ 2017-18 Award Year	$6,251.00	$0
• **Combination Advanced Esthetician & Advanced Manicurist Program**		
○ 2017-18 Award Year	*	$0

Willoughby Campus	Title IV	Non-Title IV
• **Advanced Cosmetologist Program**		
○ 2017-18 Award Year	*	$0
• **Advanced Esthetician Program**		
○ 2017-18 Award Year	*	$0
• **Combination Advanced Esthetician & Advanced Manicurist Program**		
○ 2017-18 Award Year	*	$0

* Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

REFUND POLICY:

1. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing within three business days of the clocking of the enrollment agreement, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school's administration in person, whichever is earlier. This policy applies regardless of whether or not the student has actually started training. This policy applies to all terminations, for any reason, by either party, including student decision, course or program cancellation, or school closure. This policy complies with the mandated policy.
2. If a student cancels his enrollment after three business days after the signing of the enrollment agreement, but prior to entering classes, he shall be entitled to a refund of all monies paid to the school less the registration fee of $100.00 for the Advanced Cosmetologist, Cosmetologist, Advanced Esthetician, Advanced Manicurist, Barbering, and Cosmetologist Advanced courses.
3. For students who receive Federal financial aid and enroll in and begin classes, the school will calculate the Federal Return of Title IV Aid to determine how much Pell Grant and Title IV funds must be returned to the Department of Education. The school will then calculate a refund using the school's refund method to determine the total charges the student owes. The school will then deduct the net amount of financial aid and any cash payments from what the student owes to determine the balance the student owes, if any. If a balance remains (this includes cash students), the student must pay the amount due or make satisfactory payment arrangements with the school within 30 days or the student's account will be turned over to an independent collection agency. For cash students, the school will calculate a refund using the school's refund method to determine the total charges the student owes and deduct any cash payments to determine the balance due, if any. If a credit balance occurs on a student account, it will be refunded to the student within 14 days. Any monies due to a student who withdraws from the institution shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.

School Refund Method

Scheduled Hrs. Elapsed in Program	Amount of Tuition Owed to School
0.001% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

4. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of attendance in the school. Any monies due the applicant, student, or Department of Education shall be refunded within 45 days of formal cancellation by the student as defined in item (2) or a formal termination by the school, which shall occur no more than 30 days from the last day of attendance. Order in which refunds will be made is Unsubsidized loan, Subsidized loan, Parent Plus loan, then Pell Grant. Formal termination by the school of a student's enrollment shall occur within 30 days of a determination by the school that the student has withdrawn without notifying the school. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) days. Enrollment time for the purpose of calculating refunds is defined as the time elapsed between the actual starting date and the student's last day of attendance. A refund may account for any absence time that occurs during the student's enrollment period. For a student who is on an approved leave of absence that 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. Post Withdrawal Disbursement: We will credit the student's account with the post-withdrawal disbursement for current charges within 180 days of the date of determination. We will disburse any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account.
5. In the case of illness or disabling accident, death in the immediate family or other circumstance beyond the control of the student, the school makes a settlement which is fair to both.
6. If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has, at its option; a) provide a pro rata refund; or b) participate in a teach-out agreement.
7. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: a) provide a pro rata refund within 45 days of notice to the student; or b) resume teaching the course and/or program within 30 days of notice to the student; or c) participate in a teach-out agreement; or d) provide a full refund of all monies paid.
8. If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall provide a full refund of all monies paid within 45 days of notice of course and/or program cancellation.

9. A termination fee of $100.00 or 5% of the tuition, whichever is less, will be charged. This applies to all programs.
10. If a student is absent for a period of 30 days, a re-enrollment fee of $50 will be charged.
11. If an applicant is not accepted by the school, he is entitled to a refund of all monies paid.
12. If a student is expelled by the school, the above policy applies.
13. Fees not included in the tuition include a $500.00 transfer fee, any extra instructional charges at the course's hourly rate incurred by not completing all contracted hours by the contract end date, and any books and supplies needed to complete the course. These items are non-refundable.

REFUND POLICY for Massage Therapy (Boardman Campus only):

1. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing within five business days of the signing of the enrollment agreement, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school's administration in person. This provision shall not apply if the student has already started academic classes. This policy applies to all terminations, for any reason, by either party, including student decision, course or program cancellation, or school closure. This policy complies with the mandated policy.
2. If a student cancels his enrollment after five business days after the signing of the enrollment agreement, but prior to entering classes, he shall be entitled to a refund of all monies paid to the school less the registration fee of $100.00 for the Massage Therapy course.
3. For cash students, the school will calculate a refund using the following method to determine the total charges the student owes and deduct any cash payments to determine the balance due, if any.
    a. A student who withdraws before the first class and after the 5-day cancellation period will be obligated for the registration fee.
    b. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
    c. A student who starts class and withdraws after the academic term is 15% complete but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
    d. A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for seventy-five per cent of the tuition and refundable fees plus the registration fee.
    e. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.
4. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant, student, or Department of Education shall be refunded within 45 days of formal cancellation by the student as defined in item (2) or a formal termination by the school, which shall occur no more than 30 days from the last day of physical attendance. Order in which refunds will be made is Unsubsidized loan, Subsidized loan, Parent Plus loan, then Pell Grant. Formal termination by the school of a student's enrollment shall occur within 30 days of a determination by the school that the student has withdrawn without notifying the school. Unofficial withdrawals for clock hour students <u>are determined</u> by the school through <u>monitoring</u> clock hour attendance at least every thirty (30) days. Enrollment time for the purpose of calculating refunds is defined as the time elapsed between the actual starting date and the student's last day of physical attendance. A refund may account for any absence time that occurs during the student's enrollment period. For a student who is on an approved leave of absence that 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.
5. Post Withdrawal Disbursement: We will credit the student's account with the post-withdrawal disbursement for current charges within 180 days of the date of determination. We will disburse any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account.
6. For students who receive Federal financial aid and enroll in and begin classes, the school will calculate the Federal Return of Title IV Aid to determine how much Pell Grant and Title IV funds must be returned to the Department of Education. The school will then calculate a refund using the school's refund method to determine the total charges the student owes. The school will then deduct the net amount of financial aid and any cash payments from what the student owes to determine the balance the student owes, if any. If a balance remains (this includes cash students), the student must pay the amount due or make satisfactory payment arrangements with the school within 30 days or the student's account will be turned over to an independent collection agency. If a credit balance occurs on a student account, it will be refunded to the student within 14 days. Any monies due to a student who withdraws from the institution shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.
7. In the case of illness or disabling accident, death in the immediate family or other circumstance beyond the control of the student, the school makes a settlement which is fair to both.
8. If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the

school must make arrangements for students. The school has, at its option; a) provide a pro rata refund; or b) participate in a teach-out agreement.

9. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun the school, at its option, may; a) provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or b) provide completion of the course; or c) participate in a teach-out agreement; or d) provide a full refund of all monies paid.
10. If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option: a) provide a full refund of all monies paid; or b) provide completion of the course and/or program.
11. If a student is absent for a period of 30 days, a re-enrollment fee of $50 will be charged.
12. If an applicant is not accepted by the school, he is entitled to a refund of all monies paid.
13. If a student is expelled by the school, the above policy applies.
14. Fees not included in the tuition include a $50.00 transfer fee, any extra instructional charges at the course's hourly rate incurred by not completing all contracted hours by the contract end date, and any books and supplies needed to complete the course.

FINANCIAL AID:

We offer Federal Pell Grants, which do not have to be repaid as long as the student completes the course, and Federal Direct Student Loans, which must be repaid, to those students who qualify. Financial aid is available at all locations.

Students must complete a Free Application for Federal Student Aid (FAFSA) to apply for any type of federal financial aid. Students may request assistance from one of our Admissions specialists or apply online at www.fafsa.ed.gov. Students may be eligible for several types of aid depending on age, marital status, income, number of dependents and military service.

RETURN TO TITLE IV:

Example - 80 hrs. scheduled to complete in 1800-hr program

Financial aid disbursed	$ 6407.00
Return of funds to ED	- 5254.00
Net Amount	$ 1153.00
Total charges owed	$ 4665.00
Financial aid applied	- 1153.00
Amount student owes	**$ 3512.00**

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due to the applicant, student, or Department of Education shall be refunded within 45 days of formal cancellation by the student as defined in item (2) or a formal termination by the school, which shall occur no more than 30 days from the last day of physical attendance. Order in which refunds will be made is Unsubsidized loan, Subsidized loan, Parent Plus loan, then Pell Grant. Formal termination by the school of a student's enrollment shall occur within 30 days of a determination by the school that the student has withdrawn without notifying the school. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) days. Enrollment time for the purpose of calculating refunds is defined as the time elapsed between the actual starting date and the student's last day of physical attendance. A refund may account for any absence time that occurs during the student's enrollment period. For a student who is on an approved leave of absence that 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.
Post Withdrawal Disbursement: We will credit the student's account with the post-withdrawal disbursement for current charges within 180 days of the date of determination. We will disburse any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account.

SATISFACTORY ACADEMIC PROGRESS POLICY:

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulation established by the United States Department of Education. Students are evaluated on both cumulative quantitative and qualitative elements at designated period throughout the program.

1. Evaluation Periods: Students are evaluated for SAP at the end of the following evaluation periods:

Advanced Cosmetologist (1800 hours):	**Barbering—Niles campus only (1800 hours):**
450 actual clock hours and 16 weeks	450 actual clock hours and 16 weeks
900 actual clock hours and 32 weeks	900 actual clock hours and 32 weeks
1350 actual clock hours and 48 weeks	1350 actual clock hours and 48 weeks

Cosmetologist (1500 hours):
450 actual clock hours and 16 weeks
900 actual clock hours and 32 weeks
1200 actual clock hours and 43 weeks

Massage Therapy—Boardman campus only (900 hours): 450 actual clock hours and 22 weeks
Advanced Esthetician (750 hours): 375 actual clock hours and 13 weeks
Advanced Manicurist (300 hours): 150 actual clock hours and 5.5 weeks
Cosmetologist Advanced (300 hours): 150 actual clock hours and 5.5 weeks

An academic year is defined as 900 clock hours and 32 weeks. Any SAP evaluation point at or over 900 hours is considered to take place in the student's second academic year. Transfer students are evaluated at the midpoint of the contracted hours or the school's established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Example: A student brings 506 hours into an 1800 hour cosmetology program. Their evaluations would occur at the end of the following periods: 450 actual clock hours and 16 weeks, 900 actual hours and 32 weeks, 1097 actual clock hours and 39 weeks.

2. Attendance Progress Evaluations: Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.
3. Maximum Time Frame: The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated:

MAXIMUM TIME ALLOWED

COURSE	SCHEDULE	WEEKS	SCHEDULED HOURS
Advanced Cosmetologist	Full Time (28 hrs/wk) – 1800 Hours	97	2700
Advanced Cosmetologist	Part time (19 hrs/wk) – 1800 Hours	143	2700
Cosmetologist	Full Time (28 hrs/wk) – 1500 Hours	81	2250
Cosmetologist	Part Time (19 hrs/wk) – 1500 Hours	119	2250
Barbering	Full Time (32 hrs/wk) – 1800 Hours	85	2700
Massage Therapy	Part Time (20 hrs/wk) – 900 Hours	68	1350
Advanced Esthetician	Full Time (28 hrs/wk) – 750 Hours	41	1125
Advanced Manicurist	Full Time (28 hrs/wk) – 300 Hours	16	450
Cosmetologist Advanced	Full Time (28 hrs/wk) – 300 Hours	16	450

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled contracted hours. If a student has a period of time when no financial aid is disbursed, those hours that the student attended will count toward the maximum time frame. Students who have not completed the course within the maximum timeframe will be terminated but may apply for re-enrollment as a student at the institution on a cash pay basis.

4. Academic Progress Evaluations: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and

counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

A	=	90% - 100%	Excellent
B	=	80% - 89%	Good
C	=	70% - 79%	Satisfactory
F	=	69% and below	Failing

5. Determination of Progress Status: Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Copies of Satisfactory Progress Reports will be provided to students electronically or by hardcopy. Evaluations will be completed within 7 (seven) school business days following each evaluation period.
6. Transfer Hours: Hours that are transferred by a student from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual hours attended at Raphael's School of Beauty Culture.
7. Warning: Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.
8. Probation: Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.
9. SAP Appeal Process: If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.
10. Reinstatement of Financial Aid: A student's financial aid may be reinstated as soon as they regain satisfactory progress status, or have successfully appealed for reinstatement and have been placed on (SAP) probation until their next scheduled evaluation. The student will receive financial aid for any hours they are eligible to receive for from the date of reinstatement. The student will be responsible to pay for any missed financial aid payments that occurred during the student's termination from financial aid.
11. Leave of Absence: Students who have completed a minimum of 15% of their contracted hours are permitted to take a leave of absence for medical, personal or other reasons for a maximum of 180 days as long as the request is made in advance and in writing. Students will not be permitted to take more than one leave of absence in any 12-month period. At the discretion of the director, a leave of absence may be granted if unforeseen circumstances exist. The student's satisfactory progress will be the same when returning from a leave of absence as it was before the leave. Upon returning from the leave of absence, the student's contract end date and maximum time frame will be extended by the same number of days taken in the leave of absence. In the event a student does not return from leave of absence on or before the end date, the withdrawal date for the purpose of

calculating a refund is always the student's last day of attendance.

12. Interruptions, Course Incompletes, Withdrawals: If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.
13. Noncredit, Remedial Courses, Repetitions: Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.
14. Re-enrollment: Any student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry, however, a student failing to meet satisfactory progress requirements at the point of withdrawal will have the same status when they return. Students who are discontinued from this school for unsatisfactory progress will be permitted to re-enroll one time. If they are discontinued again, they will not be permitted to re-enroll unless they can prove special circumstances for their poor attendance/performance. If a student wishes to re-enroll a second time, they must set up an appointment with the school's manager to explain these circumstances. A student who is deemed by the school to need additional review work will not be charged for this additional work. An exception to this policy may be made in the case of students who have transferred from another institution which teaches under a different system than does this institution. In that case, the determination of the number of additional hours will be based both on the length of time the student has been out of school as well as the system utilized by the first institution.
15. Different Program: If a currently attending student withdraws from a program or completes a program then enrolls in a different program at any campus location, there will be no effect on Satisfactory Academic Progress because hours are not transferable from program to program.

POLICY FOR SAFEGUARDING CUSTOMER INFORMATION:

Definitions:

- Customers: Prospective students and students who apply to attend Raphael's School of Beauty Culture and apply for private or government grants or loans to finance their education.
- Nonpublic Personal Information: Information, which is not publicly available, including:
    - Your name, address, and social security number
    - Name of your financial institution, account number
    - Information provided on your application to enroll in Raphael's School of Beauty Culture
    - Information provided on your application for a grant or loan
    - Information provided on a consumer report
    - Information obtained from a website

Raphael's School of Beauty Culture is committed to implementing a comprehensive information security program, consonant with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy, electronic).

Raphael's School of Beauty Culture shall be responsible to coordinate the school's information security program. The administrator shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including:

- Employee training and management
- Network and software design, information processing, storage, transmission and disposal
- Ways to detect, prevent, and respond to attacks, intrusions or other systems failures

The administrator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in Raphael's School of Beauty Culture shall be held for 3 months then destroyed in a secure manner. Records of students shall be maintained in accordance with federal and state law and accreditation requirements.

Students shall receive an initial notice of this policy at the time they submit a signed application for enrollment. All currently enrolled students shall receive an annual notice on January 15th each year.
Raphael's School of Beauty Culture shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' nonpublic personal information.

NOTICE ON DISCLOSURE OF NONPUBLIC PERSONAL INFORMATION:

We collect nonpublic personal information about you when you apply to attend Raphael's School of Beauty Culture and/or when you apply for a private or government student grant or loan. This information includes:

- Your name
- Address
- Social security number
- Assets and income
- Name of your bank and account number

We do not disclose this information to any person or institution except to the United States Department of Education, loan guarantee agencies, and/or loan servicing agencies. We may also disclose nonpublic personal information about you to nonaffiliated third parties as permitted by law. For example, accrediting agencies have access to any records we maintain on you pursuant to the Federal Family Educational and Privacy Rights Act.

Your applications, containing the nonpublic personal information listed above, are maintained and safeguarded against loss or damage. Access to them is restricted to designated employees.

Students must provide to Raphael's School of Beauty Culture detailed, written permission to have any information released to a third party. Written permission must include the student's name at the time of enrollment, dates of enrollment, and specify what information they want released and to whom.

Written permission is valid for each occurrence only. If the student requires information to be released to more than one party, written permission is required for each party and each occurrence.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day Raphael's School of Beauty Culture receives a request for access.
    - A student should submit to the school manager, director, or other appropriate office officials a written request that identifies the record(s) the student wishes to inspect. The school's officials 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.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
    - A student who wishes to ask the school to amend a record should write the school official responsible for the record clearly identifying the part of the record the student wants to change and specify why it should be changed.
    - If the school decides not to amend the record as requested, the school 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.
- The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
    - Raphael's School of Beauty Culture 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 is a person employed by Raphael's School of Beauty Culture in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Raphael's School of Beauty Culture has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); or a person serving on the Board of Trustees.
    - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Raphael's School of Beauty Culture
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Raphael's School of Beauty Culture 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 Avenue, SW
Washington, DC 20202-5901

ATTENDANCE POLICY for All Programs:

Raphael's School of Beauty Culture does not, in any way, take away or deduct hours earned by any student for any reason. Raphael's School of Beauty Culture does not give credit for hours not properly earned. Students are responsible for properly clocking in and out each day. The time clock rounds time to the nearest 1/4 hour for the total day.

- Students must follow the attendance schedule per your contract.
- Class starts promptly at your scheduled start time. Students who arrive at school tardy are required to **call the school prior to your scheduled start time**. No one will be permitted to sign in later than 30 minutes past their scheduled start time without a professional note excusing the tardiness.
- An absence is defined as missing all or part of your contracted scheduled hours, including, but not limited to being tardy, sent home, leaving by your own decision, vacation, illness, or appointments. All hours missed, whether excused, unexcused, or vacation, must be made up prior to student's contract ending date to avoid Extra Instructional charges. If a student is scheduled off for any particular day, they may come in for extra hours at any time as long as they attend a minimum of 3 consecutive hours. Students who arrive prior to their scheduled start time must still attend their contracted schedule. Arriving earlier than the student's contracted start time does not allow the student to leave earlier than the contracted end time.
- If a student has an appointment that they are not able to reschedule for a time that does not conflict with their contracted school schedule, they are permitted to leave for the appointment and return to school **only with a professional note** showing the date and time of the appointment. If you are sent home or if you leave by your own decision prior to your scheduled end time for any reason the hours missed could result in not completing the course before the contract ending date and will result in Extra Instructional Charges.
- Students are responsible for making up any work missed in theory and practical classes they do not attend.
- If you do not come to school in the proper school uniform, you will be sent home.
- Please be aware that 30 consecutive days of absences is cause for termination in accordance with state and federal rules.
- There will be a $50.00 charge for any additional schedule change after your contract is signed. Schedule changes are not permitted once the student has been scheduled 65% of their original contracted scheduled hours.

ATTENDANCE POLICIES exclusive to Advanced Cosmetologist, Cosmetologist, Cosmetologist Advanced, Advanced Esthetician, Advanced Manicurist and Barbering (Niles Campus only):

- The Ohio State Cosmetology and Barber Board allows for all students to attend a total of 10 aggregate hours each day.
- Students are permitted to be absent no more than 10% of their monthly contracted scheduled hours. Any hours missed exceeding 10% of their monthly contracted scheduled hours are required to have a professional excuse. Unexcused absences may result in being discontinued from the program,
- Daily service sheets are to be filled in by the student and signed by the instructor in charge at the end of every day.

ATTENDANCE POLICIES exclusive to Massage Therapy (Boardman Campus only):

- Students are obligated to attend Clinicals. Students who fail to attend 3 Clinicals or more will have their schedule restricted or changed in order to fulfil this obligation. Failing to fulfill this obligation will delay graduation and could result in termination from the program.
- Absences are not permitted on Clinicals during restriction
- Students are required attendance every Clinical for the next 3 months failing to attend clinicals may result in termination from the program
- If a student misses any or all scheduled Clinical hours without a written professional excuse acceptable to the school they will be discontinued from the program immediately; They understand that no daycare or babysitter, no transportation and conflicting work scheduled are not acceptable excuses
- Students are responsible for attending their regular contracted weekday schedule
- Missing class will cause you to miss important lecture and/or hands-on lessons needed to graduate. At the discretion of the director and the instructors, extenuating circumstances may allow a student to remain in the program after missing class.
- Students are only able to miss a max of 12 hours per quarter. Students absent more than 12 hours per quarter are at risk of not completing the program that the time agreed upon during enrollment.
- Students are to arrive 15 minutes prior to Clinic (students will receive credit for this time).
- If you are unable to attend clinicals you must call off 2 hours prior to your first appointment; this allows us ample amount of time to notify you of appointment or to find another student to assist with completing your appointments.
- Massage Therapy students are permitted one 15-minute break. All students leaving the building on any break are required to clock out for the break.
- Students who are not earning credit hours are not permitted in the school. Students must sign in promptly when arriving and leave the premises promptly after clocking out for the day.

DISABILITY ACCOMMODATION POLICY:

Raphael's School of Beauty Culture does not discriminate against individuals with a disability. Qualified individuals with a disability may request reasonable accommodation to allow full participation in academic or student activities, including applications for admission and financial aid. Qualified individuals with a disability who need reasonable accommodation should use Raphael's School of Beauty Culture's Request for Reasonable Accommodation Form to submit the request. The form must be submitted to the Disability Compliance Coordinator. Faculty or staff who become aware that a student is disabled and wants a reasonable accommodation must direct the student to speak with the Disability Compliance Coordinator.

Raphael's School of Beauty Culture's Disability Compliance Coordinator will be the single point of contact for students requesting reasonable accommodations. The Disability Compliance Coordinator is listed below with her contact information. This information may be updated via an addendum to this catalog or via campus-wide communication.

- Kevin Cole Durina - 330-782-3395 Ext: 1105 - cdurina@raphaelsbeautyschool.edu

When a student is referred to the Disability Compliance Coordinator, the Coordinator will schedule a time to speak with the student to explain this policy. If the student asks for reasonable accommodations, he or she will be directed to complete the Request for Reasonable Accommodation Form. Once the Disability Compliance Coordinator receives the completed form, it will be reviewed. The student may be required to provide additional information, including information from a licensed medical provider substantiating the disability and the requested accommodation. The Disability Compliance Coordinator will coordinate the interactive process with the student to determine what reasonable accommodation is necessary to allow the student to fully participate. If a student disagrees with or is not satisfied with the proposed reasonable accommodation, the student may appeal the decision using the School's Student Grievance/Complaint Policy.

Notice under the Americans with Disabilities Act:

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), Raphael's School of Beauty Culture ("Raphael's) will not discriminate against qualified individuals with either physical or mental disabilities in its services, programs, course offerings or activities. Raphael's will, upon request, make accommodations by providing appropriate aids and services to qualified persons with disabilities so they can participate equally in the school's services, programs, course offerings and activities. Raphael's will make all reasonable modifications to policies and programs to ensure that prospective and current students with disabilities have an equal opportunity to enjoy all of its programs, services, course offerings and activities Current or prospective student who requires an accommodation based on a disability to participate in a service, program, or course offering or any other school activity should contact Raphael's ADA Coordinator, as follows:

- Kevin Cole Durina - 330-782-3395 Ext: 1105 - cdurina@raphaelsbeautyschool.edu

The ADA does not require Raphael's to take any action that would fundamentally alter the nature of its programs, services, or course offerings, or impose an undue financial or administrative burden on Raphael's.

Raphael's will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of its policy.

TITLE IX POLICY:

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 means conduct on the basis of sex that satisfies one or more of the following:

- Quid pro Quo, an employee of the institution conditioning the provision of an aid, benefit or service of the college on an Individuals participation in unwelcome sexual conduct.
- Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it denies a person access to the institution's education program or activity; or
- Sexual assault (as defined in the Cleary Act), "dating violence," "domestic violence," or "stalking" as defined (all as defined in VAWA)

TITLE IX GRIEVANCE PROCEDURES:

All students, staff, and members of the public participating in school activities have the right to an environment free from sexual misconduct. Violence, abuse, intimidation and/or retaliation directed toward another person violates Raphael's School of Beauty Culture's Code of Conduct and Ohio's State laws. Members of the school's community are expected to comply with school policies and guidelines in addition to federal, state, and local laws whether on or off campus.

ANNUAL SAFETY AND SECURITY REPORT:

Statistical Reporting:

Raphael's School of Beauty Culture is committed to maintaining the highest standards for the safety and security of every person on campus. Raphael's School of Beauty Culture has specific responsibility for all aspects of the campus safety program, but campus safety is also the responsibility of all administrators, staff and faculty in their areas of operation. Staff, students and clients can also help to keep Raphael's School of Beauty Culture campus secure by following campus safety policies, reporting crimes immediately to the campus Manager and offering suggestions for improvements.

Raphael's School of Beauty Culture complies with all requirements of the Clery Act, the federal law that mandates specific details of the security and fire safety programs on all university campuses. Below is a list that provides an inventory of the Clery Act that demonstrates Raphael's School of Beauty Culture's compliance.

Clery Act Required Policy and Procedure Checklist:

I. **Overview of Police/Security Department:**
   a. Raphael's School of Beauty Culture does not have on-campus housing, therefore we do not have an on-campus police or security department.

II. **Reporting Procedures:**
   a. All criminal actions or other emergencies occurring on campus must be brought to the attention of a responsible employee on campus. The designated responsible employee at each campus is the campus manager. If the campus manager is not available, any staff member should be alerted.
   b. The responsible employee will determine the severity of the situation and action to be taken. The Corporate Office will either be notified of the action taken or will decide on the action to be taken, depending on the type of emergency. When necessary, alerts will be sent to students via text or email messages, and the proper authorities will be notified.
   c. The responsible employee at each campus to whom students and employees should report the criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure. ***Note: Report crimes immediately to the campus Manager.***
   d. Raphael's School of Beauty Culture encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.
   e. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. See *Confidential Reporting* in the Title IX Procedures and Policy.
   f. A list of counseling centers, safe houses and other agencies is available with the campus Manager at each campus location.

III. **Timely Warning Procedures:**
   a. The circumstances for which a warning will be issued include, but are not limited to, an emergency event affecting the safety of staff, students and clients at an individual campus site that requires a lock-down situation, a weather event that requires immediate attention for closure, evacuation or safe cover, or a local or national event that requires closure, evacuation or safe cover.
   b. The individual or office responsible for issuing the warning is the Director of Student Services, Mary Kay Beight (330-782-3395 ext. 1112, mkbeight@raphaelsbeautyschool.edu) as ordered by the owner, Ralph Delserone III.
   c. The manner in which the warning will be disseminated is through text or email messages sent directly to the students to whom the event affects.

IV. **Emergency Response & Evacuation Procedures and Policies:**
   a. Students provide a cellular phone number and email address during the enrollment process to which the school can send emergency notifications. A test message is sent to the students during their first week of enrollment with instructions on how to confirm the message was received. A campus-wide test is administered each year.
   b. Raphael's School of Beauty Culture will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus.
   c. The owner, Ralph Delserone III, is responsible for carrying out the following actions:
      i. Confirm that there is a significant emergency or dangerous situation by discussing the situation with the campus Manager or other responsible employee;
      ii. Determine the appropriate segment or segments of the campus community to receive a notification;
      iii. Determine the content of the notification;
      iv. Initiate the notification system by instructing the Director of Student Services, Mary Kay Beight, to send the message to the staff and students.
   d. If there is an immediate threat to the health or safety of students or employees occurring on campus—a follow-up message will be disseminated to all staff and students.
   e. Raphael's School of Beauty Culture will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in

the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

f. In the event of school closure or delay, all major television networks in the campus viewing area will be notified and a message will scroll along the bottom of the screen advising the staff and students of the school's status.

g. The results of the annual emergency notification test response and evacuation procedures are available upon request.

V. **Local Police Department:**

a. Regarding the monitoring and recording through local police agencies of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the institution, including student organizations with off-campus housing facilities, Raphael's School of Beauty Culture has no off-campus locations for officially recognized student organizations, nor does Raphael's School of Beauty Culture sponsor off-campus housing facilities.

VI. **Access to Campus Facilities:**

a. Raphael's School of Beauty Culture does not have additional campus facilities or campus residences.

VII. **Maintenance of Campus Facilities:**

a. All Raphael's School of Beauty Culture campus locations are continually updated and maintained according to local, state and federal regulations. Evacuation procedures are posted in every school.

VIII. **Education Programs:**

a. During theory class on the first Tuesday of every month, a video is shown and/or literature is available on awareness, security procedures and practices, the prevention of and information on Human Trafficking, Domestic Violence, and Sexual Assault. Instructions are given on who is responsible for reporting crimes and how an individual can confidentially report crimes or seek help, if needed.

IX. **Alcohol and Drug Policies: (Pre-Enrollment Form for All Students, <u>(STANDARDS OF CONDUCT - DRUG ABUSE)</u>**

a. This school clearly prohibits the use, possession, or distribution of illicit drugs and alcohol by any student or staff member on this property or as part of any of this school's activities, whether the activity takes place on our school property or elsewhere. Students are made aware of and agree to adhere to this policy prior to enrollment on the Pre-Enrollment Form for All Students. This policy is also gone over during orientation.

b. The Student understands that as a condition for attending Raphael's School of Beauty Culture, he/she will not, under any circumstances, participate in the use, possession, or distribution of any illicit drug or alcohol. The Student also understands that if he/she does participate in the use, possession, or distribution of any illicit drug or alcohol while attending this school or any of its activities, he/she will be terminated from this school and reported to the proper state or local authorities. If the above does occur, the Student understands that he/she must complete a counseling or rehabilitation program before being considered for re-entry into this school.

X. **Crime Statistics:**

a. Each year, local police departments are requested to provide crime statistics for campus properties and surrounding areas for preparing the annual disclosure of crime statistics.

XI. **Annual Fire Safety Report:**

a. The fire safety report is included in the annual Campus Security Report.

XII. **Missing Students:**

a. Raphael's School of Beauty Culture does not have on-campus housing. Therefore, we do not have a policy for reporting missing students.

XIII. **Sexual Assault Policies:**

a. See Title IX Policy and Procedures.

XIV. **Sex Offender Registry:**

a. Information on registered sex offenders can be found on the following websites:

i. For the Boardman Campus: Mahoning County Sheriff Department - http://www.mahoningcountyoh.gov/DepartmentsAgencies/Departments/Sheriff/SexOffenders/tabid/1047/Default.aspx

ii. For the Niles Campus: Trumbull County Sheriff Department - http://sheriff.co.trumbull.oh.us/

iii. For the Alliance Campus: Stark County Sheriff Department - http://www.sheriff.co.stark.oh.us/OffenderLinks.htm

iv. For the Brunswick Campus: Medina County Sheriff Department - http://www.medinasheriff.com/important_disclaimer.htm

v. For the North Olmsted Campus: Cuyahoga County Sheriff Department - http://sheriff.cuyahogacounty.us/en-us/sexual-offender-unit.aspx

vi. For the Willoughby Campus: Lake County Sheriff Department - https://www.lakecountyohio.gov/sheriff/Sex-Offenders

Annual Security Report Policy Statements:

Law Enforcement Relationships & Jurisdiction: Raphael's School of Beauty Culture does not have on-campus security. The local law enforcement agency will be called for crimes committed on the school's property. Procedures Victims Should Follow if a Crime of Sexual Assault, Domestic Violence, Dating Violence, or Stalking Has Occurred: An individual who believes that he or she is the victim of sexual misconduct or has witnessed an Incident of sexual misconduct is encouraged to make a report. The school encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual misconduct. This is the best option to ensure preservation of evidence and to begin timely investigative and remedial response. Anyone who believes that he or she is the victim of sexual misconduct or has witnessed an incident of sexual misconduct is encouraged to follow these procedures to report the incident. To file a complaint students or staff should first speak to either:

Responsible Employees	Managers of all campus locations
Title IX Coordinator	330-782-3395 Ex. 1107

Disciplinary Action: The complainant and the alleged perpetrator will be notified in writing of the outcome of the complaint. When considering sanctions the committee will consider whether the sanction will: (a) bring an end to the violation in questions, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the complainant and the school community. The following represent the range of sanctions. Possible sanctions are not limited to those listed below. Sanctions may be combined.

Counseling: Students may be required to attend counseling. If mandated to attend counseling, the student will be responsible for any costs.

Disciplinary: Students will be placed on probation for a specific period of time. During the time if there are additional violations they may be dismissed from the school.

Formal Apology: A written statement in which the student reflects and apologizes for their behavior.

Education: Students may be required to participate in an educational program or experience.

No-Contact Order: A directive that mandates a student not to contact another student. A no-contact order includes contact, including in person, via e-mail, telephone, text messaging, Facebook or any other method of electronic or direct communication. The order also includes third parties acting on the person's behalf. It warns the student that any contact could be considered a violation of school policy.

Suspension: The student may be excluded from participation in any academic or other activities of the school for a specified period. Students who have been suspended from the school forfeit all school fees, are withdrawn from school courses contingent on the academic calendar (if after the withdrawal date, students receive F grades), and are not permitted on campus or at school sponsored events without the permission of the school Director. Students who are suspended are permitted to reapply to the school as long as they fulfill all requirements of the suspension.

Expulsion: Expulsion is permanent exclusion of the school. Students who have been expelled forfeit all school fees, are withdrawn from school courses contingent on the academic calendar (if after the withdrawal date, students receive F grades), and are not permitted on campus without the permission of the school Director. Students who are expelled are not permitted to reapply at the school.

Confidentiality: All reports of sexual misconduct will be handled in confidence to the extent allowed by law. The information reported will be shared only with those school employees who will assist in aiding the victim, conducting the investigation and/or the resolution of the complaint. The school will respect the privacy of all parties involved in a report of sexual misconduct.

The student may request confidentiality when reporting an assault by requesting that his or her identity be omitted from the report. When a victim requests confidentiality, it may limit the school's ability to thoroughly investigate and respond. A witness reporting an assault to the school may remain anonymous by requesting that his or her identity be omitted from the report. The request will be reviewed by the Title IX Coordinator.

Although rare, there are times when the school may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following.

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
    - Whether there have been other sexual violence complaints about the same alleged perpetrator;
    - Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
    - Whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
    - Whether the sexual violence was committed by multiple perpetrators;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether the school possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);

- Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors may lead the school to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the school will likely respect the victim's request for confidentiality.

If the school (Title IX Coordinator) determines that it cannot maintain a victim's confidentiality, the school (Title IX Coordinator) will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the school's response. The school will remain ever mindful of the victim's well-being and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. A safety plan is tailored for the individual depending on the nature of the circumstances. Retaliation against the victim, whether by students or school employees, will not be tolerated and is strictly prohibited under Title IX.

Written Notification: The investigative report will be compiled by the Title IX Coordinator, will be maintained in a confidential manner, and will be made available for review by the hearing committee and complainant and respondent prior to the hearing. The investigative report may include, but is not limited to the following:

- Complainant's written statement
- Respondent's written statement
- Investigative summary
- Pertinent policies
- Other documents utilized by the Title IX Coordinator that he/she deems relevant to the adjudication.

Once the investigation is complete the school strives to complete the investigative report within 5 business days.

The investigative report is made up of confidential information. Therefore, the complainant and respondent may review the report, but it will not be copied and may not be removed by any party. Those reviewing the investigative report will be permitted to take notes.

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, & Stalking: Raphael's School of Beauty Culture will not tolerate domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. Raphael's School of Beauty Culture utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking. These procedures are carried out by officials who receive specific annual training.

Sexual Violence: Sexual violence is a form of sexual harassment and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking.

In these situations, Raphael's School of Beauty Culture is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues. The school's process does not preclude adjudication under state law.

Raphael's School of Beauty Culture prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision federal or state law, including Title IX and the Campus SAVE Act, or this policy.

Prevention Efforts

Raphael's School of Beauty Culture attempts to offer a safe learning environment for all members of the campus community. To accomplish this, Raphael's School of Beauty Culture considers the educational programming that addresses all aspects of domestic violence, dating violence, sexual assault, and stalking (safety precautions and prevention, crisis management, reporting, medical and counseling services, the campus response to sexual violence, domestic violence, dating violence, and instances of stalking, and physical surroundings throughout the campus community.

Raphael's School of Beauty Culture develops educational programs concerning domestic violence, dating violence, sexual assault, and stalking. For additional information about campus educational programs concerning domestic violence, dating violence, sexual assault, and stalking, contact the Title IX coordinator and/or the campus manager.

Raphael's School of Beauty Culture continually reviews and modifies its physical surroundings to enhance security and safety, such as parking lot lighting, locking procedures, signage, etc.

How To Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

• Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.

• Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.

• Speak up when someone discusses plans to take advantage of another person.
• Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
• Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.
(Bystander intervention strategies adapted from Stanford University)

Risk Reduction Tips

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment.

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to **avoid isolated areas.** It is more difficult to get help if no one is around.
- **Walk with purpose.** Even if you don't know where you are going, act like you do.
- **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cab money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
- **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
- **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- **Have a code word with your friends or family** so that if you don't feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- **Lie.** If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Reporting

A guiding principle in the reporting of domestic violence, dating violence, sexual assault, and stalking is to avoid possible re-victimizing of the complainant by forcing the individual into any plan of action. It is recommended that a person who has experienced domestic violence, dating violence, sexual assault, assault, or stalking consider each of the following:

- Getting to a safe place.
- Avoiding the destruction of evidence by bathing, douching, changing clothes, or cleaning up in any way. Preserve evidence in a paper bag for possible future action. Also, keep copies of emails, text messages, and voice messages.
- Pursuing medical treatment. Post-assault medical care can be performed at a local emergency room. Many hospitals have a specialized examiner who can complete an exam for victims of sexual violence. Such an exam can help the victim receive an appropriate medical assessment and treatment, and can preserve evidence for possible future action.

- Pursuing counseling services with appropriate agencies (a list is available with your campus Manager). Calling someone that is known and trusted, such as a friend or counselor, and discussing with this person the assault can help to evaluate the trauma to sort out next steps.
- Making a police report. You can initiate a campus and/or criminal complaint for the assault. You may obtain assistance from campus authorities in this notification.
- Making a report to a campus security authority (CSA), Title IX coordinator, deputy Title IX coordinator, or other responsible employee under Title IX.
- Making an anonymous report. An anonymous report to the police notifies them that an act of sexual violence has occurred but gives no names or identification.

Consider Filing a Police Report

A report to the police can empower the complainant by exercising her/his legal rights and can aid in the protection of others. Raphael's School of Beauty Culture staff will encourage the complainant to file a police report and will assist the complainant in notifying the police if requested. The police will then advise the complainant of the legal process.

- On-campus and off-campus investigations are investigated by the local police department or other law enforcement agency. When an investigation or legal proceedings occurs off-campus, services are still available through the University.

There may be consequences to waiting to file a police report. Early reports may improve the preparation of a viable prosecution. Filing a police report immediately following the incident does not force the complainant to file charges and prosecute the respondent. However, it does aid in the preservation of valuable evidence if the complainant decides to pursue charges at a later date.

The States Attorney makes all decisions regarding the prosecution of alleged crimes reported to law enforcement.

Alternatives to Immediately Filing a Police Report

1. Report the crime at a later date.
2. Make a complaint to the Title IX coordinator. Such a complaint may be used for actions which include, but are not limited to, on-campus administrative proceedings.
3. Make an anonymous report to the police (a report that notifies the police that a domestic violence, dating violence, sexual assault, or stalking incident has occurred, but gives no names or identification).
4. Contact the Title IX coordinator for help.
5. Contact the Title IX coordinator for more information concerning the administrative process. Faculty and staff may consult with the Title IX coordinator.

<u>Statistical Reporting:</u>

Raphael's School of Beauty Culture will report statistics for sex offenses, domestic violence, dating violence and stalking.

- If rape, fondling, incest, or statutory rape occurs in the same incident as a murder, the institution will record both the sex offense and the murder in the statistics.
- For recording reports on stalking, the institution will:
  - Record a crime statistic for each and every year in which the course of conduct is reported to a local police agency or to a campus responsible employee.
  - Record each report of stalking as occurring only at the first location within the school's Clery geography in which a perpetrator engaged in the stalking course of conduct or a victim first became aware of the stalking.
- For hate crimes, Raphael's School of Beauty Culture will report additional categories of bias on gender identity and national origin.
  - The school will report to the Department of Education and disclose in our annual security report statistics the total number of crimes reports that were "unfounded" and subsequently withheld from the crime statistics.

Definitions and Terms

Sexual Misconduct: Any activity of a sexual nature that violates another individual's physical and/or emotional well-being or personal space without that person's explicit consent. Sexual misconduct incorporates a range of behaviors including rape, sexual assault (which includes any kind of nonconsensual sexual contact), sexual harassment, relationship violence, stalking, and any other conduct of a sexual nature that is nonconsensual or has the purpose or effect of threatening, intimidating, or coercing a person(s). Sexual misconduct occurs when there is a lack of mutual consent about sexual activity or if there is ambiguity about whether consent has been given.

Behaviors that violate the Sexual Misconduct Policy include but are not limited to the following:

Sexual Assault: Any type of sexual contact or behavior that occurs without the explicit consent of the other person or is obtained through the use of force, threat of force, intimidation or coercion. Defined for the purposes of this policy, "sexual assault" encompasses a wide range of criminalized sexual conduct, including rape and sexual battery. Ohio Revised Code (O.R.C.) section 2907.01 defines "sexual conduct" as "vaginal intercourse between a male and female; anal intercourse, fellatio and cunnilingus between persons regardless of sex; and, without privilege to do so, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal opening or another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse."

Rape: Sexual intercourse by forcible compulsion or threat of forcible compulsion.

- Compulsion can be use of physical, intellectual, moral, emotional or psychological force, either expressed or implied.

- It also includes sexual intercourse with a person who is unconscious or unaware that sexual intercourse is occurring or when their power to resist has been substantially impaired by drugs, alcohol or other means.

Sexual Contact: Includes intentional contact with breasts, buttocks, groin, genitals, mouth or other bodily orifices of another person or touch another person with any of these body parts or making another person touch you or themselves with any of these body parts. It also includes intentional contact with any bodily part in a sexual manner.

Sexual Violence: Physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent.

Examples including but not limited to:

- Non-consensual sexual intercourse, defined as any sexual penetration (anal, oral, or vaginal), however slight, with any body part or object by any person upon any person without consent.
- Non-consensual sexual contact, defined as any intentional sexual touching, with any body part or object by any person upon any person without consent.
- Sexual exploitation, defined as taking non-consensual, unjust or abusive sexual advantage of another. Examples include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity), engaging in non-consensual voyeurism, and knowingly transmitting or exposing another person to a sexually transmitted infection (STI) without the knowledge of the person.
- Sexual harassment, as defined in applicable university policy.
- Indecent exposure, defined as the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.

Stalking: Defined as in the Ohio Revised Code (O.R.C.) section 2903.211 Menacing by Stalking. (1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or cause mental distress to the other person. In addition to any other basis for the other person's belief that the offender will cause physical harm to the other person or the other person's mental distress, the other person's belief or mental distress may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs. (2) No person, through the use of any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, or computer system, shall post a message with purpose to urge or incite another to commit a violation of division of this section. (3) No person, with a sexual motivation, shall violate division (1) or (2) of this section.

Examples of Stalking behaviors and activities may include but are not limited to:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are undesired and place another person in fear.
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim.
- Surveillance or other types of observation including staring, and/or peeping.
- Trespassing and/or vandalism targeted at a specific person.
- Gathering information about an individual from friends, family, and/or co-workers.

Some examples of cyber-stalking may include but are not limited to:

- Repetitive nonconsensual or unsolicited emails.
- Instant messages and messages posting in on-line bulletin boards.
- Unsolicited communications about a person, their family, friends, or co-workers that may be deemed threatening.
- Sending/posting unwelcomed and unsolicited messages with another username.
- Using electronic devices or software to track and/or obtain private information and to contact and/or post threatening or personal information.

Relationship Violence: Includes Domestic Violence and Dating Violence: Domestic Violence, defined as in the Ohio Revised Code (O.R.C.) section 2919.25 Domestic violence. No person shall knowingly cause or attempt to cause physical harm to a family or household member. No person shall recklessly cause serious physical harm to a family or household member. No person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member.

Dating Violence: Violence committed by a person <u>who is or has been</u> in a social relationship of a romantic or intimate nature with the victim and where the existence of the relationship shall be determined based on a consideration of the following factors: Length of the relationship; Type of relationship;, and the frequency of interaction between the persons involved in the relationship.

Hate Crimes: Ohio law broadly defines hate crimes as criminal acts motivated by prejudice or intolerance and directed toward a member of a gender, racial, religious or social group. The Ohio statute that speaks directly to hate crimes is the “ethnic intimidation” provision under section 2927.12 of the Ohio Revised Code, which prohibits commission of the misdemeanor crimes of aggravated menacing, menacing, criminal damaging, criminal mischief, and some types of telephone harassment, when done “by reason of” the race, color, religion or national origin of another person or group of persons.

Sexual Harassment: Involves the behavior of a person of the opposite or same sex, and occurs when such behavior constitutes

unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature and is so severe, pervasive and objectively offensive that is has the purpose or effect of substantially interfering with a person's academic performance, employment or equal opportunity to participate in or benefit from school programs or activities or by creating an intimidating, hostile or offensive working or educational environment.

Examples of sexual harassment include but are not limited to the following behaviors.

- Sexually degrading words or gestures to describe an individual.
- Unnecessary touching, patting, pinching, or brushing another's body or clothing.
- Comments about an individual's body, clothing or lifestyle which have sexual implications.
- Repeated offensive sexual flirtation, leering or ogling.
- Display of sexually demeaning objects, pictures, or cartoons in hallways, outdoor areas and rooms publicly accessible to members of the school community, including offices.
- Conduct of a sexual nature that interferes with an individual's academic or work performance or creates an intimidating, hostile or offensive environment.
- Implied or direct threats or insinuations that an individual's refusal to submit to sexual advances will adversely affect the individual's status, evaluation, wages, advancement, duties or career development.

Advisor: The role of the advisor is to advise and support the student during the course of the complaint process. The advisor may accompany the student to all meetings relating to the disciplinary proceedings. The advisor may not appear in lieu of the student or otherwise represent their advisee during the process.

Amnesty: Victims of sexual assault who are using alcohol or drugs at the time of the assault will be given immunity from violations of the school alcohol or drug policy.

Coercion: The use of emotional manipulation to persuade someone to do something they do not want to do.

- Can take the form of pressure, threats, intimidation, or the use of physical force, either expressed or implied, which places a person in fear of immediate harm or physical injury.
- Can also take the form of pressure to consume alcohol or other drugs prior to engaging in a sexual act.

Complaint: A formal allegation of wrongdoing or violation of the sexual misconduct policy that may result in a formal investigation.

Complainant: For the purposes of this policy, the recipient or target of alleged sexual misconduct will be referred to as the complainant. They are also often referred to as the victim or survivor in sexual misconduct investigations. It should be noted that an investigation of sexual misconduct may be initiated by someone who is not necessarily the recipient or target of the sexual misconduct. Filing a complaint does not automatically imply that formal disciplinary charges will occur.

Consent: Defined as clear permission between individuals. Consent must be positively established. It is never presumed. To consent to something means you confidently agree to participate based on your own free will without any influence or pressure.

- Consent is informed, knowing, and voluntary.
- Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in sexual activity.
- In the absence of an outward demonstration, consent does not exist.
- Consent to engage in sexual activity may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
- A previous sexual relationship, and/or current relationship, may not, in itself, be taken to imply consent.
- Consent does not exist if it results from the use of physical force, intimidation, coercion or incapacitation. If a sexual act is occurring and physical force, intimidation, coercion or incapacitation develops, there is no longer consent.
- Consent cannot be given if a person is impaired, incapacitated by alcohol or drugs, underage, mentally challenged, unconscious, or asleep.
- Use of alcohol or drugs does not diminish one's responsibility to obtain consent and does not excuse conduct that constitutes sexual misconduct under this policy.

Incapacitation: The inability, temporarily or permanently, to give consent, because someone is mentally and/or physically helpless, unconscious, or unaware due to drug or alcohol consumption (voluntarily or involuntarily), or for some other reason. Incapacitation means a person does not have the ability to give consent.

Investigation: A fact-finding inquiry into a complaint.

Investigation Summary: A summary written, based on interviews with the respondent, witness, complainant and any other source of information obtained during the investigation. This summary will be part of the documentary record and will be presented to the Sexual Misconduct Committee.

Respondent: A person against whom a complaint of sexual misconduct is made.

Retaliation: Intimidating conduct or other acts against anyone involved in or connected to an allegation of sexual misconduct. This can include, but is not limited to: texts, emails, conversations, phone calls or other contact, whether directly or through a third party, friends or acquaintances. All forms of retaliation are prohibited.

Sexual Misconduct Committee (SMC): The school body charged with hearing complaints of student-to-student sexual misconduct.

Witness: Any person (as determined by the investigation) who may have information about the incident in question.

Crime Statistics:

Alliance Campus

Type of Crime	Location	Number of Occurrences			Number of Arrests		
		2022	2023	2024	2022	2023	2024
Murder	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Criminal Homicide	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Sex Offenses: Rape	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Sex Offenses: Fondling	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Sex Offenses: Incest	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Sex Offenses: Statutory Rape	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Robbery	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Simple or Aggravated Assault	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Burglary	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Motor Vehicle Theft	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Arson	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Liquor Law Violations	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Drug Law Violations	On campus	0	0	0	0	0	0
	Public property	0	1	0	0	1	0
Illegal Weapons Possessions	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Negligent Manslaughter	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Murder and Non-Negligent Manslaughter	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Race	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Gender	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Religion	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on National Origin	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Sexual Orientation	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Gender Identity	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Ethnicity	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Disability	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Larceny	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Theft (except motor vehicle)	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Simple Assault	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Intimidation	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Destruction to Property	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Damage to Property	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0

Hate Crimes based on Vandalism	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes: Any other crime involving bodily injury	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0

Referrals for Campus Disciplinary Action	Location	Number of Incidents		
		2022	2023	2024
Liquor Law Violations	On campus	0	0	0
	Public property	0	0	0
Drug Law Violations	On campus	0	0	0
	Public property	0	0	0
Illegal Weapons Possession	On campus	0	0	0
	Public property	0	0	0

Boardman Campus, Brunswick Campus, Niles Campus, North Olmsted Campus, Willoughby Campus

Type of Crime	Location	Number of Occurrences			Number of Arrests		
		2022	2023	2024	2022	2023	2024
Murder	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Criminal Homicide	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Sex Offenses: Rape	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Sex Offenses: Fondling	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Sex Offenses: Incest	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Sex Offenses: Statutory Rape	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Robbery	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Simple or Aggravated Assault	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Burglary	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Motor Vehicle Theft	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Arson	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Liquor Law Violations	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Drug Law Violations	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Illegal Weapons Possessions	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Negligent Manslaughter	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Murder and Non-Negligent Manslaughter	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Race	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Gender	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Religion	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on National Origin	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Sexual Orientation	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Gender Identity	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Ethnicity	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Disability	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0

Hate Crimes based on Larceny	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Theft (except motor vehicle)	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Simple Assault	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Intimidation	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Destruction to Property	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Damage to Property	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes based on Vandalism	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0
Hate Crimes: Any other crime involving bodily injury	On campus	0	0	0	0	0	0
	Public property	0	0	0	0	0	0

Referrals for Campus Disciplinary Action	**Location**	**Number of Incident**		
		2022	**2023**	**2024**
Liquor Law Violations	On campus	0	0	0
	Public property	0	0	0
Drug Law Violations	On campus	0	0	0
	Public property	0	0	0
Illegal Weapons Possession	On campus	0	0	0
	Public property	0	0	0

POLICIES FOR PROFESSIONAL DEVELOPMENT for Cosmetology, Esthetics & Manicuring:

- Daily service sheets are to be filled in by the students and turned in at graduation. Students must follow the attendance schedule they gave the school during enrollment. You must call off if you need to miss a scheduled day. It is the responsibility of the student to make up any missed work.
- Music in the Student Salon is set to a station to be enjoyed by most clients and students. Only instructors may change the station; however, they do accept suggestions for music enjoyment.
- Sanitation, disinfection and cleanliness are critical to a successful career in the beauty industry. Students will be evaluated daily on these areas. Through daily training and repetition, students can develop strong sanitation and cleanliness habits that will follow them into their chosen beauty profession.
- Students attending school for 3 to 4 ¾ hours are permitted one 10-minute break. Students attending 5 to 6 ¾ hours are permitted one 15-minute break. Students attending school for 7 to 10 hours are permitted to take two 15-minute breaks. Students over the age of 18 are not required to take 30-minute lunch breaks, but lunch breaks are permitted for students who wish to take them. Students must sign out for all breaks and breaks may not be split up. Lunch breaks may be assigned by instructors to ensure fair scheduling for all students and smooth operation of the classrooms and student salon. The state of Ohio requires students to attend a minimum of 3 hours a day they are not scheduled for class to get credit for the day, and students are not permitted to accrue more than 10 hours aggregate in one day. Students are not permitted to go on break or leave the school property while they have a client. The state of Ohio requires that you come to school in clean washable outer garments and shoes. The school provides aprons for all students that must be worn every day. Students are to wear clean, solid black tops and bottoms.
- Students who are not earning credit hours are not permitted in the school. Students must leave the premises promptly after clocking out for the day.
- To maintain the privacy of students and clients, photos are only to be taken of head or hands.

Ohio State Cosmetology and Barber Board and the State Medical Board of Ohio rules and regulations must be adhered to at all times. At the discretion of the Director, these rules may be changed and subsequently posted on the bulletin board. Students not observing all rules and regulations may be suspended or terminated.

POLICIES FOR PROFESSIONAL DEVELOPMENT for Massage Therapy (Boardman Campus only):

- Students are to sign in and out at the bottom of the clinic schedule.
- Students are to dress, undress massage tables and clean and sanitize their own clinic rooms.
- Massage rooms and tables will be assigned on a daily basis. Once a student has been assigned a clinic room that will remain the student's clinic room for the remainder of the day.
- While students are in clinic there will be no smoke breaks (clients can smell the smoke).
- During clinic no students are permitted to work on another massage student in the clinic area.
- A minimum of 100 Clinic Massages are required there is no maximum- The clinic schedule is in 4 hour increments for Ex: 9a.m., 10a.m., 11a.m., 12p.m., 5p.m., 6p.m., 7p.m., 8p.m.
- Students will call to confirm each client's appointment at the beginning of each week.

- SOAP notes are to be completed on each client.
- Every client must fill out an intake form (unless they come on a continuous basis)
- Students are to log each massage on their Clinical Tracking Sheet and the instructor is to initial off for each service
- Students must show intake form and completed SOAP notes to an instructor to receive credit for massage
- No Cell Phones allowed in the clinic
- Front and Back Door to hallway need to remain shut
- No talking in the hallway unless it is to clients
- All students will help with laundry
- At the discretion of the Director, these rules may be changed and subsequently posted on the bulletin board. Students who are not observing all rules and regulations will be terminated.
- The school provides scrubs to all students that must be worn every day. Additional sets of scrubs may be purchased by students at the school's cost.
- Disrupting class in not permitted doing so will result in being home for the day, possible suspension or termination from the program.
- Students are not to eat on the clinic floor. We provide a break room available to all students.
- Ohio State Medical Board rules and regulations must be adhered to at all times.

COSMETOLOGY SERVICES OUTSIDE THE SCHOOL:

State Board Rules and Regulations state, "A student in a school of cosmetology who performs cosmetology services for the public outside such school is liable to prosecution under Section 4713.99 of the Revised Code."

PROFESSIONAL DEVELOPMENT CODE OF CONDUCT for Cosmetology, Esthetics, Manicuring, Massage Therapy & Barbering (Niles Campus only):

Raphael's School of Beauty Culture reserves the right to suspend or dismiss a student for any reason, including but not limited to the following: failure to attend classes regularly; breach of School's Policies for Professional Development; breach of Ohio State Cosmetology and Barber Board or the State Medical Board of Ohio rules and regulations; falsification of school records or timesheets; and failure to make cash payments. In addition, the following may result in immediate dismissal:

- Students who perform services that are not on the ticket will be responsible for paying for such services.
- Requesting or accepting additional personal payment from a customer, beyond the service fee paid to the school, is strictly prohibited and will result in termination.
- Student Salon services are assigned by an instructor based on the Ticket Log. The Ticket Log is filled in each morning during theory class. Raphael's School of Beauty Culture does not assign services based on race or ethnicity. Clients may request a student by name or referral.
- No one may refuse to serve a client at any time for any reason. Refusing a ticket will result in being sent home for the day for the first refusal, three-day suspension for the second offense, and terminated from the program and discontinued from the school for the third refusal. The definition of a ticket refusal includes, but is not limited to, refusing to do a service, leaving school property, walking out, and/or clocking out after receiving a ticket, disappearing or going on break after given a ticket, or leaving the client to wait for an unreasonable amount of time.
- Falsifying school records, including but not limited to, applications, timesheets, clock punches, or forging a staff member's signature or initials, is cause for suspension or termination.
- While in school, students must be in a condition to actively learn and take clients in a safe, professional manner. Students who are visibly ill, dizzy, on medication (whether prescribed or non-prescribed), or otherwise unable to reasonably benefit from the day's lessons will be sent home. Medical conditions that prevent students from completing the required book/clinic work needed for graduation will be considered reasons for discontinuation. Medical notes excusing students from performing the scope of practice will not be accepted. Students with short-term illness or injury may take leave of absence, if eligible.
- Cell phones and school issued iPads are permitted in school. Phones must be on silent at all times. No earbuds or headphones are permitted at any time. Students are not permitted to use cell phones and iPads while performing services.
- Raphael's School of Beauty Culture prohibits video, audio or other electronic recording of any Raphael's School of Beauty Culture classroom lectures or discussions, Student Salon, proprietary teaching techniques, or practical and theory teaching lessons, including meetings with staff regarding student's enrollment, without prior written consent of the school owner. Raphael's School of Beauty Culture may authorize such recordings only to the extent to reasonably accommodate a student's documented disability. Under no circumstances may photos be taken in the spa area.
- Students shall not, under any circumstances, whether during school and on school premises, or off school premises and not during school hours, use their own or another person's electronic device, internet chat rooms, "Facebook," or "X," or similar internet media communications, either directly or indirectly, to disparage, threaten, ridicule, make derogatory comments, or otherwise speak ill of the school, its instructors, employees, independent contractors, students, or any other third party associated with the school. The student understands that should he or she participate in such conduct that they may be

subject to immediate suspension and/or dismissal. The student also understands that such conduct could result in criminal charges or a civil lawsuit for defamation of character.

- Stealing is a serious offense. Stealing of any kind from the school, fellow students, clients or anyone else will not be tolerated and will result in immediate termination and legal prosecution. In addition, the reason for termination will be recorded on the termination form that is forwarded to the Ohio State Board of Cosmetology.
- The use or possession of any item that is, or resembles, a firearm, explosive, or weapon of any kind that can be used to cause physical injury is prohibited on school property or school sponsored or sanctioned events, including written, spoken, or implied threats of violence against the school, its students, employees, and clients. The result will be immediate dismissal, and the proper authorities will be notified.
- Using foul or abusive language, profane language, sarcastic remarks, inappropriate, disruptive or unprofessional conduct.
- Using electronic, verbal and/or physical abuse of an instructor, a client or another student, threats or intimidation.
- Sexual harassment, innuendoes, conversations, or acts, and racial, ethnic or religious slurs or references will not be tolerated and are means for immediate dismissal without previous warning.
- Intentional defacing or destruction of school, student, client, or staff member's property.
- Using, distributing or trafficking drugs or alcohol on school property, during school hours, or at school sponsored functions is strictly prohibited. The result is immediate termination. We reserve the right to send home any student suspected of being under the influence.
- The use of e-cigarettes, vaping devices, or similar products inside the school is strictly prohibited. Any student observed using an e-cigarette or vaping device inside the school may be suspended. A second violation may result in termination from the school.

DRESS CODE:

The mission of this school is to prepare students to become successful in their chosen field of cosmetology, barbering or massage, to encourage self-growth, motivation, professionalism and prepare them to pass the state licensing exam.

Dressing professionally leads to acting professionally and being treated professionally by your clients, which ultimately leads to success. Our professional dress code is:

- All black clothing.
- Black pants only. Very black jeans permitted, no holes and not faded.
- All black tops: no color or print/artwork on the top; no sleeveless or tank tops.
- A black Raphael's t-shirt can be worn.
- A black Raphael's t-shirt that relates to a special event with print can be worn.
- No white athletic shoes.
- Black Bermuda shorts, black skirt or solid black dress. Must be all black. Not shorter than 3 inches above the knee.
- Absolutely no sweatpants & no hoodies.
- No shoulders may be exposed.
- No leggings, pants, or shorts that are see through or sagging below the hips.
- No hats or headbands that are more than 2 inches wide.
- No scarves of any kind anywhere on the body.
- Pants cannot drag on the floor.
- Shoes or boots cannot be knitted or of sock like material.
- No shoes or boots can have fur exposed.
- No open toe shoes of any kind.
- Hair and makeup must be professional at all times.
- Raphael's black aprons and name tag must be worn at all times. For Barbers, Raphael's black barber smock and name tag must be worn at all times.
- No biker shorts.
- No coats are to be worn after theory has completed.
- No sunglasses are to be worn whether they are covering eyes or on a head.

INTERNSHIP POLICY (Advanced Cosmetologist, Cosmetologist Advanced, Cosmetologist, Esthetician, & Advanced Manicurist programs only):

The Ohio Administrative Code, Rules Governing the Practice of Cosmetology states:

4713-6-02 Eligible participants

1) All schools in good standing with the board may participate in the internship program at their sole discretion. Schools may direct and set limits on total hours and days of the week.
2) The amount of clock hour credit earned by a student in an internship program shall not exceed twenty per cent of the total course hours necessary for completion of the specific program.
3) Students shall have completed at least fifty per cent of their required program hours before they are eligible to participate in the internship program. All hours earned while participating in the internship program shall only be applied to the clinic portion of the student's required curriculum. The following additional restrictions apply:
   a) Students shall only provide certified services. "Certified services" means services that a student has been authorized by the school to provide after successfully passing a theory and practical test for each service rendered to the public.
   b) Students shall be in good standing at the school.
   c) Students shall have written permission from their parents, if they are minors; and
   d) Students shall have met the school's eligibility requirements.
4) Licensed facilities shall have a licensee with at least one or more years of experience within the scope of practice of the intern present in the facility.
   a) At no time shall an intern work in a salon without an experienced licensee as set forth in this rule being present and in direct and immediate supervision of the work of the intern.
   b) A licensed facility shall only provide training to an intern for services that are offered to the public as part of the facility's service menu.
5) Schools or salons that violate any part of Chapter 4713-6 of the Administrative Code shall be ineligible to participate in the internship program for one year after the violation has been resolved.

School's Eligibility Requirements

1) Students must be in Satisfactory Progress in all areas as follows:
   a) Currently hold an attendance percentage at or above 75%.
   b) Current and satisfactory on all chapter tests and scheduled counselings. This will be verified by instructors.
   c) Must maintain their contracted schedule. The schedule at the salon/spa must not be during contracted school hours.
2) If a student transferred hours to Raphael's School of Beauty Culture from another school that is located in the state of Ohio and licensed by the Ohio State Cosmetology and Barber Board or if the student holds a valid current license from the state of Ohio whose hours were given as credit at the time of enrollment, those hours will be included in the accumulative hours. Hours transferred from a school located in another state, or hours credited at the time of enrollment from an existing license from another state will not be included accumulative hours.
3) If a student who is participating in the internship program drops below satisfactory status, they will be pulled from the program.
4) The salon must add Raphael's School of Beauty Culture to their insurance as a rider (certificate holder) for liability only. This is to protect the school since the student is not an employee of the salon while interning but rather belongs to the school. The fee for this is usually minimal. However, please check with your insurance agent. If your agent has any questions, please invite him/her to call Student Services at the Boardman location.
5) The salon must request a copy of the "Certificate of Insurance" showing that Raphael's School of Beauty Culture has been added. This is usually shown in the lower left-hand corner of the Certificate of Insurance. Please fax or mail a copy of the certificate to our Boardman location with attention to Student Services.
6) Once the certificate is received, Student Services will send an application with the student for the salon to fill out. Please be sure to include the salon's address and phone number at the top of the first page and to sign the last page. When completed application is received, Student Services will finish the paperwork and send everything needed to State Board. The approved name badge usually arrives at the appropriate campus in 1 to 3 weeks, depending on how busy they are at State Board.
7) Students must wear their name badge sent from State Board at all times while in the salon.
8) Students are to keep a record of time spent in the salon on the forms provided to them and it must be initialed by the salon owner or manager. These records must be turned in to the school by the student on the first of each month in order to receive credit for the hours. Also, it is important to follow the schedule that we turn in to State Board in case of a surprise State Board inspection.
9) A student may not complete over 10% of their contracted program hours as intern hours.

TUITIONS: Prices are in effect as of October 1, 2025.

Advanced Cosmetologist Course (1800 hrs.)	
Tuition ($12.64 per hour)	$22,760.00
Registration Fee	$100.00
Technology Fee	$960.00
Books, Kits and Supply Usage	*$3,140.00
Total	$26,960.00

Cosmetologist Course (1500 hrs.)	
Tuition ($11.00 per hour)	$16,500.00
Registration Fee	$100.00
Technology Fee	$878.00
Books, Kits and Supply Usage	*$2,490.00
Total	$19,968.00

Cosmetologist Advanced Course (300 hrs.)	
Tuition ($10.15 per hour)	$3,045.00
Registration Fee	$100.00
Technology Fee	$168.00
Books, Kits and Supply Usage	*$505.00
Total	$3,818.00

Advanced Esthetician Course (750 hrs.)	
Tuition ($17.26 per hour)	$12,945.00
Registration Fee	$100.00
Technology Fee	$572.00
Books, Kits and Supply Usage	*$2,700.00
Total	$16,137.00

Advanced Manicurist Course (300 hrs.)	
Tuition ($9.80 per hour)	$2,940.00
Registration Fee	$100.00
Technology Fee	$194.00
Books, Kits and Supply Usage	*$1,216.00
Total	$4,450.00

Barbering Course (1800 hrs.) - Niles	
Tuition ($9.80 per hour)	$21,763.00
Registration Fee	$100.00
Technology Fee	$960.00
Books, Kits and Supply Usage	*$2,640.00
Total	$25,463.00

Barbering Course (1000 hrs.) - Niles	
Tuition ($9.80 per hour)	$10,076.00
Registration Fee	$100.00
Technology Fee	$573.00
Books, Kits and Supply Usage	*$2,281.56
Total	$13,030.56

Barbering Course (500 hrs.) - Niles	
Tuition ($9.80 per hour)	$5,040.00
Registration Fee	$100.00
Technology Fee	$573.00
Books, Kits and Supply Usage	*$682.85
Total	$5,825.85

Massage Therapy Course (900 hrs.) – Boardman	
Tuition ($14.39 per hour)	$12,952.00
Registration Fee	$100.00
Licensing Fee	$475.00
Technology Fee	$566.00
Books, Kits and Supply Usage	$1,686.00
Tax	$126.45
Total	$15,905.45

Massage Therapy Schedule of Fees

Term 1 Cost		**Term 2 Cost**	
Tuition	$3,597.78	Tuition	$3,597.77
Registration Fee	$27.78	Registration Fee	$27.78
Technology Fee	$157.22	Technology Fee	$157.22
License Fee	$131.95	License Fee	$131.95
Book, Kits and Supply Usage	$468.33	Book, Kits and Supply Usage	$468.33
Tax	$35.12	Tax	$35.13
Total	$4,418.18	Total	$4,418.18
Term 3 Cost		**Term 4 Cost**	
Tuition	$3,597.77	Tuition	$2,158.68
Registration Fee	$27.78	Registration Fee	$16.66
Technology Fee	$157.22	Technology Fee	$94.34
License Fee	$131.94	License Fee	$79.16
Book, Kits and Supply Usage	$468.34	Book, Kits and Supply Usage	$281.00
Tax	$35.12	Tax	$21.08
Total	$4,418.17	Total	$2,650.92

*Sales tax must be applied at county tax rates for Books and Supplies. Trumbull County: 6.75%; Mahoning County: 7.5%; Stark County: 6.5%; Medina County: 6.75%; Cuyahoga County: 8.0%.; Lake County: 7.25%; Student kits are subject to item substitution due to manufacturer availability. Value will remain the same.

A down payment is required at the time of enrollment for all courses. Student payments may be paid in the form of cash, credit-debit card, check, money order, Pell, and Direct Loans. Any Title IV disbursement intended for the student will also be credited to their account. We do not accept down payments from third-party sources, with the exception of BVR, VA, scholarships and payments made on behalf of wards of the court. An exception to this policy may be made by the school Director on a case-by-case basis, provided the prospective student can prove an extenuating circumstance exists.

COURSE OUTLINES & POLICIES THAT APPLY TO THESE PROGRAMS: Cosmetologist, Cosmetologist Advanced, Esthetician, Esthetician Advanced, Manicurist Advanced, Barbering (Both 1800 and 1000 Hour Program), and Barber Teacher

Grading Procedure:
The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100%	=	A	Excellent
80 - 89%	=	B	Good
70 - 79%	=	C	Satisfactory
69 & below	=	F	Failing

Attendance: The school opens for students at 8:00 a.m. to allow students to make up for missed hours. The classes are from 9:00 a.m. to 5:00 p.m. on Monday through Friday. Students may attend full time at 28, 32, or 34 hours per week or part time at 19 hours per week. Evening classes are only available at the Niles campus from 4:00 p.m. to 9:00 p.m. Any students attending less than 67% of their scheduled hours at their specified SAP evaluation point are placed on warning or probation, as applicable.

Course Evaluation: The students are evaluated, counseled and graded using written and practical tests at specific hours of attendance or at any time a student or instructor feels the need to counsel the student. The students are informed of evaluations at those times on report cards.

Evaluation Schedule

Cosmetologist	450 hours	900 hours	1200 hours
Barber	450 hours	900 hours	1350 hours
Advanced Cosmetologist	450 hours	900 hours	1350 hours
Cosmetologist Advanced	150 hours		
Advanced Manicurist	150 hours		
Advanced Esthetician	375 hours		

Distance Learning: Students are able to complete up to 20% of the course online as distance learning; all distance learning hours must be completed at least two weeks prior to the student's graduation. Hours allowed in each subject area are indicated by parentheses in the curriculum hourly breakdown for the course. Raphael's School of Beauty Culture utilizes online applications to allow students to gain distance learning hours. These applications include PivotPoint LAB and FAME Attendance Tracker. These applications include the entirety of the PivotPoint textbook in combination with interactive activities, allow for integration with external internet sources, feature video broadcasting if desired, and include assigning of classwork within the applications. Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. Email and Klass App are also used for additional communication between instructors and students. In order for students to successfully participate in the distance education, the student must have the following items accessible:

Hardware – A device with internet access, a camera, and microphone.
Software – A web browser to access PivotPointLAB and FAME Attendance Tracker. A note taking software of the student's choice.

Flexible Learning Hours: Flexible learning hours are hours that can be used throughout the curriculum at the school's discretion. These can be used to create an individualized learning plan or for internship hours.

References: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

COSMETOLOGIST CURRICULUM: SOC Code: 39-5012

Text: PivotPoint Fundamentals: Cosmetology, $251.00; Raphael's Cosmetologist Advanced Handbook, $35.00

Course Description: The 1500-hour Cosmetologist course prepares all graduates for the Ohio State Board examination to become a licensed cosmetologist. The course study includes haircutting and styling, manicuring, make-up and facials, hair coloring, permanent waving, scalp and hair treatments, and other important areas of cosmetology. Our school also has a large clinic open to the public and is supervised by licensed instructors. Completion of the subjects listed below will prepare the student to take the State Board examination and become a licensed cosmetologist for an entry-level position in a salon as an independent contractor. The Ohio State Cosmetology and Barber Board does not require an advanced license to work alone in a salon. This course is taught in English.

Course Goals & Educational Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matters to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

Teaching And Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course. Clock hours may be obtained through web-based education.

SUBJECT AREA 1500 Hour Cosmetologist Portion	Core Hours 1500	CLINIC HRS	THEORY HRS
General Sciences Infection Control Principles/Practices; Universal Precautions; Anatomy; Electricity & Chemistry Basics	80	40	20
Properties of the Hair & Scalp/Trichology Disorders/Diseases; Hair Texture/Wave Patterns; Chemistry	80	40	20
Hair Procedures/Practices/Styling Client Protection; Shampoos/Rinses/Treatments; Wet/Finish/Formal Hair Styling; Thermal Styling Techniques; Braiding; Wigs & Hair Additions	140	80	40
Haircutting Haircutting Basics; Haircutting Techniques; Tools (Shears/Razor/Texturizing/Clippers/Trimmers)	230	115	57.5
Chemical Procedures/Practices/Products Chemical Texturizing (Permanent Wave/Chemical Relaxers/Curl Re-forming/Corrections); Hair Coloring (Single Process/Lightening/Toner/Special Effects)	390	195	97.5
Nail Procedures & Practice Nail Anatomy; Diseases/Disorders/Conditions; Tools/Equipment; Basic Manicure and Pedicure; Nail Enhancements/Maintenance; Massage	120	60	30
Skin Care Procedures & Practices Skin Anatomy; Diseases/Disorders/Conditions; Basic Facial Procedures/Skin Type/Products; Hair Removal; Tools/Equipment; Makeup	370	185	92.5
Artificial Lashes	10	5	2.5
Salon Operations & Communications Skills Salon Operation & Management; Career Development/Professional Image/Communication/Life Skills; Ohio Administrative Code & Ohio Revised Code; Inspection/Enforcement/Policies/Procedures; Continuing Education; Human Trafficking (1 Hour)	80	40	20
Total Hours	**1500**	**760**	**380**
Flexible Learning Hours	**360**		
Total Curriculum Hours	**1500**		
Distance Learning Hours (Theory Only)	**300 Available**		

COSMETOLOGIST ADVANCED - CURRICULUM:

Text: Raphael's Cosmetologist Advanced Handbook, $35.00; PivotPoint Fundamentals: Cosmetology, $251.00
For more information on pricing, previous editions and other formats, visit www.cengage.com/highered and search by ISBN #, keyword, title, or author for the material of your choice.

Course Description: In this course the students are trained to deal with common management problems and issues. They are also taught good business techniques and practices as well as potential salon problems and their correction and prevention. This course will prepare the student to take the Ohio State Board exam to become a licensed Advanced Cosmetologist for an entry-level position in a salon as an independent contractor. The Ohio State Cosmetology and Barber Board does not require an advanced license to work alone in a salon. Our school offers an advanced licensing program to give our students additional training in salon management and operations. This course is taught in English.

Course Goals & Educational Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the advanced analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matters to assure sound judgments, decisions, and procedures.

To ensure continued career success, Raphael's School of Beauty Culture offers free continuing education for life to all graduates to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

Teaching And Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

SUBJECT AREA 300 Hour Advanced Cosmetologist Portion	Core Hours 300	CLINIC HRS	THEORY HRS
Cosmetology Laws & Rules – Cosmetologist Advanced Ohio Revised Code Statutes; Ohio Administrative Rules; License & Permit Policy & Procedures; Continuing Education Policies & Procedures; Inspection & Enforcement Policies & Procedures	10	0	10
Public Health & Safety – Cosmetologist Advanced Sanitation Practices & Procedures; Sterilization Practices & Procedures; Dispensary Operations & Procedures; Bacteriology, Contagious & Communicable Disease Control; Salon Operations & Procedures; Consumer & Product Safety	50	25	12.5
Advanced Techniques – Cosmetologist Advanced Advanced Techniques/Services; Salon Supervision & Management; Specialized Equipment Use & Control; Product & Service Sales Training; Communication Skills	240	120	60
Total Hours	**300**	**145**	**82.5**
Flexible Learning Hours	**72.5**		
Total Curriculum Hours	**300**		
Distance Learning Hours (Theory Only)	**60 Available**		

ESTHETICIAN - CURRICULUM*:* SOC Code: 39-5094

Text: PivotPoint Fundamentals: Esthetics, $266.00; Raphael's Cosmetologist Advanced Handbook, $35.00

Course Description: The 600-hour Esthetician course prepares all graduates for the Ohio State Board examination to become a licensed Esthetician. The course study includes skin care, make-up, facials, massage, and other important areas of esthetician. This course is also designed to teach students all areas of salon management, such as hiring new employees, payroll taxes, etc. Our school also has a large clinic open to the public and is supervised by licensed instructors.
Completion of the subjects listed below will prepare the student to take the State Board examination and become a licensed esthetician for an entry-level position in a salon as an independent contractor. The Ohio State Cosmetology and Barber Board does not require an advanced license to work alone in a salon. Our school offers an advanced licensing program to give our students additional training in salon management and operations. This course is taught in English.

Course Goals & Education Objectives*:* Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of cleansing the face, steaming the face, massaging the face, application of a mask, tweezing, waxing, and make-up application.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matters to assure sound judgments, decisions, and procedures.

To ensure continued career success, Raphael's School of Beauty Culture offers free continuing education for life to all graduates to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

Teaching And Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course. Clock hours may be obtained through web-based education.

SUBJECT AREA **600 Hour Esthetician Portion**	**Core Hours 600**	**CLINIC HRS**	**THEORY HRS**
General Sciences Infection Control Principles/Practices; Universal Precautions; Anatomy; Electricity & Chemistry Basics	50	25	12.5
Skin Sciences Diseases and Disorders; Skin Analysis; Physiology and Histology of the Skin; Skin Care Products/Chemistry/Ingredients	60	30	15
Skin Care Procedures & Practices Basic Facials; Massage; Mask; Chemical Peels; Chemistry; Products	320	160	80
Hair Removal	40	20	10
Makeup Products; Application; Color Theory; Brow Tinting	30	15	7.5
Facial Machines & Equipment	40	20	10
Artificial Lashes/Extensions	10	5	2.5
Salon Operations & Communication Skills Salon Operation & Management; Career Development/Professional Image/Communication/Life Skills; Ohio Administrative Code & Ohio Revised Code; Inspection/Enforcement/Policies/Procedures; Continuing Education; Human Trafficking (1 Hour)	50	25	12.5
Total Hours	**600**	**300**	**150**
Flexible Learning Hours	**150**		
Total Curriculum Hours	**600**		
Distance Learning Hours (Theory Only)	**120 Available**		

ESTHETICIAN ADVANCED - CURRICULUM*:* SOC Code: 39-5094

Text: PivotPoint Fundamentals: Esthetics, $266.00; Raphael's Cosmetologist Advanced Handbook, $35.00

Course Description: The 150-hour Esthetician Advanced course prepares all graduates for the Ohio State Board examination to become a licensed Advanced Esthetician. The course study includes skin care, make-up, facials, massage, and other important areas of esthetician. This course is also designed to teach students all areas of salon management, such as hiring new employees, payroll taxes, etc. Our school also has a large clinic open to the public and is supervised by licensed instructors.
Completion of the subjects listed below will prepare the student to take the State Board examination and become a licensed Advanced esthetician for an entry-level position in a salon as an independent contractor. The Ohio State Cosmetology and Barber Board does not require an advanced license to work alone in a salon. Our school offers an advanced licensing program to give our students additional training in salon management and operations. This course is taught in English.

Course Goals & Education Objectives*:* Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of cleansing the face, steaming the face, massaging the face, application of a mask, tweezing, waxing, and make-up application.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matters to assure sound judgments, decisions, and procedures.

To ensure continued career success, Raphael's School of Beauty Culture offers free continuing education for life to all graduates to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

Teaching And Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course. Clock hours may be obtained through web-based education.

SUBJECT AREA **150 Hour Advanced Esthetician Portion**	**Core Hours 150**	**CLINIC HRS**	**THEORY HRS**
Cosmetology Laws & Rules – Esthetician Advanced Ohio Revised Code Statutes; Ohio Administrative Rules; License & Permit Policy & Procedures; Continuing Education Policies & Procedures; Inspection & Enforcement Policies & Procedures	10	0	10
Public Health & Safety – Esthetician Advanced Sanitation Practices & Procedures; Sterilization Practices & Procedures; Dispensary Operations & Procedures; Bacteriology, Contagious & Communicable Disease Control; Salon Operations & Procedures; Consumer & Product Safety	50	25	12.5
Advanced Techniques – Esthetician Advanced Advanced Techniques/Services; Salon Supervision & Management; Specialized Equipment Use & Control; Product & Service Sales Training; Communication Skills	90	45	22.5
Total Hours	**150**	**70**	**45**
Flexible Learning Hours	**45**		
Total Curriculum Hours	**150**		
Distance Learning Hours (Theory Only)	**30 Available**		

MANICURIST - CURRICULUM: SOC Code: 39-5092

Text: PivotPoint Fundamentals: Nails, $161.30; Raphael's Cosmetologist Advanced Handbook, $35.00
For more information on pricing, previous editions and other formats, visit www.cengage.com/highered and search by ISBN #, keyword, title, or author for the material of your choice.

Course Description: The 200-hour Manicurist course has been established for students who are only interested in the nailcare area of cosmetology. During this course, each student will be introduced to nail structure and manicuring techniques with ample opportunity to apply these techniques to patrons in the clinic. Training in artificial nail application and maintenance, nail wrapping and nail tips are included in the course. This course is also designed to teach students all areas of salon management, such as hiring new employees, payroll taxes, etc. They are taught good business techniques and practices as well as potential salon problems and their correction and prevention. This course will prepare the student to take the Ohio State Board exam to become a licensed Manicurist for an entry-level position in a salon as an independent contractor. The Ohio State Cosmetology and Barber Board does not require an advanced license to work alone in a salon. Our school offers an advanced licensing program to give our students additional training in salon management and operations. This course is taught in English.

Course Goals & Educational Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of a manicure, pedicure and several different types of artificial nails, as well as manage a manicuring salon.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, Raphael's School of Beauty Culture offers free continuing education for life to all graduates to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

Teaching And Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

SUBJECT AREA 200 Hour Manicurist Portion	Core Hours 200	CLINIC HRS	THEORY HRS
General Sciences Infection Control Principles/Practices; Universal Precautions; General Anatomy; Nail Structure & Growth; Nail Diseases & Disorders; Electricity & Chemistry Basics	40	20	10
Nail Care Client Protection; Client Consultation; Basic Manicure; Basic Pedicure; Massage; Tools/Equipment; Color Theory; Polish	70	35	17.5
Nail Enhancements Application/Procedures/Maintenance/Repair (Wraps/Tips); Monomer and Polymer Nail Enhancements; UV Gel; Electric Filing; Product Chemistry; Embellishments	70	35	17.5
Salon Operations & Communication Skills Salon Operation & Management; Career Development/Professional Image/Communication/Life Skills; Ohio Administrative Code & Ohio Revised Code; Inspection/Enforcement/Policies/Procedures; Continuing Education; Human Trafficking (1 Hour)	20	10	5
Total Hours	**200**	**100**	**50**
Flexible Learning Hours	**50**		
Total Curriculum Hours	**200**		

MANICURIST ADVANCED - CURRICULUM: SOC Code: 39-5092

Text: PivotPoint Fundamentals: Nails, $161.30; Raphael's Cosmetologist Advanced Handbook, $35.00
For more information on pricing, previous editions and other formats, visit www.cengage.com/highered and search by ISBN #, keyword, title, or author for the material of your choice.

Course Description: The 100-hour Manicurist Advanced course has been established for students who are only interested in the nailcare area of cosmetology. During this course, each student will be introduced to nail structure and manicuring techniques with ample opportunity to apply these techniques to patrons in the clinic. Advanced training in artificial nail application and maintenance, nail wrapping and nail tips are included in the course. This course is also designed to teach students all areas of salon management, such as hiring new employees, payroll taxes, etc. They are taught good business techniques and practices as well as potential salon problems and their correction and prevention. This course will prepare the student to take the Ohio State Board exam to become a licensed Advanced Manicurist for an entry-level position in a salon as an independent contractor. The Ohio State Cosmetology and Barber Board does not require an advanced license to work alone in a salon. Our school offers an advanced licensing program to give our students additional training in salon management and operations. This course is taught in English.

Course Goals & Educational Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of a manicure, pedicure and several different types of artificial nails, as well as manage a manicuring salon.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, Raphael's School of Beauty Culture offers free continuing education for life to all graduates to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

Teaching And Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

SUBJECT AREA **100 Hour Advanced Manicurist Portion**	**Core Hours 100**	**CLINIC HRS**	**THEORY HRS**
Cosmetology Laws & Rules – Manicurist Advanced Ohio Revised Code Statutes; Ohio Administrative Rules; License and Permit Policy & Procedures; Continuing Education Policies & Procedures; Inspection and Enforcement Policy & Procedures	10	0	10
Public Health & Safety – Manicurist Advanced Sanitation Practices & Procedures; Sterilization Practices & Procedures; Dispensary Practices & Procedures; Bacteriology, Contagious & Communicable Disease Control; Salon Operations & Procedures; Consumer & Product Safety	40	20	10
Advanced Techniques – Manicurist Advanced Advanced Techniques/Services; Salon Supervision & Management; Specialized Equipment, Use & Control; Product & Service Sales Training; Communication Skills	50	25	12.5
Total Hours	**100**	**45**	**32.5**
Flexible Learning Hours	**22.5**		
Total Curriculum Hours	**100**		

BARBERING COURSE (1800 hours) *available at the Niles location only: SOC Code: 39-5011

Text: PivotPoint Fundamentals: Barbering, $276.00

Course Description: The 1800-hour Barbering course prepares all graduates for the Ohio State Board examination to become a licensed barber. The course study includes men's haircutting, razor cutting, styling, coloring, hair relaxing, permanent waving, long haircutting, hot oil shampoo, facials and other important areas of Barbering. This course is also designed to teach students all areas of being a shop manager such as hiring new employees, payroll taxes, etc. Our school is supervised by licensed instructors. Completion of the subjects listed below will prepare the student to take the State Board examination and become a licensed Barber. This course is taught in English.

Instructional Method: Instruction is comprised of demonstrations, practical/hands-on, field trips, guest speakers, and audio/visual demonstrations. Clock hours may be obtained through web-based education.

Course Objective: To provide a well-rounded educational program which will fit the needs and demands of the barber profession, which includes all services that may be requested by the clientele of a barber shop. To provide students with the theory and practical knowledge of regular haircuts, the creation of modern hairstyles with unity and balance, the hair and scalp care, permanent hair coloring, shaving, and all other important areas of Barbering. To prepare the students to successfully pass the Ohio State Barber licensing examination and train students to become successfully employed as a barber stylist, including training in the business methods required for operating a barber shop.

SUBJECT AREA 1800 Hours Barbering	Core Hours 1800	CLINIC HRS	THEORY HRS
General Sciences Infection Control Principles/Practices; Standard Precautions; General Anatomy and Physiology; Electricity Basics & Chemistry Basics	80	40	20
Properties of the Hair & Scalp Diseases & Disorders; Hair Structure; Chemistry	80	40	20
Hair Procedures/Practices/Treatments Shampoos/Rinses/Treatments; Draping; Hair Replacement	40	20	10
Haircutting Haircutting I - Basics/Tapers; Haircutting II—Style/Trend Cuts; Haircutting III—Styling; Haircutting Techniques; Barber Implements/Tools	600	300	150
Chemical Procedures/Practices/Products Chemical Texturizing (Permanent Wave/Chemical Relaxers); Hair Coloring (Single/Double Process, Lighteners/Bleach, Toners/Special Effects); Color Theory	300	150	75
Facial Shaving & Beard Trimming Identifying Facial Shaving Areas; Razor Positions & Strokes; Body Positioning; Types of Shaves; Beard Trimming; Honing & Stropping	400	200	100
Skin Care Procedures & Practices Basic Facial Procedures/Skin Type/Products; Skin Anatomy; Structure/Diseases/Disorders/Conditions	200	100	50
Shop Operations & Communications Skills Shop Operation & Management; Career Development/Professional Image/Communication/Life Skills; Ohio Administrative Code & Ohio Revised Code; Inspection/Enforcement/Policies/Procedures; Continuing Education; Barber History; Human Trafficking (1 Hour)	100	50	25
Total Hours	**1800**	**900**	**450**
Flexible Learning Hours	**450**		
Total Curriculum Hours	**1800**		
Distance Learning Hours (Theory Only)	**360 Available**		

MASSAGE THERAPY COURSE (900 hours) *available at the Boardman location only: SOC Code: 31-9011

Text: Applied Anatomy and Physiology for Manual Therapists; ISBN 978-0-99826-636-7; $77.95
Applied Anatomy and Physiology for Manual Therapists Study Guide; ISBN 978-0-99826-637-4; $34.95
Theory & Practice of Therapeutic Massage, 6th Edition (with MindTap); ISBN 978-1-285-18755-6; $314.90
Trail Guide Series Essentials (textbook & workbook); ISBN 978-0-9968359-1-6; $95.90
Trail Guide to the Body Flashcards Volume 1; ISBN 978-0-9829786-7-2; $21.95
Trail Guide to the Body Flashcards Volume 2; ISBN 978-0-9829786-8-9; $21.95
For more information on pricing, previous editions and other formats, visit www.cengage.com/highered and search by ISBN #, keyword, title, or author for the material of your choice.

Course Description: This curriculum and program of study is designed to instruct a student in massage therapy and prepare the student for employment as a massage therapist. This course is taught in English.

Instructional Method: Instruction is comprised of demonstrations, practical/hands-on, field trips, guest speakers, and audio/visual demonstrations.

Program Objective: The objective of the Massage Therapy program is to provide instruction in this growing service area in the beauty salon. After completing this program, a student will be qualified to be employed in a salon as massage therapist providing massage services.

Curriculum:

SUBJECT AREA	CLINIC HRS	NON-CLINIC HRS
Anatomy/Physiology	25	225
Kinesiology	50	50
HIV/AIDS		8
Massage Overview		13
Effects, Benefits, Indications	5	10
Equipment	1	5
Procedure for Massage	12	8
Ethics	25	50
Infection Control & Safety	8	7
Massage Movements	20	7
Preparations for the Practitioner	5	5
Hydrotherapy	6	4
Massage in Spas	6	4
Therapeutic Procedures	12	5
Ohio Statutes/Laws		6
Business/Appointments	4	30
Clinical Techniques	10	4
Lymph Massage	6	4
Sports Massage	10	5
Special Populations	10	4
Massage in Medicine	5	5
Other Therapeutic Techniques	15	6
Clinical Massages	100	
Program Review/Exam Prep		100
Anatomy/Physiology (50 hrs.)		
Massage (50 hrs.)		
Total	**335**	**565**

Academic Term:

Term 1: 0-250 Hours	Hours
Anatomy/Physiology	70
Kinesiology	30
Massage	85
Massage Procedure	20
Ethics	20
Infection Control	15
Program Review/Exam Prep	10

Term 2: 251-500 Hours	Hours
Anatomy/Physiology	75
Kinesiology	20
Massage	55
Ethics	30
Massage in Spa Setting	10
Other Techniques/Populations	35
Program Review/Exam Prep	25

Term 3: 501-750 Hours	Hours
Anatomy/Physiology	75
Kinesiology	20
Massage	6
Ethics/Business	50
Lymph Massage	10
Massage in Medicine	10
Sports Massage	15
HIV/AIDS	8
Clinical Techniques	14
Therapeutic Procedures	17
Program Review/Exam Prep	25

Term 4: 751-900	Hours
Anatomy/Physiology	30
Kinesiology	30
Massage	35
Ethics/Ohio Statutes/Laws	15
Program Review/Exam Prep	40

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