

## AGENDA

### CONNECTICUT EXAMINING BOARD FOR BARBERS, HAIRDRESSERS AND COSMETICIANS

Monday, November 30, 2020 at 9:30 AM  
Department of Public Health  
410 Capitol Avenue, Hartford, CT

#### CALL TO ORDER

#### I. Minutes

Review and approval of the minutes from April 27, 2020.

#### II. New Business

##### A. School Approval

- *Ace Cosmetology and Barber Training, Meriden, CT (New Program)*
- *MC Barber Academy, Berlin CT (Change of Location)*

##### B. airdressing curriculum updates

*Christian Andresen, Section Chief, Practitioner Licensing and Investigation*

##### C. Online Instruction

*Stephen Carragher, Public Health Services Manager, Practitioner Licensing*

##### D. Temporary Licensure Proposal

*International Institute of Cosmetology*

##### E. Schedule hearing Dates for 2021

#### ADJOURN

**This meeting will be held by video conference.**

Examining Board For Barbers, Hairdressers And Cosmeticians via Microsoft Teams

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 860-840-2075](tel:+18608402075) Phone Conference ID: 558 705 118#

The following minutes are draft minutes which are subject to revision and which have not yet been adopted by the Board.

A meeting of the **Connecticut Board for Barbers, Hairdressers and Cosmeticians** was held by telephone conference on Monday, April 27, 2020.

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**BOARD MEMBERS PRESENT:** Peter Aiello, M.B.  
Francine Austin, H/C  
Donald P. Carrozzella, H/C  
Linda Duncan  
Raymond J. Mastrangelo, M.B  
Joe Mazzoccoli, M.B

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**BOARD MEMBERS PRESENT:**

The meeting was called to order at 9:30 a.m. All participants were present by telephone conference.

**I. MINUTES**

The minutes of the January 27, 2020 meeting were reviewed. Mr. Mazzoccoli, made a motion, seconded by Mr. Carrozzella, that the minutes be approved. The motion passed.

**II. New Business**

School Approval

- Branford Academy of Hair & Cosmetology – Bridgeport, CT

Ms. Duncan made a motion, second by Mr. Aiello, recommending approval of a change of location for Branford Academy of Hair & Cosmetology. The motion passed.

- SoNo Academy – South Norwalk, CT

Mr. Carrozzella made a motion, second by Mr. Mazzoccoli, recommending approval of a change of location for Branford Academy of Hair & Cosmetology. The motion passed.

Memorandum of Decision

- Luiciana DeRosa (Unlicensed) – Petition No. 2018-1414

Mr. Mastrangelo made a motion, seconded by Mr. Carrozzella, to adopt the Memorandum of Decision ordering a cease and desist in this matter. The motion passed unanimously

**III. ADJOURNMENT**

The meeting was adjourned at 9:45 a.m. on a motion by Mr. Carrozzella, seconded by Mr. Aiello.

Respectively submitted,  
Linda Duncan  
Connecticut Examining Board for Barbers, Hairdressers and Cosmeticians



*Ace*  
*Cosmetology and Barber*  
**TRAINING CENTER**  
[acecosmetology@yahoo.com](mailto:acecosmetology@yahoo.com)

625 Wolcott St. Unit 7  
Waterbury CT, 06705  
Phone 203-879-9989  
Fax 203-879-0736

915 Main Street  
Hartford CT, 06103  
Phone: 860-206-0316  
Fax: 860-216-0318

370 East Main St  
Ansonia, CT 06401  
Phone: 203-308-2165  
Fax: 203-516-5485

August 14, 2020

State of Connecticut Department of Public Health  
410 Capitol Ave  
Hartford, CT 06134

Dear Esteemed Board Members,

We, the administration her at Ace Cosmetology and Barber Training Centers, at the above listed addresses, in the State of Connecticut, are graciously petitioning to open another campus branch. The new branch will be located at 1231 East Main St. Meriden, CT 06450.

We are looking forward to serving the Meriden area with another location of our school.

Please include our proposal in your next board meeting, as we are eager for your approval.

Warmest Regards,



Gary Olmstead  
Owner and Operator  
Ace Cosmetology and Barber Training Centers

**Office of Higher Education**  
**POSTSECONDARY CAREER SCHOOLS**  
450 Columbus Boulevard, Suite 707  
Hartford, Connecticut 06103  
(860) 947-1816

**POSTSECONDARY CAREER SCHOOL APPLICATION**

<input type="checkbox"/> Occupational School	<input checked="" type="checkbox"/> Barber or Hairdressing School
<input type="checkbox"/> INITIAL APPROVAL	<u>REQUEST FOR REVISION OF AUTHORIZATION</u>
<input type="checkbox"/> RENEWAL OF APPROVAL	
<input type="checkbox"/> NEW BRANCH CAMPUS	
<input type="checkbox"/> NEW ADDITIONAL SITE	
<input type="checkbox"/> CHANGE OF OWNERSHIP	
	<input checked="" type="checkbox"/> New program/Program Change Program Tuition Changes
	<input type="checkbox"/> Change of Location for Main, Branch, or Classroom Site
	<input type="checkbox"/> Change of School Name

School Name: ACE COSMETOLOGY AND BARBER TRAINING CENTERS

School Address: 1231 EAST MAIN ST  
MERIDEN, CT 06451

School Telephone Number: 203-440-0164 Fax Number: 203-440-9191

Name of Contact Person: GARY OLMSTEAD

Email: G.OLMSTEAD@YAHOO.COM

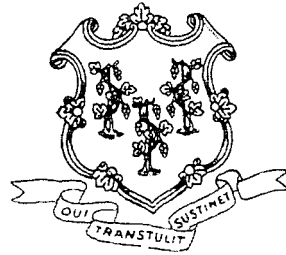
Currently approved schools, only, respond: \_\_\_\_\_

Current Authorization Expires: October 26, 2020

Year First Authorized as a Private Occupational School: 2008

Sections 10a-22a through 10a-22x of the Connecticut General Statutes, as amended by Public Act 11-48, require issuance of a certificate of authorization by the Executive Director of the Office of Higher Education before a postsecondary career school may offer instruction. This application outlines the requirements for both initial approval and renewal of approval. When completing the application, refer to the pertinent statutes and regulations.

STATE OF



CONNECTICUT

OFFICE OF HIGHER EDUCATION

## *Certificate of Authorization*

This is to certify that

*Ace Cosmetology and Barber Training Center*

*625 Wolcott Street, Unit 7*

*Waterbury, Connecticut 06705*

in accordance with the provisions of the Connecticut General Statutes, Sections 10a-22a through 10a-22y, and as amended by Public Act 11-48, inclusive, and the Regulations of State Agencies established thereunder, is approved to operate a private occupational school providing the programs indicated in the listing of approved programs

A handwritten signature in black ink that reads "Keith M. Norton".

Keith M. Norton  
Acting Executive Director  
Office of Higher Education

*Dated October 27, 2017*

*This Certificate Expires October 26, 2020*

**APPLICATION FOR:**

Initial Approval \_\_\_\_\_ Renewal Approval \_\_\_\_\_ New Branch   
Change of Ownership \_\_\_\_\_ New Additional Site \_\_\_\_\_ Change of School Name \_\_\_\_\_

**Connecticut General Statute Under Section 10a-22a to 10a-22k, inclusive, as amended by Public Act 11-48, and Regulations for State Agencies Under Section 10a-22k-1 to 10a-22k-15 inclusive.**

Mark the application fee below that you made out to "Treasurer State of Connecticut" and mailed with the application.

\_\_\_\_\_ Initial Application: fee of \$2,000 (non-refundable) \_\_\_\_\_ Change of School Name (no fee)  
\_\_\_\_\_ Renewal application  
\_\_\_\_\_ Main campus: fee of \$200 (non-refundable)  
\_\_\_\_\_ Each branch: fee of \$200 (non-refundable) \_\_\_\_\_ Additional Site (no fee)  
 New Branch Application: fee of \$200 (non-refundable)  
\_\_\_\_\_ Change of Ownership: fee of \$2,000 per school and \$200 each branch (nonrefundable)  
\_\_\_\_\_ Change of Name: no fee

Name of School: ACE COSMETOLOGY AND BARBER TRAINING CENTERS

Street Address: 1231 EAST MAIN ST

Town: MERIDEN Zip: 06451

Telephone Number: 203-440-0164 Fax Number: 203-440-9191

Effective July 1, 2011 under Connecticut General Statute: The executive director, or the executive director's designee, may conduct any necessary review, inspection or investigation regarding applications for certificates of authorization or possible violations of sections 10a-22a to 10a-22k, inclusive, of the general statutes, as amended by Public Act 11-48, or of any applicable regulations of Connecticut state agencies. In connection with any investigation, the executive director or the executive director's designee, may administer oaths, issue subpoenas, compel testimony and order the production of any record or document.

**BUSINESS STATUS**

Ownership and organization of the school including names and addresses of all principals, officers, members and directors.

If a **proprietorship**, indicate proprietor's name and address below:

<u>GARY OLMSTEAD</u>	<u>625 WOLCOTT ST SUITE 7</u>	<u>WATERBURY, CT 06705</u>
Name	Street Address	Town/State

If a **partnership, board, association or LLC**, list partners/members and their addresses below:

<u>Name</u>	<u>Street Address</u>	<u>Town/State</u>
N/A		
N/A		
N/A		
N/A		
N/A		

If a **corporation or limited liability company**, provide full name: N/A

N/A

State in which incorporated: N/A

Attach a copy of the school's certificate of incorporation or if this is a renewal application include a **certificate of legal existence** with the Connecticut Secretary of the State or other State in which you are incorporated. This form is available by going online at:  
<https://www.concord-sots.ct.gov/CONCORD/online?eid=7000&sn=ColeOnline>

If not applicable, mark here X.

If the school is a corporation listed on a national securities exchange, mark here \_\_\_\_\_.

If the school is a corporation and is not so listed, mark here \_\_\_\_\_.

List below the names and address of all stockholders of the corporation and indicate the percentage of stock owned by each).

<u>Name</u>	<u>Street Address</u>	<u>Town/State</u>	<u>Title</u>	<u>% of Stock</u>
N/A				
N/A				
N/A				
N/A				
N/A				
N/A				

## ADDITIONAL FACILITIES

Name of Approved Institution: ACE COSMETOLOGY AND BARBER TRAINING CENTERS

Address: 625 WOLCOTT ST SUITE 7 WATERBURY, CT 06705

List below all Connecticut locations of any building or premises on which the school is located as a branch or, requiring approval (in the case of a new school). A branch is defined as a subdivision of a school located at a different facility and geographical site from the school, which (1) offers one or more complete programs leading to a diploma or certificate; (2) operates under the school's certificate of operation; (3) meets the same conditions or authorization as the school; and (4) exercises administrative control and is responsible for its own academic affairs at the site. A branch DOES NOT include an additional classroom site, which has no responsibility for the administrative control or academic affairs at the site.

### Branches

Street Address	Town	Zip	Tel
915 MAIN ST	HARTFORD	06103	860-206-0316
370 EAST MAIN ST	ANSONIA	06401	203-308-2165

### Additional Classroom Sites

Street Address	Town	Zip	Tel
N/A			
N/A			
N/A			

### Student Housing

List below all Connecticut locations of any student housing owned, leased, rented or otherwise maintained by the school.

Street Address	Town	Zip	Apt #
N/A			
N/A			

If additional space is needed, use reverse side of this page.



## LETTER OF CREDIT

New applicant schools must provide an irrevocable Letter of Credit in the penal amount of **\$40,000.00** payable to the Connecticut Private Occupational School Student Protection Account (P.O.S.S.P.A.). (The letter of Credit needs to be provided for **twelve (12) years** from the date of initial approval or until the school has paid **\$40,000.00** into said "fund"). A sample Letter of Credit is enclosed. **The Letter of Credit must be issued with its main office or branch located within the State of Connecticut, so if drawn upon, the Letter of Credit is available to that Connecticut Bank.**

If applicable, renewal applicant schools, who have not met the requirements of Section 10a-22c(d) of the Connecticut General Statutes, must attach a copy of their irrevocable Letter of Credit.

If not applicable, identify reason.

  ✓   **twelve years** have elapsed from date of  
initial approval.

or

           in excess of **\$40,000** has been paid into  
the student protection fund.

SEE SAMPLE

**LETTER OF CREDIT MUST BE MAILED CERTIFIED/RETURN  
RECEIPT TO THE FOLLOWING ADDRESS:**

Office of Higher Education  
Postsecondary Career Schools  
450 Columbus Boulevard  
Suite 707  
Hartford, CT 06103

(This must be mailed to the  
Office of Higher Education)

(CERTIFIED RETURN RECEIPT)

SAMPLE

**IRREVOCABLE LETTER OF CREDIT**

(DATE OF LETTER)

<u>BENEFICIARY:</u>	<u>ACCOUNT</u>	<u>PARTY</u>
Private Occupational School Student Protection Fund		(NAME & ADDRESS OF)
Treasurers Account No. 7204		
(Connecticut Default Assurance Fund)		
State of Connecticut		
Office of the Treasurer		
55 Elm Street		
Hartford, CT 06106		

Gentlemen:

We hereby open our Irrevocable Letter of Credit No. \_\_\_\_\_ in your favor available by your drafts drawn on us at sight for any sum or sums not exceeding in total **Forty Thousand and 00/100 U.S. Dollars (\$40,000.00)** for the account of (NAME AND ADDRESS OF ACCOUNT)

Drafts must be sent registered mail and must be accompanied by:

1. A notarized written statement from a purported authorized official of the Beneficiary stating: "We hereby certify that (NAME OF ACCOUNT) has failed to meet its statutory obligation to the Connecticut Default Assurance Fund Treasurers Account #7204, State of Connecticut, Office of the Treasurer, State Capitol, Hartford, CT 06115 (the Private Occupational School Student Protection Fund) as required by Connecticut General Statutes Section 10a-22c(d) and 10a-22u and/or that a tuition refund has been made to a student from the Private Occupational School Student Protection Fund pursuant to Section 10a-22v of the Connecticut General Statutes."
2. Drawing hereunder must be accompanied by the original Letter of Credit and any amendments thereto.

In respect to the written statement required above, (NAME OF BANK) is authorized to accept it as binding and correct without investigation or responsibility for the accuracy, veracity, correctness or validity of the same or any part thereof.

IRREVOCABLE LETTER OF CREDIT NO.  
PAGE 2

Each draft must bear upon its face the clause "Drawn under Letter of Credit No. (DATED) of the (NAME OF BANK)"

It is a condition of this Letter of Credit that it shall be deemed automatically extended without amendment for one (1) year from the present or future expiration date hereof, **subject to the condition in the next paragraph**, unless thirty (30) days prior to the then prevailing expiration date we shall notify you in writing via certified mail that we elect not to renew the subject Letter of Credit for such additional period.

**However, notwithstanding the above, no extension will be granted beyond (DATE 12 YEARS) which is the final expiration date of this Letter of Credit.**

This Letter of Credit sets forth in full the terms of our undertaking to you. Such undertaking shall not in any way be modified, amended, or amplified by reference to any document or instrument referred or related to herein and any such reference shall not be deemed to incorporate herein by reference any such document or instrument.

We hereby engage with drawers and/or bona fide holders that drafts drawn and negotiated in conformity with the terms of this credit will be duly honored upon presentation if presented to the above-mentioned drawee bank on or before (DATE).

In the event the subject Letter of Credit is no longer required prior to the present or future expiration date, please return the original Letter or Credit and any amendments thereto to this office for cancellation.

Except so far as otherwise expressly stated herein, this Letter of Credit is subject to the "Uniform Customs and Practice for Documentary Credits (2007 Revision), International Chamber of Commerce Brochure No. 600."

\_\_\_\_\_  
Print Name of Bank Official

Very

truly yours,

\_\_\_\_\_  
Address                      Bank

\_\_\_\_\_

Official Signature

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Fax No.

## **INSURANCE**

Attach a certificate of insurance, issued by a company authorized to do business in the State, as evidence of coverage in the amount of at least standard underwriting limits (provided by your carrier) which provides coverage for (1) liability to protect students in all school related activities, (2) property damage, and (3) workers' compensation, if applicable.

The certificate must list the address of the main campus, each approved branch, and additional classroom sites. Any student housing owned, leased, rented or otherwise maintained by the school must also be insured with documentation provided.

A certificate of insurance must be filed with the Executive Director annually.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/26/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> TRACY DRISCOLL & CO, INC/PHS 02023075 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78265	<b>CONTACT NAME:</b>		
	PHONE (866) 467-8730 (A/C, No, Ext):	FAX (888) 443-6112 (A/C, No):	
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> ACE COSMOTOLOGY & BARBER TRAINING CENTER LLC 625 WOLCOTT ST STE 7 WATERBURY CT 06705-1343	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC#</b> 29424
	<b>INSURER A:</b> Hartford Casualty Insurance Company		
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYY)	LIMITS	
							DESCRIPTION	AMOUNT
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability			02 SBA EZ0441	07/25/2019	07/25/2020	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
							MED EXP (Any one person)	\$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER						PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COM/OP AGG	\$2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	
							AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH ER
							E.L. EACH ACCIDENT	
							E.L. DISEASE - EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	EMPLOYMENT PRACTICES LIABILITY DESCRIPTION OF OPERATIONS below			02 SBA EZ0441	07/25/2019	07/25/2020	Each Claim Limit	\$5,000
							Aggregate Limit	\$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Those usual to the Insured's Operations.

<b>CERTIFICATE HOLDER</b> PMC Property Group 1608 WALNUT ST STE 1400 PHILADELPHIA PA 19103	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Susan L. Castaneda</i>

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000460 3/5

41 This **Spectrum Policy** consists of the Declarations, Coverage Forms, Common Policy Conditions and any  
04 other Forms and Endorsements issued to be a part of the Policy. This insurance is provided by the stock  
EZ insurance company of The Hartford Insurance Group shown below.  
SBA

**INSURER:** HARTFORD CASUALTY INSURANCE COMPANY  
ONE HARTFORD PLAZA, HARTFORD, CT 06155  
COMPANY CODE: 3



**Policy Number:** 02 SBA EZ0441 DW

**SPECTRUM POLICY DECLARATIONS**

ORIGINAL

**Named Insured and Mailing Address:**  
(No., Street, Town, State, Zip Code)

ACE COSMOTOLOGY & BARBER  
TRAINING CENTER LLC  
625 WOLCOTT ST STE 7  
WATERBURY CT 06705

**Policy Period:** From 07/25/19 To 07/25/20 1 YEAR  
12:01 a.m., Standard time at your mailing address shown above. **Exception:** 12 noon in New Hampshire.

**Name of Agent/Broker:** TRACY DRISCOLL & CO, INC/PHS  
**Code:** 023075

**Previous Policy Number:** 02 SBA EZ0441

**Named Insured is:** LIMITED LIAB CORP

**Audit Period:** NON-AUDITABLE

**Type of Property Coverage:** SPECIAL

**Insurance Provided:** In return for the payment of the premium and subject to all of the terms of this policy, we agree with you to provide insurance as stated in this policy.

**TOTAL ANNUAL PREMIUM IS:** \$3,236

Countersigned by *Suean L. Castaneda*  
Authorized Representative

05/14/19  
Date

00805  
\*3100202EZ04410120



**SPECTRUM POLICY DECLARATIONS (Continued)**

**POLICY NUMBER:** 02 SBA EZ0441

Location(s), Building(s), Business of Named Insured and Schedule of Coverages for Premises as designated by Number below.

**Location:** 003            **Building:** 001

370 EAST MAIN ST  
ANSONIA                      CT 06401

**Description of Business:**  
SCHOOL - BEAUTY, COSMETOLOGY, HAIR DRESSING, BARBER

**Deductible:** \$ 500 PER OCCURRENCE

**BUILDING AND BUSINESS PERSONAL PROPERTY LIMITS OF INSURANCE**

**BUILDING**

NO COVERAGE

**BUSINESS PERSONAL PROPERTY**

REPLACEMENT COST                      \$ 52,300

**PERSONAL PROPERTY OF OTHERS**

REPLACEMENT COST                      NO COVERAGE

**MONEY AND SECURITIES**

INSIDE THE PREMISES                      \$ 10,000  
OUTSIDE THE PREMISES                      \$ 5,000

**SPECTRUM POLICY DECLARATIONS (Continued)**

**POLICY NUMBER:** 02 SBA EZ0441

Location(s), Building(s), Business of Named Insured and Schedule of Coverages for Premises as designated by Number below.

**Location:** 002      **Building:** 001

915 MAIN ST  
HARTFORD                      CT 06103

**Description of Business:**  
SCHOOL - BEAUTY, COSMETOLOGY, HAIR DRESSING, BARBER

**Deductible:** \$ 500 PER OCCURRENCE

**BUILDING AND BUSINESS PERSONAL PROPERTY LIMITS OF INSURANCE**

**BUILDING**

NO COVERAGE

**BUSINESS PERSONAL PROPERTY**

REPLACEMENT COST                      \$ 29,800

**PERSONAL PROPERTY OF OTHERS**

REPLACEMENT COST                      NO COVERAGE

**MONEY AND SECURITIES**

INSIDE THE PREMISES                      \$ 10,000  
OUTSIDE THE PREMISES                      \$ 5,000



**SPECTRUM POLICY DECLARATIONS (Continued)**

**POLICY NUMBER:** 02 SBA EZ0441

Location(s), Building(s), Business of Named Insured and Schedule of Coverages for Premises as designated by Number below.

**Location:** 001      **Building:** 001

625 WOLCOTT ST STE 7  
WATERBURY                      CT 06705

**Description of Business:**

SCHOOL - BEAUTY, COSMETOLOGY, HAIR DRESSING, BARBER

**Deductible:** \$ 500 PER OCCURRENCE

**BUILDING AND BUSINESS PERSONAL PROPERTY LIMITS OF INSURANCE**

**BUILDING**

NO COVERAGE

**BUSINESS PERSONAL PROPERTY**

**REPLACEMENT COST**

\$ 68,200

**PERSONAL PROPERTY OF OTHERS**

**REPLACEMENT COST**

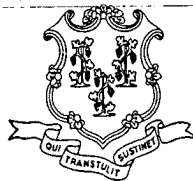
NO COVERAGE

**MONEY AND SECURITIES**

**INSIDE THE PREMISES**  
**OUTSIDE THE PREMISES**

\$ 10,000  
\$ 5,000

Department of Public Safety  
Division of Fire, Emergency & Building Services  
Office of State Fire Marshal

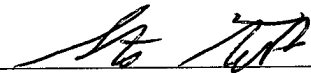


STATE OF CONNECTICUT

On 08.20.2019, the Office of the Meriden Fire Marshal conducted an inspection of located at 1231 East Main Street in Meriden to determine the degree of compliance with the fire safety requirements of Connecticut General Statutes Chapter 541 as authorized by Section 29-305 of the statutes. This facility was evaluated as a existing business as classified by the *CONNECTICUT FIRE SAFETY CODE*. As a result of this inspection, the following conditions were found:

*Ace School. hbt*

- I.  At the time of inspection, no code violations were identified. **Certificate of approval recommended.**
- II.  At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. An acceptable plan of correction was submitted. (*See attached information*) **Certificate of approval recommended.**
- III.  At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. No approved plan of correction was submitted. (*See attached information*) **Certificate of approval NOT recommended.**
- IV.  Based on the extreme hazard to public safety discovered at the time of this inspection, this office is currently seeking an injunction from the court through our Town/City Attorney for the purpose of closing or restricting usage of this facility by the public. (*See attached information*) **Certificate of approval NOT recommended.**

  
Fire Marshal

*8-20-19*  
Date

City or Town: MERIDEN

### ZONING OFFICER APPROVAL

(Complete a separate form for each location, including branches, classroom sites and student housing.)

Complete this page as evidence that the school facility meets all applicable zoning requirements for the municipality in which it is located. NOTE: a new zoning approval is not needed if the branch location, classroom site or student housing has been previously approved by the local zoning officer. Attach a copy of prior approval.

MONICA Holloway , Associate City Planner  
Name of zoning officer Position

has reviewed the plans of Ace Cosmetology and Barbening  
name of school

located at 1231 East Main Street, Mendon, CT  
complete location address (not mail address)

Description of all areas/rooms approved at the above address (including dormitory areas where applicable):

on 1 / 1 / 1 and found the facility to be in compliance with all applicable zoning requirements and has obtained a Zoning Permit from the local Zoning Office for the above facility. If no Zoning Permit is required for the above facility, check here  and sign below.

Comments, if any:

This was Marinello Beauty School and is now going to be Ace Cosmetology & Barbening School. The use is like for like

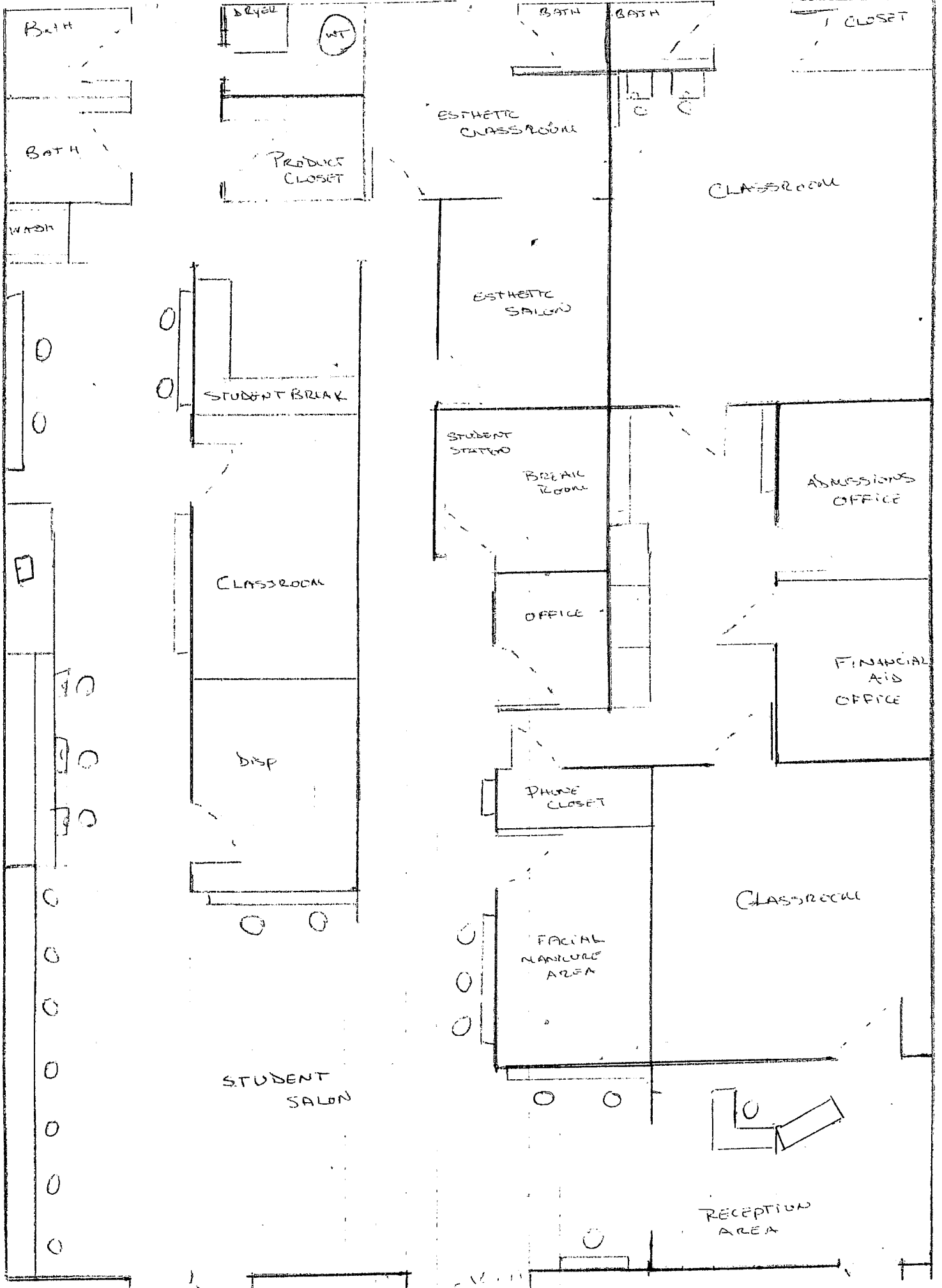
SIGNED: Monica Holloway  
Local Zoning Enforcement Officer

TOWN: City of Mendon

DATE: 9/10/19

(NOTE: Zoning Officer may substitute their own departmental form in favor of this form.)

Office of Higher Education  
Postsecondary Career Schools  
450 Columbus Boulevard, Suite 707  
Hartford, CT 06103



BATH

DRYER

WT

BATH

BATH

CLOSET

BATH

PRODUCT CLOSET

ESTHETIC CLASSROOM

CLASSROOM

WASH

ESTHETIC SALON

STUDENT BREAK

STUDENT STATION

BREAK ROOM

ADMISSIONS OFFICE

CLASSROOM

OFFICE

FINANCIAL AID OFFICE

DISP

PHONE CLOSET

CLASSROOM

FACIAL MANICURE AREA

STUDENT SALON

RECEPTION AREA

## DISCLOSURE OF CRIMINAL RECORD

The School Owner, School Director and Campus Director must each complete this form if they are different individuals. Duplicate as appropriate.

Name of School: ACE COSMETOLOGY AND BARBER TRAINING CENTERS

Name of School Owner: GARY OLMSTEAD

Name of School Director SUZANNE GALVIN

Name of Campus Director RONNIE PRESUTO-BLADYKAS

The executive director may deny a certificate of authorization if the person who owns or intends to operate a private occupational school has been convicted in this state, or any other state, of larceny in violation of section 53a-122 or 53a-123; identity theft in violation of section 53a-129b or 53a-129c; forgery in violation of section 53a-138 or 53a-139; or has a criminal record in this state, or any other state, that the executive director reasonably believes renders the person unsuitable to own and operate a private occupational school. A refusal of a certificate of authorization under this subsection shall be made in accordance with the provisions of sections 46a-79 to 46a-81, inclusive. The executive director or specific designee may perform a background check of any individual identified on this Disclosure.

Please note the section below must be completed and your signature notarized affirming the information is true and correct. Failure to complete this section will result in denial of your application for consideration of approval to operate a postsecondary career school in Connecticut.

1) Have you ever been convicted of larceny ? \_\_\_\_ yes  no  
If you answered yes, please explain in detail below:

2) Have you ever been convicted of identity theft ? \_\_\_\_ yes  no  
If you answered yes, please explain in detail below:

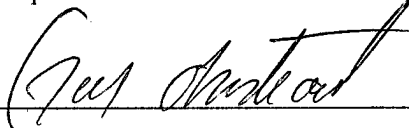
3) Have you ever been convicted of a forgery ? \_\_\_\_yes  no  
If you answered yes, please explain in detail below.

4) Do you have a criminal record in Connecticut or any other state ? yes \_\_\_\_no  
If you answered yes, please explain below:

**Please see attached printouts of convictions.**

AFFIDAVIT:


I, GARY OLMSTEAD, do swear or affirm that the above statements made are complete and correct to the best of my knowledge and belief.

Signature:  Title: OWNER

Print name: GARY OLMSTEAD

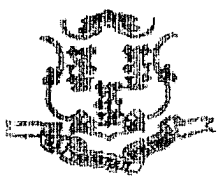
Attested:

Sworn/affirmed and subscribed before me this 29 day of JANUARY, 2020

Notary Public:  ID# \_\_\_\_\_  
**VERONICA A. PRESUTO-BLADYKAS**  
**NOTARY PUBLIC**

Date of commission expiration: \_\_\_\_\_

MY COMMISSION EXPIRES NOV. 30, 2022



# Lookup Detail View

Name

Name

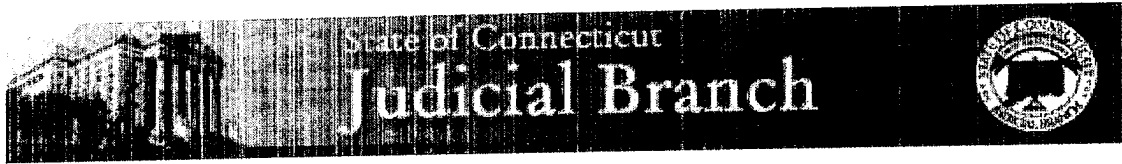
GARY N OLMSTEAD

## License Information

License Information

License Type	License Number	Expiration Date	Granted Date	License Name	License Status		Licensure Actions or Pending Charges
Barber	3962	09/30/2020	04/01/2003	Gary N. Olmstead	ACTIVE	CURRENT	None

Generated on: 1/31/2020 11:01:51 AM



Monday,  
July 15, 2019  
Docket Search  
by Court Location

## Criminal/Motor Vehicle Conviction Case Detail

**Information is accurate as of July 13, 2019 05:09 AM**

Monday,  
July 15, 2019  
Docket Search  
by Defendant

### Defendant Information

Last, First: OLMSTEAD GARY      Represented By: 049579 P. M. RENZULLO  
Birth Year: 1979

Pending Cases  
Search by Defendant

### Docket Information

Docket No: U04W-CR16-0437858-S      Original Arresting Agency: LOCAL POLICE WOLCOTT  
Court: Waterbury GA 4  
Costs: \$15.00 Paid      Original Arrest Date: 4/27/2016  
Sentenced Date: 5/2/2017

Pending Cases  
Search by Docket Number

Convictions Search  
by Defendant

### Overall Sentence Information

A Probation Review was disposed of on 05/01/2018  
Probation with Special Conditions

Convictions Search  
by Docket Number

Attorney/Firm Case List

Attorney/Firm Look-up  
Numbers

Statute	Description	ClassType	Occ	Offense Date	Plea	Verdict Finding	Verdict Date	Fine Fee(s)
53a-181	Breach Of Peace 2nd DegB	Misdemeanor	1	4/23/2016	Nolo Contendere	Guilty	5/2/2017	\$0.00\$0.00

**Sentenced: 6 Months Jail, Execution Suspended, Probation 18 Months**

GA Court Phone  
Numbers

### Modified Sentence Information

Statute	Description	ClassType	Occ	Offense Date	Plea	Verdict Finding	Verdict Date	Fine Fee(s)
53a-181	Breach Of Peace 2nd DegB	Misdemeanor	1	4/23/2016	Nolo Contendere	Probation Terminated	5/1/2018	\$0.00\$0.00

JD Court Phone  
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Monday,  
July 15, 2019  
Docket Search  
by Court Location

## Criminal/Motor Vehicle Conviction Case Detail

**Information is accurate as of July 13, 2019 05:09 AM**

Monday,  
July 15, 2019  
Docket Search  
by Defendant

Defendant Information	
Last, First: OLMSTEAD GARY N	Represented By:
Birth Year: 1979	

Pending Cases  
Search by Defendant

Docket Information			
Docket No:	U04W-CR09-0385488-0	Original Arresting Agency:	LOCAL POLICE WATERBURY
Court:	Waterbury GA 4	Original Arrest Date:	11/1/2009
Costs:	\$15.00 Paid	Sentenced Date:	12/28/2009

Pending Cases  
Search by Docket Number

Convictions Search  
by Defendant

Convictions Search  
by Docket Number

Attorney/Firm Case List

Statute	Description	ClassType	OccOffense	DatePlea	Verdict	Finding	Verdict Date	Fine	Fee(s)
53a-181	Breach Of Peace 2nd DegB	Misdemeanor 1	11/1/2009	Guilty	Guilty		12/28/2009	\$150.00	\$0.00

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by Court Location

## Criminal/Motor Vehicle Conviction Case Detail

*Information is accurate as of July 13, 2019 05:09 AM*

Monday,  
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Docket Search  
by Defendant

<b>Defendant Information</b>	
Last, First: OLMSTEAD GARY N	Represented By: 049579 P. M. RENZULLO
Birth Year: 1979	

Pending Cases  
Search by Defendant

<b>Docket Information</b>			
Docket No: U04W-CR16-0442475-S	Original Arresting Agency: LOCAL POLICE WATERBURY		
Court: Waterbury GA 4	Original Arrest Date: 12/22/2016		
Costs: \$15.00 Paid	Sentenced Date: 5/2/2017		

Pending Cases  
Search by Docket Number

Convictions Search  
by Defendant

<b>Overall Sentence Information</b>
A Probation Review was disposed of on 05/01/2018
Probation with Special Conditions

Convictions Search  
by Docket Number

Attorney/Firm Case List

Attorney/Firm Look-up  
Numbers

Statute	Description	ClassType	Occ	Offense Date	Plea	Verdict Finding	Verdict Date	Fine	Fee(s)
53a-181	Breach Of Peace 2nd DegB	Misdemeanor	1	12/22/2016	Nolo Contendere	Guilty	5/2/2017	\$0.00	\$0.00
<b>Sentenced:</b> 6 Months Jail, Execution Suspended, Probation 18 Months									

GA Court Phone  
Numbers

Statute	Description	ClassType	Occ	Offense Date	Plea	Verdict Finding	Verdict Date	Fine	Fee(s)
53a-181	Breach Of Peace 2nd DegB	Misdemeanor	1	12/22/2016	Nolo Contendere	Probation Terminated	5/1/2018	\$0.00	\$0.00

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by Court Location

## Criminal/Motor Vehicle Conviction Case Detail

**Information is accurate as of July 13, 2019 05:09 AM**

Monday,  
July 15, 2019  
Docket Search  
by Defendant

<b>Defendant Information</b>	
Last, First: OLMSTEAD GARY N	Represented By: 049579 P. M. RENZULLO
Birth Year: 1979	

Pending Cases  
Search by Defendant

<b>Docket Information</b>			
Docket No:	U04W-CR16-0436274-S	Original Arresting Agency:	LOCAL POLICE WATERBURY
Court:	Waterbury GA 4	Original Arrest Date:	1/31/2016
Costs:	\$15.00 Paid	Sentenced Date:	5/2/2017

Pending Cases  
Search by Docket Number

Convictions Search  
by Defendant

<b>Overall Sentence Information</b>
A Probation Review was disposed of on 05/01/2018
Probation with Special Conditions

Attorney/Firm Case List

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Numbers

Statute	Description	ClassType	Occ	Offense Date	Plea	Verdict Finding	Verdict Date	Fine	Fee(s)
53a-181	Breach Of Peace 2nd DegB	Misdemeanor	1	1/31/2016	Nolo Contendere	Guilty	5/2/2017	\$0.00	\$0.00

**Sentenced:** 6 Months Jail, Execution Suspended, Probation 18 Months

GA Court Phone  
Numbers

Statute	Description	ClassType	Occ	Offense Date	Plea	Verdict Finding	Verdict Date	Fine	Fee(s)
53a-181	Breach Of Peace 2nd DegB	Misdemeanor	1	1/31/2016	Nolo Contendere	Probation Terminated	5/1/2018	\$0.00	\$0.00

JD Court Phone  
Numbers

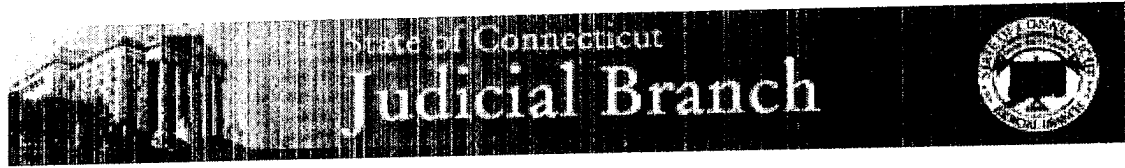
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## Criminal/Motor Vehicle Conviction Case Detail

*Information is accurate as of July 13, 2019 05:09 AM*

Monday,  
July 15, 2019  
Docket Search  
by Defendant

<b>Defendant Information</b>	
Last, First: OLMSTEAD GARY N	Represented By: 049579 P. M. RENZULLO
Birth Year: 1979	

Pending Cases  
Search by Defendant

<b>Docket Information</b>	
Docket No: U04W-CR15-0434908-S	Original Arresting Agency: LOCAL POLICE WATERBURY
Court: Waterbury GA 4	Original Arrest Date: 11/18/2015
Costs: \$15.00 Paid	Sentenced Date: 5/2/2017

Pending Cases  
Search by Docket Number

Convictions Search  
by Defendant

<b>Overall Sentence Information</b>
A Probation Review was disposed of on 05/01/2018
Probation with Special Conditions

Convictions Search  
by Docket Number

Attorney/Firm Case List

Attorney/Firm Look-up  
Numbers

Statute	Description	ClassType	Occ	Offense Date	Plea	Verdict Finding	Verdict Date	Fine	Fee(s)
53a-181	Breach Of Peace 2nd DegB	Misdemeanor	1	11/18/2015	Nolo Contendere	Guilty	5/2/2017	\$0.00	\$0.00
<b>Sentenced: 6 Months Jail, Execution Suspended, Probation 18 Months</b>									

GA Court Phone  
Numbers

<b>Modified Sentence Information</b>									
Statute	Description	ClassType	Occ	Offense Date	Plea	Verdict Finding	Verdict Date	Fine	Fee(s)
53a-181	Breach Of Peace 2nd DegB	Misdemeanor	1	11/18/2015	Nolo Contendere	Probation Terminated	5/1/2018	\$0.00	\$0.00

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## REVOCATION HISTORY

If applicable, indicate below any record of prior involvement by any principal, officer, or director with a school whose certificate has been revoked or privilege to operate a postsecondary career school has been cancelled in Connecticut or any other state.

If not applicable, mark here

If applicable indicate:

Present or Proposed position \_\_\_\_\_

Name of Persons \_\_\_\_\_

Name of School \_\_\_\_\_

Full address of School \_\_\_\_\_

Date of revocation \_\_\_\_\_

Capacity, at that school, in which you acted  
(position) \_\_\_\_\_

Reason for revocation

- School ceased to meet conditions of authorization.
- School committed a material or substantial violation of one or more of CGS 10a-22a, 10a-22b, 10a-22c, 10a-22d, 10a-22e, 10a-22f, 10a-22g, 10a-22h, 10a-22i, 10a-22j, 10a-22k, 10a-22u, 10a-22v, 10a-22w, 10a-22x or the regulation pertaining thereto.
- School made a false statement about a material fact in an application for authorization
- unknown
- other (specify)

**CAMPUS ROSTER**

SCHOOL NAME: ACE COSMETOLOGY AND BARBER TRAINING CENTERS CAMPUS: MERIDEN

Your school must submit the Campus Roster form (s) listing all employees having contact with students (including clerical, administrative, instructional, and recruiting staff) at the main campus and any branches to the Executive Director of the Office of Higher Education. Submit one form per campus. Your school must submit to the Executive Director the current Campus Roster(s) as part of the application for initial approval or renewal approval. Print clearly.

Your school must submit a revised Campus Roster(s) (POSA AP Page 19) to the Executive Director in conjunction with each addition or deletion of an employee having student contact.

	<b>Name of Employee</b>	<b>Position(s) Held</b>
1.	GARY OLMSTEAD	OWNER
2.	SUZANNE GALVIN	SCHOOL DIRECTOR-FINANCIAL AID
3.	SANDI OLMSTEAD	ADMISSIONS
4.	RONNIE PRESUTO BLADYKAS	CAMPUS DIRECTOR
5.	FRANK D'ANGELO	BARBERING INSTRUCTOR
6.	LUCY RODRIGUEZ	COSMETOLOGY INSTRUCTOR
7.		
8.		
9.		
10.		
11.		
12.		

If more space is required continue on separate sheet(s).

This Campus Roster list is complete and accurate. Each employee listed on the Campus Roster meets the minimum requirements for the position in which employed, and specifically as detailed in Regulations Section 10a-22k-5(k) for (a) Director, (b) Instructor, (c) Recruiter, or where required waivers. I understand that the Executive Director shall be informed promptly of any changes in school personnel.

I, as an authorized school official, do swear or affirm that the above statements made in this Campus Roster are complete and correct to the best of my knowledge and belief:

Name of Official: GARY OLMSTEAD Position: OWNER

Signature:  Date: 1/29/2020

## SCHOOL DIRECTOR FORM

SCHOOL NAME: ACE COSMETOLOGY AND BARBER TRAINING CENTERS LOCATION: MERIDEN

Your school must submit one form for the School Director. The School Director has responsibility and control over the main campus and any branches. The school must submit School Director Form as part of the application for initial approval or renewal approval. Print clearly.

The school must submit a revised Campus Roster (POSA AP Page 19) in conjunction with each successive addition and deletion of a School Director.

SCHOOL DIRECTOR NAME: SUZANNE GALVIN

Beginning Date: 5/6/2019 E-mail Address SUEACECOSMETOLGY@YAHOO.COM

### QUALIFICATIONS:

The School Director must complete each question below.

- 1) I hold a high school diploma, or other equivalency recognized by the Board of Education (G.E.D.) Yes  No   
and  
2) I have a minimum of five years experience in the area for which training is offered, Yes  No   
or  
I hold an undergraduate diploma from a four-year college and Yes  No  N/A   
I have a minimum of three years of experience in the area of training being offered.  
or  
If the school offers instruction in an area in which I am not qualified, the department head or supervising instructor shall have the above qualifications. Yes  No  N/A   
and  
3) I am experienced in administration, if yes list number of years 10 Yes  No

EDUCATION AND EXPERIENCE: Attach a current copy of your resume.

- 1) EDUCATION - You must provide at a minimum this information on education:  
- Institution name and address/location  
- Major subject studied  
- Degree/Diploma/Certificate name and date awarded

- 2) EXPERIENCE - You must provide at a minimum information on

- a) relevant experience in the area for which training is offered, and
- b) experience in administration:
  - Employer name and address/location
  - Position held and duties and responsibilities involved
  - Beginning and ending dates including month and year

Teacher Certification - attach a copy of teaching license and detail here the subject(s) in which authorized to give instruction and any expiration date:

\_\_\_\_\_ None or N/A   x  

Occupational License (if applicable) - attach a copy of current license(s) and detail here area(s) licensed in and any expiration date(s):

\_\_\_\_\_ None or N/A   x  

**DESIGNATION OF QUALIFIED INDIVIDUAL IN EACH APPROVED SUBJECT AREA OFFERED:**

Your school must list all approved subject areas in which instruction is offered.

(A) Subject Area	(B) Indicate if Director is Qualified in Each Area	(C) Name of Department Head or Supervising Instructor Who meets requirements for Subject Area (in lieu of Director)
	Answer Yes or No If No, Complete Column (C)	
COSMETOLOGY	Yes No	LUCY RODRIGUEZ
BARBERING	Yes No	FRANK D'ANGELO
_____	Yes No	_____
_____	Yes No	_____
_____	Yes No	_____
_____	Yes No	_____
_____	Yes No	_____
_____	Yes No	_____
_____	Yes No	_____

Please attach an additional sheet if needed.

**DISCLOSURE:**

Indicate any prior involvement as required by Connecticut General Statute Section 10a-22c, amended by Public Act 11-48, as a director with a postsecondary career school in Connecticut or any other state which school had its certificate of authorization revoked or privilege to carry on vocational instruction cancelled by the state:

Name of State   N/A  

Initial the correct answer below:

\_\_\_\_\_ No Prior Involvement

\_\_\_\_\_ Yes, Prior Involvement, complete the following information:



Name of School \_\_\_\_\_

Full Address \_\_\_\_\_

Position(s) Held at School \_\_\_\_\_

Period Employed \_\_\_\_\_

Date of Revocation or Cancellation of Privilege to Operate \_\_\_\_\_

Reason for Revocation:

- school ceased to meet conditions of authorization
- school committed a material or substantial violation of Statute Section 10a-22a to 10a-22k, amended by Public Act 11-48, or 10a-22u to 10a-22w of the Regulations
- school made a false statement on a material fact in its application
- school failed to make a required payment to student protection fund
- other reason \_\_\_\_\_
- unknown reason

I do swear or affirm that the statements made on the School Director Form are complete and correct to the best of my knowledge and belief.

Signature of School Director  \_\_\_\_\_ Date 1/29/2020

It is the responsibility of the school to ensure that it hires an appropriately qualified individual, pursuant to Regulation 10a-22k-5(k)(1), to act as Director of the school. The Executive Director of the Office of Higher Education may waive the educational and other requirements for a director where there is other evidence of qualification. If applicable, attach documentation showing the grant of a waiver.

I do swear or affirm that the statements made on the School Director Form are complete and correct to the best of my knowledge and belief.

Owner Signature:  \_\_\_\_\_ Date: 1/29/2020

Name of Owner/Majority Owner of School: GARY OLMSTEAD  
(Print)

## Suzanne Galvin

38A Stonewall Lane Waterbury, CT 06705

Phone: 347-776-8801

E-mail: smig525@yahoo.com

### Objectives

My objective is to find a rewarding job at a company in which I will both be able to further myself and better the company that I am working for by my contributions. I hope to bring my own uniqueness to the company I am employed at and would also enjoy the chance to learn newer and better ways to serve in said company. I am a hardworking, detail-oriented individual with many years' experience in the financial aid industry. I am eager to utilize and build upon analytical, administrative, problem solving, and customer service skills attained through work experience.

### Experience

Financial Aid Administrator (2/1984-6/1994)

Hunter College 695 Park Ave NY, NY 110065 212-772-4000

- Meet with new students and complete FAFSA
- Package students with financial aid
- Help students complete MPN, ELC and plus loan applications
- Complete R2T4 upon student withdrawing
- Help students consolidate loans upon graduation
- Completing SAP for students
- Gather required documents for verification

## Skills

- COD website
- NSLDS
- Direct loan consolidation website
- FAFSA.gov
- Studentloans.gov
- FSAID.gov
- Excel
- Word
- Powerpoint

**CAMPUS DIRECTOR FORM**

SCHOOL NAME: ACE COSMETOLOGY AND BARBER TRAINING CENTERS LOCATION: MERIDEN  
City/Town

Your School must submit one form for the Campus Director of your school. The Campus Director is the principal administrator at the school. The school also must submit a new Campus Roster (POSA AP Page 19) in conjunction with each successive addition or deletion of a Campus Director. Print Clearly.

CAMPUS DIRECTOR: VERONICA PRESUTO-BLADYKAS

Beginning Date: 2/5/2018

Mailing Address: \_\_\_\_\_

Street: 625 WOLCOTT ST SUITE 7

City, State Zip: WATERBURY, CT 06705

Office Phone: 203-879-9989 E-mail RONNIEACECOSMETOLOGY@YAHOO.COM

The Campus Director must complete each question below.

Connecticut Regulations of State Agencies Section 10a-22k-5(k)(1) requires that "The director of a school" meet the following criteria:

- 1) I hold a high school diploma, or other equivalency recognized by the Board of Education (G.E.D.) Yes  No   
and
- 2) I have a minimum of five years experience in the area for which training is offered. Yes  No   
or  
I hold an undergraduate diploma from a four-year college and Yes  No  N/A   
I have a minimum of three years of experience in the area of training being offered.  
or  
If the school offers instruction in an area in which I am not qualified, the department head or supervising instructor shall have the above qualifications. Yes  No  N/A   
and
- (3) I am experienced in administration, if yes list number Yes  No   
Of years 15

EDUCATION AND EXPERIENCE: Attach a current copy of your resume.

1) EDUCATION - You must provide at a minimum this information on education:

- Institution name and address/location
- Major subject studied
- Degree/Diploma/Certificate name and date awarded

2) EXPERIENCE - You must provide at a minimum information on

- a) relevant experience in the area for which training is offered, and
- b) experience in administration:
  - Employer name and address/location
  - Position held and duties and responsibilities involved
  - Beginning and ending dates including month and year

Teacher Certification (if applicable) - attach a copy of teaching license and detail here the subjects in which authorized to give instruction:

---

Occupational License (if applicable) - attach a copy of current license and detail here area(s) licensed in:

---

**DISCLOSURE:**

Indicate any prior involvement as required by Connecticut General Statute Section 10a-22c, amended by Public Act 11-48, as a director with a postsecondary career school in Connecticut or any other state which school had its certificate of authorization revoked or privilege to carry on vocational instruction canceled by the state:

Name of State \_\_\_\_\_

Initial the correct answer below:

No Prior Involvement

Yes, Prior Involvement complete the following information

Name of School \_\_\_\_\_

Full Address \_\_\_\_\_

Position(s) Held at School \_\_\_\_\_

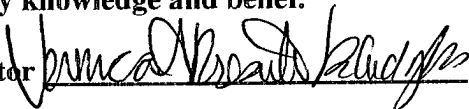
Period Employed \_\_\_\_\_

Date of Revocation or Cancellation of Privilege to Operate \_\_\_\_\_

Reason for Revocation:

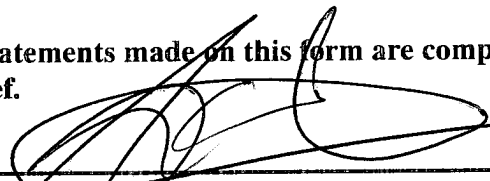
- school ceased to meet conditions of authorization
- school committed a material or substantial violation of Statute Section 10a-22a to 10a-22k, amended by Public Act 11-48, or 10a-22u to 10a-22w of the Regulations
- school made a false statement on a material fact in its application
- school failed to make a required payment to student protection fund
- other reason \_\_\_\_\_
- unknown reason

**I do swear or affirm that the statements made on the Campus Director Form are complete and correct to the best of my knowledge and belief.**

Signature of Campus Director  Date 1/29/2020

It is the responsibility of the school to ensure that it hires an appropriately qualified individual, pursuant to Regulation of State Agencies Section 10a-22k-5(k)(1), to act as Campus Director of the school. The Executive Director of the Office of Higher Education may waive the educational and other requirements for a director where there is other evidence of qualification. If applicable, attach documentation showing the grant of a waiver.

**I do swear or affirm that the statements made on this form are complete and correct to the best of my knowledge and belief.**

Signature of School Director 

Name of School Director SUZANNE GALVIN Date 1/29/2020

## INSTRUCTOR FORM

SCHOOL NAME: ACE COSMETOLOGY AND BARBER TRAINING CENTERS LOCATION: MERIDEN

The school must complete and submit one form for each person who is teaching at the school. The school must submit an Instructor Form(s) as part of the application for initial approval or renewal approval. Print clearly.

The school must submit a revised Campus Roster(s) (POSA AP Page 19) to the Executive Director in conjunction with each instructor addition or deletion.

INSTRUCTOR NAME: LUCINDA RODRIGUEZ

Beginning Date: 11/7/2016

**TEACHING ASSIGNMENT:** Program Name(s) and/or Course Name(s) and/or subject area(s):

### QUALIFICATIONS:

The instructor must answer each question below.

- 1) I am at least eighteen years of age. Yes  No   
and
- 2) I hold a high school diploma, or other equivalency recognized by the Board of Education (G.E.D.) Yes  No   
and
- 3) I have not less than two (2) years of experience in the skill or subject to be taught within ten (10) years immediately preceding employment by the school or the equivalent in teacher training approved by the Board of Education in the skill or subject taught. Yes  No   
and
- 4) If hired after the date of October 10, 1984 and required to be a holder of state special permit(s) or license(s) to practice my trade(s) I shall be a holder of such permit(s) or license(s) and provide evidence prior to instructing in the practical application of the trade and shall maintain such license(s) or permit(s) during the period for which such instruction is given. Yes  No  N/A

**EDUCATION AND EXPERIENCE:** Attach a current copy of your resume.


Your resume must include information on your education: Institution name and address/location; major subject studied; degree, diploma/certificate name and date of award. You must provide minimum information on relevant experience in the area for which training is offered, which must include employer name and address/location; position held outlining duties and responsibilities; beginning and ending dates including month and year of employment.

If you hold a Teacher Certification - attach a copy of teaching license and detail here the subject(s) in which authorized to give instruction and any expiration date:

COSMETOLOGY  
BARBERING

If you hold an Occupational License - attach a copy of current license(s) and detail here area(s) licensed in and any expiration date(s):

I do swear or affirm that the statements made on the Instructor Form are complete and correct to the best of my knowledge and belief.

Signature of Instructor:  Date: 1/29/2020

It is the responsibility of the school to ensure that it hires an appropriately qualified individual, pursuant to Regulation 10a-22k-5(k)(2), to teach at the school. The Executive Director the Office of Higher Education may waive the educational and other requirements for an instructor where there is other evidence of qualification. If applicable, attach documentation showing the grant of a waiver.

The School Director/Campus Director must answer the following:

This instructor will serve as department head or supervising instructor No  Yes   
and Specify area COSMETOLOGY

I do swear or affirm that the statements made on this form are complete and correct to the best of my knowledge and belief.

Signature:  Date: 1/29/2020  
School/Campus Director



# Lucinda Rodriguez

---

124 Villagewood Dr., Waterbury, CT. 06705 | 203-706-6015 | Lucyrod55@icloud.com

## Objective

- Train and teach methods required to impart various skills found in hairstyling studios, beauty parlors and Hollywood sets.

## Education

INSTRUCTOR TRAINING | JULY 31, 2009 | BRIO ACADEMY OF COSMETOLOGY

COSMETOLOGY LICENSE | 2003 | BRIO ACADEMY OF COSMETOLOGY

## Skills & Abilities

### COSMETOLOGY INSTRUCTOR

- Taught all studies for Cosmetology: Practical, Theory, and also but not limited to Product Knowledge.

### SALES

- Generated business for the school, assisted students with all services, up service, and retail sales.
- Product inventory
- Open, Close, and make Deposits

### COMMUNICATION

- Ability to handle multiple phone lines, appointment schedules
- Bilingual: English and Spanish

### COSMETOLOGY INSTRUCTOR | MARINELLO SCHOOL OF BEAUTY | JAN. 2012- FEB. 2016

- Salon Floor Head Educator
- Class Room Theory Instructor
- Traveling educator to any school event: IE: Veterans cuts event, Back to school cut-athon @ Rock Cats stadium, any School Competitions

### COSMETOLOGY INSTRUCTOR | BRIO ACADEMY | AUG. 2008 - JAN. 2012

- Taught Theory, Practical, Nuts and Bolts
- Entered school in Hair Battle competitions

### Product Knowledge Education :

**Design Essential**

**Wella Certified : Color Theory, Product Knowledge**

**Gold Well**

**Paul Mitchel**



# Lookup Detail View

Name

Name

LUCINDA RODRIGUEZ

## License Information

License Information

License Type	License Number	Expiration Date	Granted Date	License Name	License Status		Licensure Actions or Pending Charges
Hairdresser/Cosmetician	53697	07/31/2020	10/01/2004	Lucinda Rodriguez	ACTIVE	CURRENT	None

Generated on: 1/31/2020 11:01:22 AM

## REQUEST FOR WAIVER OF INSTRUCTOR APPROVAL QUALIFICATIONS

SCHOOL NAME: N/A LOCATION: \_\_\_\_\_

This form is used in conjunction with the Instructor Form POSA Page 26-27 when applying for a waiver of instructor approval qualification(s) under Section 10a-22k(k)(2)(C) of Regulations of State Agencies. Do not use this form if you are not seeking a waiver of any of the qualifications.

Name of Proposed Instructor: N/A

Subject area(s) to be taught: N/A

Waiver is being sought of the following qualification(s) because the proposed instructor:

- is not at least 18 years of age
- does not hold a high school diploma or other equivalency recognized by the board (G.E.D.)
- does not have at least two years of experience in the skill or subject taught within ten years immediately preceding employment by the school, or does not have the equivalent in teacher training approved by the board in the skill or subject taught

List below the reasons for requesting waiver (detail person's other qualification(s) that you feel may supersede the qualification(s) for which you are seeking a waiver. Be specific):

(A completed Instructor Form POSA AP Page 26-27 and Resume together with other supporting materials that highlight the qualifications of the proposed instructor must be attached).

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
School/Campus Director

The Executive Director's designee has reviewed the attached material and the following determination has been made:

Waiver Granted: \_\_\_\_\_ Waiver Denied : \_\_\_\_\_ Date: \_\_\_\_\_

## RECRUITER FORM

SCHOOL NAME: N/A CAMPUS: \_\_\_\_\_

The school must complete and submit one form for each person who recruits students for your school, which activity includes the signing of the student enrollment agreement (contract). The school must submit it to the Recruiter Form (s) as part of the application for initial approval or renewal approval. Print clearly.

The school must submit a revised Campus Roster(s) (POSA AP Page 19) to the Executive Director in conjunction with each recruiter addition or deletion.

RECRUITER NAME: N/A

Beginning Date: N/A

QUALIFICATIONS: The Recruiter must answer each question below.

- 1) I am thoroughly familiar with the school and its offerings. Yes  No   
and
- 2) I am being furnished with identification which shall be available for inspection by prospective students, their parents or guardians, law enforcement agents and state officials. Yes  No   
and
- 3) I shall refrain from making exaggerated statements and misleading statements and misrepresentations of any kind Yes  No   
and
- 4) I understand I am an agent of the school I represent. Yes  No

**I do swear or affirm that the statements made on this form are complete and correct to the best of my knowledge and belief.**

**Signature of Recruiter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

It is the responsibility of the school to ensure that it hires an appropriately qualified individual, pursuant to Regulation 10a-22k-5(k)(3), to act as Recruiter for the school.

The School Director/Campus Director must acknowledge by signature the following:

**I understand that this recruiter is an agent of the school and the school shall be responsible for the actions of this recruiter regarding recruitment activities. A copy of the school-issued recruiter identification is attached.**

**I do swear or affirm that the above statements made on this form by the recruiter and me are complete and correct to the best of my knowledge and belief.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name School/Campus Director:** \_\_\_\_\_

## PROGRAM/COURSE LIST

**NAME OF SCHOOL:** ACE COSMETOLOGY AND BARBER TRAINING CENTERS **LOCATION:** MERIDEN

Please complete a separate form for Main Campus and each Branch Campus

Provide below the information requested for each and every **program/course** for which approval is required.

<u>Name of Program or Course</u> <u>(Alphabetical Order)</u>	<u>Time of Training*</u>	<u>Length**</u> <u>of Training</u>	<u>Delivery of Instruction***</u>	<u>Tuition</u> <u>Only</u>
Sample: Medical Assistant	D, E, W	200 Clock Hours	Residential	\$2,000.
<b>COSMETOLOGY</b>	<b>D,E,W</b>	<b>1500 CLOCK HOURS</b>	<b>RESIDENTIAL</b>	<b>\$18,500</b>

\* Time of Training – Day(D), Evening(E), Weekend(W), Lessons(L)

\*\* Length designated in - clock hours, credit hours, quarter credit hours, lessons

\*\*\* Delivery of Instruction – residential, on-line, home-study/correspondence. You must list each type of delivery separately.

## PROGRAM/COURSE INFORMATION

Complete a separate form for each program or course offered by school. Reproduce this page in sufficient quantities to have one for each occupational program/course. Place all attachments behind this page. Prepare separate pages when programs/course differ in time of training for day, evening, and weekends; differ in designated length by hours, credits, lessons and weeks; differ in method of delivery of instruction for residential, on-line, and home-study/correspondence.

Program/Course Name: COSMETOLOGY  
 (The program/course name must be the same as listed on the Program/Course List (POSA AP Page 31), Enrollment Agreement/Contract and School Catalog.)

**Attach the program/course curriculum, which will include an overview of courses offered in program, as well as, course/program outline syllabus, overview of courses with hours/credits/lessons and explanation of .**

1. Indicate the method of delivery of course/program instruction:

Residential       On-line       Hybrid (Residential & Online)  
 Home-study/Correspondence       Lessons

2. Indicate length and category of course/program offered:

Clock Hours       Credit Hours  
 Quarter Credit Hours       Lessons

Indicate break down by:

Residential lecture/class       Online lecture/class       Lab  
 Clinical       Externship       Shop

3. Indicate Time course/program offered:

Day     Evening     Weekend     Sat.     Sun.     Lessons

4. Indicate when classes meet (example Mon and Wed) MONDAY-SATURDAY

5. Indicate hours classes meet (example 9:00 am to 2:00 pm) 9:30AM-4:00PM AND 5:00PM-9:30PM

6. Indicate course/program length in Hours per week 30

7. Indicate number of weeks in course/program 50 and number of Modules      if used.

8. Indicate maximum class size: 15 classroom/lecture;      lab      shop

9. **Attach a list indicating what equipment is available to teach this program/course.**

10. Describe below or attach the admission requirements for this program/course.

11. List below the total cost of program course/program:

Tuition	\$ <u>18500</u>
Application Fee (non-refundable yes <u>no</u> ✓)	<u>0</u>
Registration Fee (non-refundable yes <u>✓</u> no <u>    </u> )	<u>100</u>
Supplies	<u>900</u>
Equipment	<u>0</u>
Textbooks*	<u>0</u>
Other <u>LAB FEE</u> (Specify)	<u>1500</u>
<b>Total: \$</b>	<u>21,000</u>

\*It is expected the most current textbook and edition is used for each course throughout the program.  
 (7/2013 Rev) POSA AP Page 32

## **LIBRARY MATERIALS**

List below any library materials (appropriate to the approvable programs of the school) currently available to students at the school. List copyright date and editor.

**MILADY STANDARD COSMETOLOGY 15TH EDITION**



## STUDENT RECORDS

Name of School: ACE COSMETOLOGY AND BARBER TRAINING CENTERS

Attach to this page a copy of the following student record forms used by School:  
An asterisk \* after a document indicates it is required.

- (a) Application for admission
- (b) Enrollment Contract/Agreement\*
- (c) Interview form, if used
- (d) Admission/achievement test, if used
- (e) Health Form(s)
- (f) Attendance form \*
- (g) Permanent transcript/grade record form\*
- (h) Transcript Release form\*
- (i) Student payment record form
- (j) Incident Counseling form
- (k) School Disclosure of Information Form – student acknowledgment of information:
  - a. Background Check Required – assault, larceny etc.
  - b. Driving Record Check Required – driving violations, suspension
  - c. Conditions required for employment in field of training
  - d. License or Certification required and Agency Responsible
  - e. Indicate any barriers to employment (felony, medical condition, etc.)



**Ace**  
**Cosmetology and Barber**  
**TRAINING CENTER**

625 Wolcott St. Unit 7 Waterbury CT, 06705 Phone 203-879-9989 Fax 203-879-0736	915 Main Street Hartford CT, 06103 Phone: 860-206-0316 Fax: 860-216-0318	370 East Main St Ansonia, CT 06401 Phone: 203-308-2165 Fax: 203-516-5485	1231 East Main St. Meriden, CT 06450 Phone: 203-440-0164 Fax: 203-440-9191
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**Admissions Application**

Date: \_\_\_\_\_

Waterbury: \_\_\_\_\_ Hartford: \_\_\_\_\_  
Ansonia: \_\_\_\_\_ Meriden: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SS#: \_\_\_\_\_ Course of Interest: Cosmetology Barbering

Month you are Enrolling: \_\_\_\_\_ Did you attend a prior School: \_\_\_\_\_

Highest Grade Completed in High School: \_\_\_\_\_ G.E.D. \_\_\_\_\_

Do you have any Special Training: \_\_\_\_\_

Do you have a Criminal record: \_\_\_\_\_ If yes Please explain: \_\_\_\_\_

Do you have any Physical Handicaps: \_\_\_\_\_ Are you Left or Right Handed: \_\_\_\_\_

Do you need Financial Aid for your studies: \_\_\_\_\_

Do you wish to give us a phone number for Financial Aid: \_\_\_\_\_

All applicants must produce either a High School Diploma or a G.E.D., as it is required for the CT State Hairdressing / Barbering License Exam, or to be eligible for Federal Financial Aid.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



# Ace Cosmetology and Barber TRAINING CENTER

625 Wolcott St. Unit 7 Waterbury CT, 06705 Phone 203-879-9989 Fax 203-879-0736	915 Main Street Hartford CT, 06103 Phone: 860-206-0316 Fax: 860-216-0318	370 East Main St Ansonia, CT 06401 Phone: 203-308-2165 Fax: 203-516-5485	1231 East Main St. Meriden, Ct 06450 Phone: 203-440-0164 Fax: 203-440-9191
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### COSMETOLOGY ENROLLMENT AGREEMENT rev. Nov 2018

Student Name \_\_\_\_\_ Age \_\_\_\_\_ Birth Date \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ Soc. Security # \_\_\_\_\_ U.S. Citizen \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Transfer/Re-entry \_\_\_\_\_ Hours Transferred \_\_\_\_\_ Other: \_\_\_\_\_

**Contracted Hours:** 1500 hrs **Contract Begins:** \_\_\_\_\_ **Contract Ends:** \_\_\_\_\_

**Cosmetology is a 1500 hr program as specified by the state of CT.**

Full Time 50 Weeks/ 30 hrs per week \_\_\_\_\_ Part Time 67 Weeks/22.5 hrs per week \_\_\_\_\_

Full-Time students are scheduled to attend weekly from  
 9:30 a.m. to 4:00 p.m. \_\_\_\_\_  
 Monday through Friday with ½ hour scheduled lunch.

Part-Time day students are scheduled to attend  
 22.5 hours weekly from 9:30am to 2:00pm \_\_\_\_\_  
 Monday through Friday with a 20 minute break.

Evening class are scheduled to attend Monday –  
 Thursday 5:00pm – 9:30pm and Saturday 9:30am –  
 2:00 pm \_\_\_\_\_

Ace Cosmetology and Barbering Training Center programs are offered / taught in **English only**

**Contract Costs and Payment Terms:**

- Student and Sponsor (if applicable) agree to pay the school the tuition and fees for the program according to the approved payment plan stated below.
- The school may without notice prevent the student from attending class until any unpaid balance is satisfied.
- School will charge additional fees for hours remaining after the contract ending date (over 120 absent hours) at the rate of \$12.33 per hour until graduation.
- The school may charge a \$10.00 transcript fee for transcript requests.
- The school will charge a non-refundable registration fee for students enrolling or transferring to the school of \$100.00. This fee needs to be paid by student and is not covered by financial aid.
- The school will charge a re-entry fee of \$100.00 to students who are withdrawn and wish to re-enter more than 30 days after termination. The tuition rates current at the time of re-entry will apply to the balance of the training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.
- Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at the time of signing agreement with balance paid prior to start date or through an approved payment plan as stated here in Payments may be made by cash, check or money order.
- Students are responsible for paying the total tuition and fees, and for repaying applicable loans plus interest.

Student Initials \_\_\_\_\_

**Fees:**

Lab Fees:	\$1500
Tuition:	\$18,500
Kit:	\$900
Less Deposit:	\$20,900
Balance Due:	\$20,900
Payment Due on _____ NA _____ of each Week _____ NA _____	Month _____ NA _____
Payment amount: \$ _____ NA _____	

This Agreement constitutes a binding contract between the applicant and the school when signed by all applicable parties and upon acceptance by the school.

**GENERAL TERMS OF AGREEMENT**

**SCHOOL:**

- Shall provide programs of study taught in English that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, and curriculum format, teaching materials or educational methods at its discretion.
- Will award a certificate of completion for the course when the student has successfully completed 1500 hours with a cumulative overall grade point average of 70% or better, all written tests and practicals have been completed and all financial obligations completed. \* Until all monies are paid in full, affidavit of hours or official transcripts will not be released.
- Will issue an Official Transcript for students who withdraw prior to program completion when the student has completed the following: an exit interview, paid all monies owed to the school and make a satisfactory arrangement for debts approved by the school.
- Will assist graduates in finding employment but **not guaranteed**.
- May terminate a student for non-compliance with their contract or rules & regulations of the school, non-payment, improper conduct or causes bodily harm to any person, willful destruction of school property, theft, drug/alcohol use or any illegal act, and last, failure to meet required satisfactory progress.
- A criminal background may prohibit a student from obtaining employment.

**Student:**

- Agrees to comply with all Standards of Conduct, General Policies and educational requirements.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to comply with dress code and project a professional image.
- Understand that a minimum attendance and grade requirement must be maintained for satisfactory progress of 70% & complete all tests and practical services.
- Understands that he/she is responsible for the state licensing exam fee, licensing fee and other related expenses.
- Students may be terminated who do not maintain satisfactory progress or for violations of the Student Guidelines. In case of termination or withdrawal, the following refund policy will apply. Please be advised that there will be a \$100.00 withdrawal fee.

**\*\* All students have the right to purchase your kit from an outside vendor Using your Title IV funding. You can find the kit supplies at any beauty supply store, barber supply store, Amazon.com, Gsell.com or many other vendors. \*\***

Student will purchase kit from the school using Title IV funding : \_\_\_\_\_ Date: \_\_\_\_\_

Student will purchase kit from outside vendor \_\_\_\_\_ Date: \_\_\_\_\_

**REFUND POLICY-NOTICE OF CANCELLATION**

Student Initials \_\_\_\_\_

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

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

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

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- If a student withdraws prior to course completion, a calculation for return of funds will be completed and any applicable returns by the school shall be paid, as applicable.
- After all applicable returns have been made, this refund policy will apply to determine the amount earned by the school and owed by the student.
- If the student has received personal payments of aid, he/she may be required to refund the aid to the applicable program. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student.

- Ace Cosmetology and Barber Training Centers does not automatically offer credit balance refunds for living expenses. This is a school policy that follows all federal and state guidelines. Students are packaged to their cost of attendance only. Tuition, fees, books and supplies are included in total price. Title IV refunds are not available to students unless student submits application for funds over budget, and all supporting documentation is submitted. All applications are subject to review for approval or denial. Please note; submission of application is not a guarantee that it will be approved.
- Any student with a credit balance on their ledger card, will be not be entitled to these funds until all school tuition fees are paid in full. This is usually right before the student is ready to graduate and all fees have been applied and paid.

After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student.  
 If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. This calculation may take several days.

**\*The School is currently eligible to participate in federal Title IV Financial Aid Programs**

**Cost over contract**

If a student fails to complete the program in the time allowed as contracted, an additional time period of 120 hours, will be given to the student to complete the course. If the student fails to complete the course by the scheduled graduation date, plus the additional 120 hours, the hours made up after graduation date will be charge at the programs hourly rate of \$12.33. Ace will only accept 8 excused absences for Cosmetology students. All excused absence hours still need to be made up during non scheduled hours. Excused absences only affect your attendance percentage rate. You do not receive hours for excused absences. The school has the right to close for Educator Training Seminars, legal holidays or any other circumstances beyond the school's control.

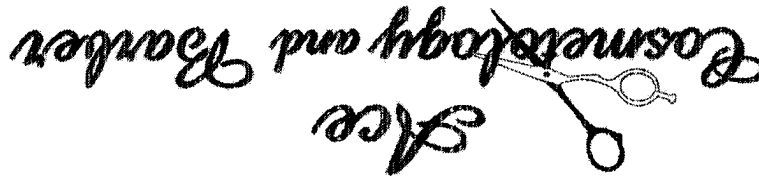
**Graduation requirements:** Minimum requirements for students to graduate and receive a certificate of completion are 70% GPA; 1500 clock hours, all written tests and practicals completed, and all financial obligation completed. \*Until all monies are paid in full, affidavit of hours or official transcripts will not be released.

**Placement Assistance:** Ace Cosmetology and Barber Training Center does not guarantee job placement to students, however we do provide assistance to present and past students.

I HAVE READ THIS ENROLLMENT CONTRACT AND UNDERSTAND IT'S CONTENTS, AGREE TO COMPLY WITH ALL REQUIREMENTS CONTAINED HEREIN AND THE GENERAL POLICIES OF THE SCHOOL. I HAVE RECEIVED A COPY OF THIS FULLY EXECUTED AGREEMENT.  
 I HAVE ALSO RECEIVED A SCHOOL CATALOG.

_____	STUDENT SIGNATURE
_____	DATE
_____	PARENT/GUARDIAN (IF APPLICABLE)
_____	DATE
_____	SCHOOL OFFICIAL SIGNATURE
_____	DATE

Student Initials \_\_\_\_\_



**TRAINING CENTER**

1231 East Main St. Meriden, CT 06450 Phone: 203-440-0164 Fax: 203-440-9191	370 East Main St Ansonia, CT 06401 Phone: 203-3082165 Fax: 203-516-5485	915 Main Street Hartford CT, 06103 Phone: 860-206-0316 Fax: 860-216-0318	625 Wolcott St. Unit 7 Waterbury CT, 06705 Phone 203-879-9989 Fax 203-879-0736
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**APPLICANT PROFILE & INTERVIEW**

Today's Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (home) \_\_\_\_\_ Cell \_\_\_\_\_ Age \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Education Background: High School \_\_\_\_\_ GED: \_\_\_\_\_ Other: \_\_\_\_\_

Year Graduated: \_\_\_\_\_ Name and Location of High School \_\_\_\_\_

Do you have any challenges that could keep you from completing this program? Explain \_\_\_\_\_

Course of Interest: ( ) Cosmetology 1500 hrs Barbering ( ) 1000 hours

Have you completed your FASFA? \_\_\_\_\_ Date completed? \_\_\_\_\_

Recommended start date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Days: \_\_\_\_\_ Fulltime \_\_\_\_\_ Part-time \_\_\_\_\_

Pre-Enrollment Receipt of Information:

The written information concerning the following topics was received prior to signing my enrollment agreement  
 School Catalog \_\_\_\_\_ Most Recent annual report statistics \_\_\_\_\_  
 Certification or Licensing requirements of the jurisdiction for which training is provided \_\_\_\_\_  
 State Licensing Disclaimer \_\_\_\_\_ Rationale for program that exceeds the State required length \_\_\_\_\_

Student Signature \_\_\_\_\_

School Representative \_\_\_\_\_



*Ace*  
*Cosmetology and Barber*  
**TRAINING CENTER**

625 Wolcott St. Unit 7  
Waterbury CT, 06705  
Phone 203-879-9989 / Fax 203-879-0736

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student DOB: \_\_\_\_\_

Last 4 digits: \_\_\_\_\_

Student Grad date: \_\_\_\_\_

Please release a copy of my official transcripts to:

Ace Cosmetology and Barbering Training Center  
1231 EAST MAIN ST  
MERIDEN, CT 06450

And unofficial faxed to:

Fax 203-440-9191

Attn: Suzanne or Ronnie

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



 *Ace*  
*Cosmetology and Barber*  
**TRAINING CENTER**

**ADVISING FORM**

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_

You are being advised due to the following reason(s):

Attendance Issue: \_\_\_\_\_

Academic Issue: \_\_\_\_\_

Behavior Issue: \_\_\_\_\_

Late Payment: \_\_\_\_\_

Insubordination: \_\_\_\_\_

Dress Code: \_\_\_\_\_

Referral to professional assistance due to drugs or alcohol: \_\_\_\_\_

Describe issue checked above: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe solution: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ENROLLMENT AGREEMENT/CONTRACT

Name of School: ACE COSMETOLOGY AND BARBER TRAINING CENTERS

Attach a copy or proposed copy of the school's enrollment agreement/contract. The enrollment agreement shall include, but is not limited to the following: (Indicate on the line by each item, the paragraph number where that item is included on the enrollment agreement/contract.)

Title: Identification of document as a contract or agreement. X

School: Name, Address, Telephone and Fax number of the school. X

Program or courses of study: program/course title as identified in school catalog. X

Time required: Designate Time of Training (Day, Evening, Weekend or Lessons), length of Training in clock hours, credit hours, quarter credit hours or lessons and number of weeks or months normally required for completion as stated in school catalog. In the case of home study, the number of lessons required for completion. X

Starting and ending dates: scheduled class starting and ending dates. X

Class schedule: day, evening or other time of class attendance. In the case of home study schools, the schedule of when lessons received by mail are to be completed and returned by mail must be stated. X

Certificate/diploma: Identify type of credential to be received by student upon successful completion of the program or course. X

Costs: tuition, books and supplies and other costs. (Identify whether any payments are refundable or non-refundable such as application or registration fee). X

Payment: Method and terms of payment. This must comply with federal truth-in-lending and state retail installment requirements. In the case of home study schools this, must comply, as the minimum, with federal truth-in-lending requirements where the student is not a resident of the State of Connecticut. X

Withdrawal by student: Outline how a student would withdraw from school prior to enrollment and after enrollment. By statute, school can not require student to notify school in writing of withdrawal. Also, all refunds are based on last date of verifiable attendance per statute. X

Termination by school: Outline grounds for termination of a student enrolled by school prior to completion of course/program, include insufficient academic progress, nonpayment, failure to comply with published school policies. X

Refund policy: Outline in detail, schools refund policy on all funds received by school prior to starting classes and prior to completion of the program/course. Indicate timeframe for processing refund. X

Employment assistance: State in a disclaimer that the school can not guarantee employment. X

Acknowledgments: At the end of the enrollment agreement/contract provide an acknowledgment that the student has read and received a completed copy of the enrollment agreement; and a copy of the school catalog. An enrollment agreement shall not be deemed completed and valid until the authorized school official has signed and the student has signed and received a copy of the enrollment agreement. If the student is a minor the signature of a guardian is required. Any enrollment agreement using as electronic signature must have a disclaimer in the acknowledgement section stating, "By signing this enrollment agreement the authorized school official and the student hereby agree to conduct this transaction electronically." X

Signatures: Provide a line for a signature of student and of appropriate school official authorized to sign enrollment agreement/contract, as well as dates. Provide a place for the guardian of a minor to sign and date. X

**Please Note:**

- 1) Since the enrollment agreement is the legal contract between the school and a student, it must include, at minimum, the information outlined above, which is required in statute.**
- 2) In order for the enrollment agreement/contract to be a legally binding document, it must be signed by all parties and a fully executed copy must be provided to the student, with the original maintained in the student's school file.**

## CATALOG

Attach a copy or a proposed copy of the school's catalog. The catalog shall include, but is not limited to the following: (Indicate on the line by each item the paragraph number and /or page number where that item is included in the catalog..)

Cover page for catalog that indicates the period of time the catalog covers  
Including the full legal name of the school and address. Page 1

Inside cover indicate address for any branch campus and additional sites  
and telephone number and fax number for all locations. Page 1

List School Staff and Title Page 5

State Purposes/objectives of school Page 9

Describe facility: number of square feet, classrooms, labs etc. Page 6

Outline the admission requirements and procedures, as well as any  
Re-admission policy. Provide school disclosure of information which  
includes all information on any a) required background check – assault,  
larceny, etc.; b) driving record check – driving violations, suspension;  
c) conditions required for employment in field of training; and d) license  
or certification required and Agency responsible for issuance; any barriers  
to employment (felony, medical condition, etc.) Page 6-7

Provide school calendar including legal holidays. Page 21

Provide placement information (include school can not guarantee  
placement) and other student services (counseling, housing, etc.) Page 19

State school's attendance policy Page 15

State school's conduct policy and which violations are grounds for  
immediate dismissal (such as carrying a weapon, use of drugs or  
alcohol etc.) Page 28

State school's grading policy (must use numeric grading system,  
except for externship/internship/clinical can be pass/fail) Page 15

State school's requirements for graduation and include type of  
credential awarded – diploma or certificate, include student will  
receive a copy of their transcript. Page 18-19

Provide a student withdrawal policy (note the school can not require  
the student to notify the school of withdrawal in writing and any

withdrawal will be based on the last date of verifiable attendance.) Page 19

Provide the school's termination policy, outline grounds for dismissal whether there is a refund if student is terminated by the school. Page 17-18

Provide the school's refund policy when a student withdraws, before class starts, after enrollment and when school terminates student's enrollment. Timeframe of processing refund. Page 17-18

Provide name of course/program and description of training offered. If program is offered provide outline of courses, time/credits and description of each course. Include externship, internship or clinical. Include program length and hours/credits for each course. Include all information if licensure is a requirement to work in field. Page 8-14

Provide a complete outline of all costs of course/program which includes Application fee and/or Registration fee, tuition, other fees, books, room and board. State if any fees are non-refundable. Page 17

Outline method of payment school will accept and whether any payment plans are offered. Include any sources of financial assistance such as Career Loans. Page 17

If school offers room and board accommodations, provide information. Page 5-6

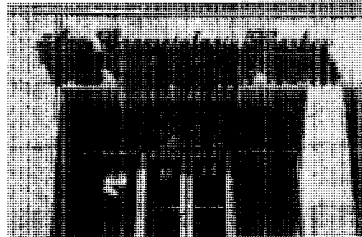
Provide school's complaint policy and include statement that student may contact the Executive Director of the Office of Higher Education if they are not satisfied with the school's resolution of the complaint. Include the address and telephone number of the Office of Higher Education. Page 22

# Ace Cosmetology and Barber **TRAINING CENTER**

## *Cosmetology Catalog*

<http://www.acecosmetologybarbertraining.com>

Updated Publication Feb 1<sup>st</sup> 2019



Waterbury Campus:  
School code 042192  
625 Wolcott St. Unit 7  
Waterbury CT 06705  
Tel: 203-879-9989  
Fax: 203-879-0736

Hartford Campus:  
School code 042192  
915 Main St.  
Hartford CT, 06103  
Tel: 860-206-0316  
Fax: 860-216-0318

Ansonia Campus:  
School code 042192  
370 East Main St  
Ansonia, CT 06401  
Phone: 203-308-2165  
Fax: 203-516-5485

Meriden Campus  
School code 042192  
1231 East Main St.  
Meriden, CT 06450  
Phone: 203-440-0164  
Fax: 203-440-9191  
\*\*Unaccredited

Ace Cosmetology and Barber Training Center

Is approved by..

State of CT Dept. of Public Health  
410 Capital Ave. P.O. Box 340308  
Hartford CT 06134  
860-509-7590

Ace Cosmetology and Barber Training Center

Is a fully accredited institution by..

NACCAS  
3015 Colvin St.  
Alexandria, VA 22314  
703-600-7600

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### **History**

Ace Cosmetology and Barber Training Center was founded on April 28, 2008 by Gary N. Olmstead, Director-President. Our maximum student capacity is for 44 students.

With our dedicated instructors teaching both theory and practical education, we instill upon the student, graduate professional and productive career skills needed for personal growth. Our school strives in preparing our students towards a successful and prosperous career.

### **Preface**

Ace Cosmetology and Barber Training Center provides qualified instructors, state-of-the-art facilities and updated educational materials to prepare students with the necessary means to become professional stylists.

Here at Ace Cosmetology and Barber Training Center, we welcome prospective students to inspect its facilities. The faculty and staff will be more than pleased in answering all questions and assisting in every possible way.

There is space for eighteen students on the clinic floor at once and twenty-two in the theory room alternating mid-day for a maximum student capacity, of forty-four.

Graduates of Ace Cosmetology and Barber Training Center will have the acquired knowledge and collective experience to succeed in this fast-paced profession. Making a difference in how people look and feel about themselves is just one of the rewards of the hair dressing and barbering field. With a background in the art and science of cosmetology, there are several distinctive specialty areas one can choose from, whether it's working at high-end salons, self-employment, or perhaps even starting your own business, the fashion industry is on high demand.

Opportunities for hair stylists are endless and the income potential phenomenal. Experience and discover this fast growing, challenging and successful field. Consider Ace Cosmetology and Barber Training Center and what it has to offer you.

### **MISSION & VISION STATEMENT**

**MISSION:** Committed to teaching the power of positivity and making a difference in how people look and feel about themselves. We hope to inspire students to be the best they can be! We will train future cosmetologists and Barbers for their future success!

**VISION:** To create an inspiring and empowering environment for students and staff to learn and grow and where customers can engage in a WOW experience every time.

**CORE VALUES:** Standards, Innovations, Fun and Heart.

#### **GOALS:**

1. To ensure students are obtaining the skills and training that they need to obtain a successful career as a hairstylist/barber.
2. To provide a safe, structured and empowering environment where students are totally engaged in creating their future.
3. To ensure that students are exceeding their expectations of learning their skills and training they need to enhance their careers in the beauty industry.
4. To ensure that our core values of 'FUN,' Innovations, Standards and Heart are being met on a daily basis to ensure that our standards of professionalism and excellent instructions are consistently being met.

**"TURNING DREAMS INTO REALITY"**

Ace Cosmetology and Barber Training Center – Waterbury, Hartford & Ansonia Campuses are owned by: Gary N. Olmstead

**Faculty / Waterbury Campus**

Department:	Staff Member:	Title:
Administration:	Gary N Olmstead	Owner /School Director
	Sandi Olmstead	Admissions
	Annette Lipwich	Financial Aid Director
Education Staff:	Frank D'Angelo	Barber / Cosmetology Instructor
	Lucy Rodriguez	Cosmetology Instructor
	Susan Johnson	Barber Instructor
	Nicole Green	Cosmetology Instructor

**Faculty / Hartford Campus**

Department:	Staff Member:	Title:
Administration:	Gary N Olmstead	Owner /School Director
	Sandi Olmstead	Admissions
	Veronica Presuto-Bladykas	Director of Financial aid
Education Staff:	Frank D'Angelo	Barber/Cosmetology Instructor
	Mariela Zietek	Cosmetology Instructor
	Keyla Lacen	Cosmetology Instructor

**Faculty / Ansonia Campus**

Department:	Staff Member:	Title:
Administration:	Gary Olmstead	Owner/School Director
	Sandi Olmstead	Admissions
	Suzanne Galvin	Director of Financial Aid
Education Staff:	Jenika James	Cosmetology Instructor

**Faculty/Meriden Campus**

Department:	Staff Member:	Title:
Administration:	Gary Olmstead	Owner/School Director
	Sandi Olmstead	Admissions
	Suzanne Galvin	Director of Financial Aid
Education staff:	Jenika James	Cosmetology Instructor
	Frank D'Angelo	Barber Instructor

**Facilities Waterbury Campus**

Ace Cosmetology and Barber Training Center located at 625 Wolcott St. Unit 7 in Waterbury Connecticut meets all requirements necessary for providing a quality education for students in the hairdressing and barbering profession. Our facility is brand new and has state-of-the-art equipment. The school is approximately 3,000 square feet. Our clinic floor (classroom) is equipped with 16 stations. Each station has sterilizing equipment, styling products and space for equipment such as blow- dryers, clippers etc. Also is open to the public for all of your service needs, to give students a work like atmosphere in our everyday profession.

Our library is located in the classroom with publications, DVDs, covering the cosmetology/barber profession. Students have full access to these items.

The theory room is equipped with audio visual, and all of the other necessary equipment to teach students.

There is no housing available to students.

Ace Cosmetology and Barber Training Center located at 915 Main St. Hartford Connecticut meets all requirements necessary for providing a quality education for students in the hairdressing and barbering profession. The facility is brand new and has state-of-the-art equipment. The school is approximately 3,700 square feet. Our clinic floor (classroom) is equipped with 30 stations. Each station has sterilizing equipment, styling products and space for equipment such as blow-dryers, clippers etc. Also is open to the public for all of your service needs, to give students a work like atmosphere in our everyday profession. Our library is located in the classroom with publications, DVDs, covering the cosmetology/barber profession. Students have full access to these items. The theory room is equipped with audio visual, and all of the other necessary equipment to teach students.

There is no housing available to students.

#### **Facilities Ansonia Campus**

Ace Cosmetology and Barber Training Center located at 370 East Main St. Ansonia, Connecticut meets all requirements necessary for providing a quality education for students in the hairdressing and barbering profession. The facility is brand new and has state-of-the-art equipment. The school is approximately 10,000 square feet. Our clinic floor (classroom) is equipped with 30 stations. Each station has sterilizing equipment, styling products and space for equipment such as blow-dryers, clippers etc. Also is open to the public for all of your service needs, to give students a work like atmosphere in our everyday profession. Our library is located in the classroom with publications, DVDs, covering the cosmetology/barber profession. Students have full access to these items. The theory room is equipped with audio visual, and all of the other necessary equipment to teach students.

There is no housing available to students.

#### **Facilities Meriden Campus**

Ace Cosmetology and Barber Training Center located at 1231 East Main St. Meriden, Connecticut meets all requirements necessary for providing a quality education for students in the hairdressing and barbering profession. The facility is brand new and has state-of-the-art equipment. The school is approximately 5000 square feet. Our clinic floor (classroom) is equipped with 30 stations. Each station has sterilizing equipment, styling products and space for equipment such as blow-dryers, clippers etc. Also is open to the public for all of your service needs, to give students a work like atmosphere in our everyday profession. Our library is located in the classroom with publications, DVDs, covering the cosmetology/barber profession. Students have full access to these items. The theory room is equipped with audio visual, and all of the other necessary equipment to teach students.

There is no housing available to students.

#### **Important Facts about Ace Cosmetology and Barber Training Center Programs...**

Ace Cosmetology and Barber Training Center offer programs in Cosmetology and Barbering.

**All programs are taught in English.**

#### **Non-Discrimination Policy**

In compliance with federal, state, and local government requirements Ace Cosmetology and Barber Training Center does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion or ethnic origin, handicap or sexual orientation in admitting students or employment practices. The school does not allow or tolerate discrimination of any kind, bullying, or harassment; appropriate action will be taken by the school.

Ace Cosmetology and Barber Training Center follows the requirements established by the Americans with Disabilities Act. Ace Cosmetology and Barber Training Center does not discriminate against qualified individuals with disabilities. Ace Cosmetology and Barber Training Center does provide reasonable accommodation for the known disability of a qualified applicant, student, client, or employee except when the accommodation imposes an undue hardship on the school, fellow employees or fellow students. If any student or staff member experiences or witnesses anyone being bullied, or harassed, they are required to report the matter to the schools director either in person, by phone or in writing so appropriate action can be taken.

#### **Admission Policy & Requirements**

The prospective student should make an appointment to visit Ace Cosmetology and Barber Training Center to discuss your personal education and career plans prior to enrolling. We will take you on a tour of our facility and explain our admission requirements to you.

Requirements for admission:

1. Complete an applicant profile form.

2. Provide a valid high school diploma, a GED, or high school valid official transcript verifying your graduation date, or a home school self certification form.  
Ace Cosmetology and Barber Training Center does not accept ATB students. All foreign diplomas must be translated with an official seal and or graduation date on the original document.
3. A valid government issued photo identification card or driver's license.
4. Complete a personal interview with our Admission's Advisor. At this time the student will be given a tour of the school and a catalog.
5. A non-refundable registration fee of \$100.00 must be submitted with the enrollment application. When the applicant questions have been answered, required deposit made, and enrollment agreement signed, enrollment is complete. The student is then told when to report to class and should the student fail to report the registration fee will then be forfeited. This fee is not included in the cost of tuition and is non-refundable. This Fee must be in the form of cash, check, credit card or money order. This fee is not covered by financial aid.

### **Transfer Policy**

Any student transferring to Ace Cosmetology and Barber Training Center from another cosmetology school is given an entrance exam and their official transcript from their previous school is required. The hours are carried over at the discretion of the school owner or director of the school. The tuition price for the students remaining hours are to be broken down to an hourly rate, as well as the cost of the equipment or books if needed. The non-refundable registration fee must also be paid. If a student wishes to transfer out of the school, the student must have satisfied all of the financial obligations of the school.

**Transfer students-** Midpoint of the contracted hours or the 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 ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the program.

### **Transfer Hours**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

### **Re-Entry Policy**

Any student considered withdrawn or dismissed for academic reasons who subsequently requests re-admission, shall forfeit any scholarship or tuition waiver previously awarded by the school, but shall retain full credit for all monies paid to the school individually or by any other external source. Upon compliance with the following guidelines, the student will be readmitted without loss of previous hours clocked, under the same SAP status. Requirements for re-entry are as follows:

1. The student may return 6 months after last day attended (may return sooner with approval from administration if student puts in writing why they want to return, can show the circumstances that have lead to student withdraw have changed and student signs affidavit stating such changes).
2. Students returning within the 6 month period after LOA will have to sign new enrollment agreement. Student will return under the same progress status as when they left. Hours elapsed during a withdrawal will extend the student contract period and maximum time frame by the same number of days taken. If the student wants to return before the 6 months has elapsed, the student must request in writing and the administration approve it. If tuition has increased, enrollment agreement will reflect increased charges if applicable.
3. If the student returns AFTER the 6 months after LOA has elapsed, the student must sign new enrollment agreement. If tuition has increased, enrollment agreement will reflect increased charges if applicable.
4. The school will charge a re-entry fee of \$100.00 to students who are withdrawn and wish to re-enter more than 30 days after termination. The tuition rates current at the time of re-entry will apply to the balance of the training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

Reentry after 180 days:

1. Reenters the same program more than 180 days after withdrawal, receiving credit for hours previously earned.
2. Transfers into another credit-hour non-term or clock-hour program at any time.
3. Then the student starts a new payment period when he or she reenters.
4. If tuition has increased, the new enrollment agreement will reflect increased charges if applicable.

The re-entry fee is non-refundable should the student fail to meet the necessary criteria. Ace Cosmetology and Barber Training Center reserves the right to refuse re-entry to any applicant who fails to meet the criteria established by the school. Student re-entry requests will be reviewed on an individual basis.

### **State Licensing Disclaimer**

The state may refuse to grant a license if a student has been convicted of a crime; committed an act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licensee of the business or profession in question, would be grounds for the Department of Health to deny licensure. The Department of Health denies licensure on the grounds that the applicant made a false statement of fact required to be revealed in the application for such license.

Ace Cosmetology and Barber Training Center is not responsible for students denied licensure. Students who are not US citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Ace Cosmetology and Barber Training Center is not responsible for students denied licensure.

### **State Licensing Requirements**

Cosmetology and Barbering are clock hour programs which prepares the student for Licensing. The State of Ct requires a student to have completed the eighth grade, the required hours of instruction from a CT state approved curriculum and passed the CT State Board Written Exam with a minimum score of 70% in order to obtain a Cosmetology / Barbers license.

Reference to state regulations: [www.ct.gov/dph](http://www.ct.gov/dph)

Cosmetology requires 1500 clock hours.

Barbering requires 1000 clock hours.

### **Industry Requirements**

According to CT Job & Career Connection the average statewide annual income for these occupations is \$29,839.00. This amount does not include tips and gratuities. Employment in this occupation is expected to grow faster than average, and the number of annual openings will offer excellent opportunities.

Prospective cosmetologists/ Barbers must be aware of the physical demands in this career as they can be strenuous:

**Hygiene:** It is important for cosmetologists/barbers to have adequate hygiene for several reasons. The first is simply a matter of self-recommendation. It is a cosmetologist / barber's job to help others look as attractive as possible; therefore it is important for the cosmetologist/barber to have a neat, clean appearance. Most people would not want to go into a salon/barber shop and have someone do their hair or make-up that clearly doesn't take care of their own hair and make-up. Cosmetologist/Barbers' physical appearances are walking references to their skill ability.

In terms of cleanliness, refined personal hygiene is crucial for Cosmetologists/Barbers. Cosmetologists/Barbers regularly touch their clients, more so than many other professions, so they need to keep clean as a matter of course or may spread dirt, germs, disease and possibly bugs, such as lice amongst clients.

**Body Positioning:** Cosmetologists/Barbers are required to stand about 75 percent of the time. Cosmetologists/Barbers must lean forward, stoop, bend and twist. Standing and leaning over clients is a common position when washing a client's hair or administering a facial. The back experiences significant stress during the course of a cosmetologist's day. If an individual cannot stand or remain standing for long periods of time, they are unlikely to be successful as cosmetologists/Barbers because they will not be able to perform tasks accurately.

**Steady Hands:** A cosmetologist/Barber's hands are frequently exposed to water and cleansing. Cosmetologists/Barbers work with their hands to cut hair, perform manicures and pedicures, make-up and other applications. To perform all these tasks successfully, the cosmetologist/Barber must have the ability to control their hands and fingers at all times, including holding the hand very steady while cutting hair, applying makeup or other beauty treatments. A cosmetologist/Barber who cannot hold their hands steady is certain to receive a number of complaints from incorrectly or badly performed procedures.

**Allergies:** Cosmetologists/Barbers are required to handle a large number of chemicals and use a variety of cleansing agents. If an individual is highly allergic to any of these products or very sensitive to these sorts of items, they are unlikely to succeed in cosmetology/barbering due to their adverse physical reactions to the tools of the trade.

**Using Tools:** Cosmetology/Barbering tools can cause cuts and other injuries, so it's important that a cosmetologist have reasonably good vision so she can handle the tools safely. Dexterity to grasp scissors, razors and small make-up tools is important.

### **Course Outline Cosmetology: Curriculum 1500 Instructional Hours**

The study of national Curriculum for Cosmetology is intended to assist students / trainees to; develop knowledge, skills, attitudes, and values that will enable them to become eligible for entry level employment in the field of cosmetology.

Minimum Content Area, Theory Hours, Clinical Hours

Subject	Theory Hours	Clinical Hours
Sanitation & Hygiene	15	20
Anatomy & Physiology	15	0
Chemical Procedures	30	200
Business & Professional Relations	10	10
Hair Care & Treatment	20	200
Skin Care, Facials, Make-Up, Shaving	15	80
Manicuring	15	40
Hair Shaping & Styling	75	750
State Laws for Barbers & Hairdressers & EEOC Guidelines	5	0
Total Hours	<b>200</b>	<b>1300</b>

**Course Objective**

The objective of our Cosmetology course is to give our students the academic and practical tools needed to succeed in the profession. In addition to classroom study, supervised practical training gives students hands on training. Completion of this course will award students with a certificate of completion from Ace Cosmetology and Barber Training Center qualifying them to take the exam given by the Connecticut State Department of Public Health. After passing the state test they will then be qualified as a professional Cosmetologist enabling them to work in a number of positions in various hair salons, spas, and barbershops across the state.

The following are the official Standard Occupational Codes related to Cosmetology:

Cosmetologists 39-5012 - <a href="http://www.bls.gov/soc/2010/soc395012.htm">http://www.bls.gov/soc/2010/soc395012.htm</a>	Make-up Artists 39-5091 - <a href="http://www.bls.gov/soc/2010/soc395091.htm">http://www.bls.gov/soc/2010/soc395091.htm</a>
Skin Care Specialist 39-5094 - <a href="http://www.bls.gov/soc/2010/soc395094.htm">http://www.bls.gov/soc/2010/soc395094.htm</a>	Shampooers 39-5093 - <a href="http://www.bls.gov/soc/2010/soc395093.htm">http://www.bls.gov/soc/2010/soc395093.htm</a>

**Instruction Methods**

Our students are placed into two separate groups for clinical and practical instructions. This method insures that students get individual instructions in both theory and clinical areas.

Lecture, audio-visual materials and games are used to instruct. Our instructors use the newest technology to ensure that students are taught the newest and the most up to date information as well as being taught in the way they best learn including teaching techniques that encompass all learning avenues and levels of understanding whether it be visual through our DVD series, standard lecture forum, or aided by computer based cd-rom interactive study.

**Units of Instruction:** Cosmetology Curriculum

<p><b>I. Sanitation and Hygiene</b> 35 hrs</p> <p>A. Hygiene and good grooming</p> <ol style="list-style-type: none"> <li>1. Personal hygiene</li> <li>2. Good grooming</li> </ol> <p>B. Sanitation procedures</p> <ol style="list-style-type: none"> <li>1. Definition</li> <li>2. Importance</li> <li>3. Methods of sanitation</li> <li>4. Chemistry as applied</li> </ol> <p><b>II. Anatomy and Physiology</b> 15 hrs</p> <p>A. Dermatology</p> <ol style="list-style-type: none"> <li>1. Structure of the skin</li> <li>2. Functions of the skin</li> <li>3. Conditions of the skin</li> <li>4. Disorders of the skin</li> </ol> <p>B. Trichology</p> <ol style="list-style-type: none"> <li>1. Structure of hair</li> <li>2. Composition of hair</li> </ol>	<ol style="list-style-type: none"> <li>2. Materials and supplies</li> <li>3. Scalp and hair analysis                             <ul style="list-style-type: none"> <li>• Hair porosity</li> <li>• Hair texture</li> <li>• Hair elasticity</li> <li>• Hair density</li> <li>• Hair length</li> </ul> </li> <li>4. Classifications (types) of products</li> <li>5. Safety measures</li> <li>6. Procedures</li> <li>7. Special hair problems</li> <li>8. Chemistry as applied</li> </ol> <p>Chemical Hair Relaxing</p> <ol style="list-style-type: none"> <li>1. Purpose and Effect</li> <li>2. Materials and Supply</li> <li>3. Scalp and Hair Analysis                             <ul style="list-style-type: none"> <li>• Hair Porosity</li> <li>• Hair Texture</li> </ul> </li> </ol>
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<ul style="list-style-type: none"> <li>3. Blood and nerve supply</li> <li>4. Growth and regeneration</li> <li>5. Color, texture, elasticity and porosity</li> <li>6. Conditions and disorders</li> </ul> <p>C. Nails</p> <ul style="list-style-type: none"> <li>1. Structure and composition</li> <li>2. Growth and regeneration</li> <li>3. Nail irregularities</li> </ul> <p><b>III. Chemical Procedures</b> <span style="float: right;">230 hrs</span></p> <p>A. Hair Coloring and Lightening</p> <ul style="list-style-type: none"> <li>1. Purpose and effects</li> <li>2. Materials and supplies</li> <li>3. Classifications</li> <li>4. Safety measures</li> <li>5. Procedures</li> <li>6. Corrective measures</li> <li>7. Fillers</li> <li>8. Removal of artificial color</li> <li>9. Special effects</li> <li>10. Chemistry as applied</li> </ul> <p>B. Chemical Waving</p> <ul style="list-style-type: none"> <li>1. Purpose and effects</li> </ul>	<ul style="list-style-type: none"> <li>• Hair Elasticity</li> <li>• Hair Length</li> <li>• Hair Density</li> </ul> <ul style="list-style-type: none"> <li>4. Classifications (types) of Products</li> <li>5. Safety Measures</li> <li>6. Procedures</li> <li>7. Special Problems</li> <li>8. Chemistry as Applied</li> </ul> <p><b>IV. Business &amp; Professional Relations</b> <span style="float: right;">20 hrs</span></p> <p>A. Professional Attitude &amp; Salesmanship</p> <ul style="list-style-type: none"> <li>1. Personality</li> <li>2. Salesmanship</li> </ul> <p>Client Relationships</p> <ul style="list-style-type: none"> <li>3. Telephone Techniques</li> </ul> <p>B. Salon Management</p> <ul style="list-style-type: none"> <li>1. Business Practices</li> <li>2. Employer-Employee Relations</li> <li>3. Salon Development</li> <li>4. Professional Ethics</li> <li>5. Public Relations</li> </ul>
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<p>C. Safety Measures</p> <ul style="list-style-type: none"> <li>1. Pertaining to shop clients</li> <li>2. Pertaining to shop operators</li> <li>3. Equipment</li> <li>4. Materials</li> <li>5. Precautions to Various Services Including Hair Straightening</li> <li>6. Precautions for Electrical Devices</li> </ul> <p><b>V. Hair Care And Treatment</b> <span style="float: right;">220 hrs</span></p> <p>A. Shampoos and Rinses</p> <ul style="list-style-type: none"> <li>1. Purpose and Effect</li> <li>2. Materials and Supplies</li> <li>3. Types of Shampoos</li> <li>4. Rinses</li> <li>5. Procedures</li> <li>6. Chemistry as Applied</li> </ul> <p>B. Scalp and Hair Care</p> <ul style="list-style-type: none"> <li>1. Purpose and Effects</li> <li>2. Materials and Supplies</li> <li>3. Junctions of Nerves, Muscles, and Blood</li> <li>4. Procedures</li> <li>5. Safety Measures</li> <li>6. Chemistry as Applied</li> </ul> <p><b>VI. Skin Care, Facials, Make-up, Shaving</b> <span style="float: right;">95 hrs</span></p> <p>A. Facials and Makeup</p> <ul style="list-style-type: none"> <li>1. Purpose and effects of massage movements</li> <li>2. Implements and supplies</li> </ul>	<p><b>VIII. Hair Shaping and Styling</b> <span style="float: right;">825 Hrs</span></p> <p>A. Hair shaping</p> <ul style="list-style-type: none"> <li>1. Purpose and Effect</li> <li>2. Materials, Supplies and Implements</li> <li>3. Fundamentals</li> <li>4. Use of Implements</li> <li>5. Designing and Procedures <ul style="list-style-type: none"> <li>a. Traditional Barber Styles</li> <li>b. Contemporary Style</li> <li>c. Safety Measures</li> </ul> </li> </ul> <p>B. Hairstyling</p> <ul style="list-style-type: none"> <li>1. Purpose and Effect</li> <li>2. Materials and Supplies</li> <li>3. Finger waving and Shaping</li> <li>4. Curl Formation <ul style="list-style-type: none"> <li>a. Pin curls</li> <li>b. Rollers</li> </ul> </li> <li>5. Comb out techniques</li> </ul> <p>C. Thermal Techniques</p> <ul style="list-style-type: none"> <li>1. Hair and Scalp Analysis</li> <li>2. Materials, Supplies and Implements</li> <li>3. Hair Pressing</li> <li>4. Thermal Curling</li> <li>5. Thermal Waving</li> <li>6. Safety Measures</li> </ul> <p>D. Care and Styling of Wigs</p> <ul style="list-style-type: none"> <li>1. Types of Wigs</li> <li>2. Cleaning and Conditioning</li> <li>3. Fitting and Adjusting</li> <li>4. Styling</li> <li>5. Safety Measures</li> </ul>
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<ol style="list-style-type: none"> <li>3. Functions of the nerves &amp; muscles</li> <li>4. Procedures in giving a plain facial</li> <li>5. Facial cosmetics</li> <li>6. Special Problems</li> <li>7. Eyebrow arching</li> <li>8. Lash &amp; brow tinting</li> <li>9. Shaving</li> <li>10. Beard &amp; moustache trimming</li> </ol> <p><b>VII. Manicuring</b> <span style="float: right;">55 hrs</span></p> <ol style="list-style-type: none"> <li>A. Purpose an effects</li> <li>B. Preparation</li> <li>C. Equipment, Supplies and Implements</li> <li>D. Procedures for Manicuring</li> </ol>	<p style="text-align: right;"><b>VIII. State Laws</b> <span style="float: right;">5 Hrs</span></p> <ol style="list-style-type: none"> <li>A. State Laws, Rules and Regulations concerning Hairdressing, Barbering and EEOC Guidelines for Employment</li> </ol>
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**Cosmetology**  
Minimum Clinic Services to Be Performed by Students

Service Type	Min Required
Wet Styling (Sculpting, Roller sets, Finger waves, Wraps)	25
Thermal Styling (Blow Drying /Curling Iron / Flat Iron/ Pressing)	30
Haircuts	50
Hair Color (Semi / Demi / Permanent)	25
Hair Lightening (Double Process)	5
Dimensional ( Foiling /Cap/ Etc)	25
Braiding	5
Long Hair Styling	5
Hair Removal	10
Shaves	1
Facials	3
Perms	10
Relaxers	2
Manicures	5
Pedicures	5
Nails: <i>Artificial</i>	1
Miscellaneous	10

**Grading Scale**

✓ **Academics**

4 = 100	= Excellent
3 = 94 - 99	= Very Good
2 = 84 - 93	= Good
1 = 70 - 83	= Satisfactory
0 = 69 and below	= Unsatisfactory / Failing

**Course Outline Barbering:** Curriculum 1000 Instructional Hours

The study of national Curriculum for Barbering is intended to assist students / trainees to; develop knowledge, skills, attitudes, and values that will enable them to become eligible for entry level employment in the field of Barbering.



Minimum Content Area, Theory Hours, Clinical Hours

Subject	Theory Hours	Clinical Hours
Sanitation & Hygiene	15	20
Anatomy & Physiology	15	0
Chemical Procedures	30	100
Business & Professional Relations	10	10
Hair Care & Treatment	10	50
Skin Care, Facials, Make-Up, Shaving, Manicuring	15	30
Hair Shaping & Styling	50	640
State Laws for Barbers & Hairdressers & EEOC Guidelines	5	0
Total Hours	<b>150</b>	<b>850</b>

**Course Objective**

The objective of our Barber course is to give our students the academic and practical tools needed to succeed in the profession. In addition to classroom study, supervised practical training gives students hands on training. Completion of this course will award students with a certificate of completion from Ace Cosmetology and Barber Training Center qualifying them to take the exam given by the Connecticut State Department of Public Health. After passing the state test they will then be qualified as a professional Barbering enabling them to work in a number of positions in various spas, and barbershops across the state. The following are the official Standard Occupational Codes related to Cosmetology:

Barbers 39-5011 - <http://www.bls.gov/soc/2010/soc395011.htm>

**Instruction Methods**

Our students are placed into two separate groups for clinical and practical instructions. This method insures that students get individual instructions in both theory and clinical areas.

Lecture, audio-visual materials and games are used to instruct. Our instructors use the newest technology to ensure that students are taught the newest and the most up to date information as well as being taught in the way they best learn including teaching techniques that encompass all learning avenues and levels of understanding whether it be visual through our DVD series, standard lecture forum, or aided by computer based cd-rom interactive students.

**Units of Instruction:** Barbering Curriculum

<p><b>I. Sanitation and Hygiene</b></p> <p>A. Hygiene and good grooming</p> <ol style="list-style-type: none"> <li>1. Personal hygiene</li> <li>2. Good grooming</li> </ol> <p>B. Sanitation procedures</p> <ol style="list-style-type: none"> <li>1. Definitions</li> <li>2. Importance</li> <li>3. Method of sanitation</li> <li>4. Related Chemistry</li> </ol> <p>C. Universal Precautions/Infection Control</p> <ol style="list-style-type: none"> <li>1. Blood Borne Pathogens</li> <li>2. Infectious Disease (eg., HIV. Hepatitis C)</li> </ol> <p><b>II. Anatomy and Physiology</b></p> <p>A. Properties and disorders of the skin</p> <ol style="list-style-type: none"> <li>1. Structure, composition and function</li> <li>2. Blood supply, nerves and muscle function</li> <li>3. Growth and regeneration</li> <li>4. Conditions, diseases and disorders</li> <li>5. Irregularities</li> </ol> <p>B. Properties and disorders of the hair and scalp</p> <ol style="list-style-type: none"> <li>1. Structure, composition and function</li> <li>2. Blood supply, nerves and muscle function</li> <li>3. Growth and regeneration</li> <li>4. Color, texture, elasticity, density and porosity</li> <li>5. Conditions, diseases and disorders</li> <li>6. Analysis</li> <li>7. Irregularities</li> </ol>	<p><b>B. Chemical Waving</b></p> <ol style="list-style-type: none"> <li>1. Purpose and effects</li> <li>2. Materials, implements and supplies</li> <li>3. Scalp and hair analysis</li> <li>4. Classifications (types) of products</li> <li>5. Safety measures</li> <li>6. Procedures</li> <li>7. Corrective measures</li> <li>8. Special effects</li> <li>9. Special hair problems</li> <li>10. Related chemistry</li> </ol> <p><b>C. Chemical Hair Relaxing</b></p> <ol style="list-style-type: none"> <li>1. Purpose and results</li> <li>2. Material, implements and supplies</li> <li>3. Scalp and hair analysis</li> <li>4. Classifications (types) of products</li> <li>5. Safety measures</li> <li>6. Procedures</li> <li>7. Special hair problems</li> <li>8. Related chemistry</li> </ol> <p><b>IV. Hair Care and Treatment</b></p> <p><b>A. Shampoos and Rinses</b></p> <ol style="list-style-type: none"> <li>1. Purpose and results</li> <li>2. Materials and supplies</li> <li>3. Types of shampoos/rinses</li> <li>4. Procedures</li> <li>6. Related chemistry</li> </ol>
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<p><b>III. Chemical Procedures</b></p> <p><b>A. Hair Coloring and Lightening</b></p> <ol style="list-style-type: none"> <li>1. Purpose and results</li> <li>2. Materials, Implements and supplies</li> <li>3. Classifications</li> <li>4. Scalp and hair analysis</li> <li>5. Safety measures</li> <li>6. Procedures</li> <li>7. Corrective measures</li> <li>8. Fillers</li> <li>9. Removal of artificial color</li> <li>10. Special effects</li> <li>11. Related chemistry</li> </ol>	<p><b>B. Scalp and Hair Care</b></p> <ol style="list-style-type: none"> <li>1. Purpose and results</li> <li>2. Materials and supplies</li> <li>3. Massage</li> <li>4. Procedures</li> <li>5. Safety measures</li> <li>6. Related chemistry</li> </ol> <p><b>V. Skin Care/Facials and Manicuring</b></p> <p><b>A. Skin Care/Facials</b></p> <ol style="list-style-type: none"> <li>1. Purposes and effect of massage movements</li> <li>2. Implements and supplies</li> <li>3. Function of nerves and muscles</li> <li>4. Procedure in giving a plain facial</li> <li>5. Special problems</li> </ol>
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<p><b>B. Manicuring</b></p> <ol style="list-style-type: none"> <li>1. Purpose and results</li> <li>2. Preparation</li> <li>3. Equipment, implements and supplies</li> <li>4. Procedures</li> </ol> <p><b>VI. Hair Cutting, Styling and Shaving</b></p> <p><b>A. Hair Cutting</b></p> <ol style="list-style-type: none"> <li>1. Purpose and results</li> <li>2. Materials, implements and supplies</li> <li>3. Use of implements</li> <li>4. Haircutting theory</li> <li>5. Techniques, designing and procedures             <ol style="list-style-type: none"> <li>a. Traditional barber styles (fine taper)</li> <li>b. Contemporary styles</li> </ol> </li> <li>6. Safety measures</li> </ol> <p><b>B. Hair Styling/Care and Care/Styling of Wigs</b></p> <ol style="list-style-type: none"> <li>1. Purpose and results</li> <li>2. Materials, implements and supplies</li> <li>3. Use of implements</li> <li>4. Finishing techniques</li> <li>5. Thermal Techniques             <ol style="list-style-type: none"> <li>a. Hair and scalp analysis</li> <li>b. Materials, implements and supplies</li> <li>c. Hair pressing</li> <li>d. Thermal curling</li> <li>e. Thermal waving</li> </ol> </li> <li>6. Care and Styling of Wigs             <ol style="list-style-type: none"> <li>a. Types of Wigs</li> <li>b. Cleaning and conditioning</li> <li>c. Fitting and adjusting</li> <li>d. Styling</li> </ol> </li> <li>7. Safety measures</li> </ol>	<p><b>C. Shaving</b></p> <ol style="list-style-type: none"> <li>1. General precautions and safety precautions of shaving</li> <li>2. Standard shaving positions and strokes</li> <li>3. Fundamentals of shaving the head, neck and face</li> <li>4. Beard and mustache grooming</li> </ol> <p><b>VII. Business and Professional Relations</b></p> <p><b>A. Professional attitude/ethics and salesmanship</b></p> <ol style="list-style-type: none"> <li>1. Personality</li> <li>2. Salesmanship</li> <li>3. Patron relations</li> <li>4. Telephone techniques</li> </ol> <p><b>B. Salon management</b></p> <ol style="list-style-type: none"> <li>1. Business practices</li> <li>2. Employer-employee relations</li> <li>3. Salon development</li> <li>4. Professional ethics</li> <li>5. Public relations</li> </ol> <p><b>C. Safety Measures/Client protection</b></p> <ol style="list-style-type: none"> <li>1. Pertaining to shop patrons</li> <li>2. Pertaining to shop operators</li> <li>3. Equipment</li> <li>4. Materials</li> <li>5. Precautions relative to various services including hair straightening</li> <li>6. Precautions for electrical devices</li> </ol> <p><b>VIII. State laws and rules and regulations concerning barbering and <u>Equal Employment Opportunity Commission</u> guidelines for employment</b></p>
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**BARBER PROGRAM**

Minimum Clinic Services to Be Performed by Students

Service Type	Minimum Required
Wet Styling (Sculpting, Rollersets, Fingerwaves, Wraps)	20
Thermal Styling (Blow Drying /Curling Iron / Flat Iron/ Pressing)	50
Haircuts	100
Hair Color (Semi / Demi / Permanent)	25
Hair Lightening (Double Process)	2

Dimensional ( Foiling /Cap/ Etc)	25
Braiding	5
Shaves (15) / Beard Design (10)	25
Facials	3
Perms	10
Relaxers	2
Manicures	5
Miscellaneous	10

**Grading Scale**

✓ **Academics**

- 4 = 100 = Excellent
- 3 = 94 - 99 = Very Good
- 2 = 84 - 93 = Good
- 1 = 70 - 83 = Satisfactory
- 0 = 69 and below = Unsatisfactory / Failing

**State Of CT. Curriculum / Units Of Instruction:**

The total curriculum shall not be less than one thousand (1,000) hours of instruction. The first one hundred fifty (150) hours must be devoted to instruction in the theoretical aspects of all content areas. Practical instruction can be included in this first one hundred fifty (150) hours but supervised practice on a clinic floor cannot. The remaining eight hundred fifty (850) hours are to be devoted to supervised practice integrated with ongoing theoretical and practical instruction. Instructor Qualifications/Teacher to Student Ratios: Instructors shall be at least 18 years of age, hold a high school diploma or equivalent, hold a current license as a barber in good standing in Connecticut, and have at least 2 years of licensed work experience (e.g., barber shop, salon, instructor, etc.). At no time shall there be a ratio of less than 1 instructor to 15 students for clinical training.

**Satisfactory Academic Progress Policy (SAP)**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Ace Cosmetology and Barber Training Center. 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 regulations established by the United States Department of Education. SAP evaluation periods are based on actual contracted hours at Ace Cosmetology and Barber Training Center.

**Evaluation Periods:** Students are evaluated for Satisfactory Academic Progress as follows...

**Cosmetology: 450, 900, 1200, 1500 actual hours**

**Barbering: 450, 900, 1000 actual hours**

**Transfer Policy**

Any student transferring to Ace Cosmetology and Barber Training Center from another cosmetology school is given an entrance exam and their official transcript from their previous school is required. The hours are carried over at the discretion of the school owner or director of the school. The tuition price for the students remaining hours are to be broken down to an hourly rate, as well as the cost of the equipment or books if needed. The non-refundable registration fee must also be paid. If a student wishes to transfer out of the school, the student must have satisfied all of the financial obligations of the school.

**Transfer students-** Midpoint of the contracted hours or the 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 ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the program.

**Transfer Hours**

With regard to Satisfactory Academic Progress, a student’s transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

**Attendance Progress Evaluations:**

Students are required to attend a minimum of 70% 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 70% 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.

**Maximum Time Frame:**

The maximum time which does not exceed 143% of the course length allowed for students to complete each program at satisfactory academic progress is stated below:

Program	Maximum Time Allowed		Program	Maximum Time Allowed	
	Weeks	Scheduled Hours		Weeks	Scheduled Hours
<b><u>Cosmetology-1500 hours</u></b>			<b><u>Barbering- 1000 hours</u></b>		
Full time ( 30 hrs / wk)	71.5	2145	Full time ( 30 hrs / wk)	47.6	1430
Part time ( 22.5 hrs / wk)	95.3	2145	Part time ( 22.5 hrs / wk)	63.5	1430
Evening ( 22.5 hrs / wk)	95.3	2145	Evening ( 22.5 hrs / wk)	63.5	1430

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. The maximum time allowed for transfers students who need less than the full course requirements or part-time students will be determined based on 70% of scheduled hours.

**Exceeding Maximum Time Frame:** Any student exceeding the maximum time frame as stated above will be terminated and will have to re-enroll 90 days later and pay all re-enrollment fees.

**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 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. 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’s 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:

**Grading Scale**

✓ **Academics**

- 4 = 100 = Excellent
- 3 = 94 - 99 = Very Good
- 2 = 84 - 93 = Good
- 1 = 70 - 83 = Satisfactory
- 0 = 69 and below = Unsatisfactory / Failing

✓ **Practical/ Lab**

- Pass (1 pt) = 100 = Excellent / Salon Quality
- Fail (0 pt) = 69 and below = Unsatisfactory/ Failing

**Annual Performance Statistics**

- Completion: 66.67 %
- Licensure: 100 %
- Placement: 62.5 %

**Determination of Progress Policy:**

Students meeting the minimum requirements for academics (70%) and attendance (70%) 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 Progress may have their Title IV funding ( if applicable) interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Academic counseling sessions with students are provided ongoing as needed.

**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, the student will be placed on SAP probation and if applicable, the student may be deemed ineligible to receive Title IV Funds.

**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. Additionally, only students who have the ability to meet satisfactory 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 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.

**Re-Establishment of Satisfactory Academic Progress:**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period, or filing an appeal of their loss of title IV funding.

**Appeal Procedure:**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination in writing with in 10 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.

**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.

**Noncredit, Remedial Course, Repetitions:**

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore these items have no effect upon the schools satisfactory academic progress standards.

**Tuition and Fees for Waterbury, Hartford & Ansonia**

Program	Tuition	Registration Fee	Books / Kit	Lab Fees	TOTAL COSTS
Cosmetology	\$18,500.00	Non Refundable \$100.00	\$900.00	\$1,500.00	\$21,000.00
Barbering	\$13,500.00	Non Refundable \$100.00	\$900.00	\$1,500.00	\$16,000.00

Lab Fees-This fee is based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to an individual’s ability and materials required by the course labs

A \$100.00 deposit is required for either program.  
Note: Registration fee due at signing of contract agreement.

**Other expenses to be incurred by the Cosmetology / Barber student are:**

State Board Exam: \$65.00  
State Licensing Fee: \$100.00

**Method of Payment:**

Please contact the school's Financial Aid Office for payment options.

The student can make full payment at time of enrollment agreement, or

Pay the Non-refundable registration fee paid at time of signing agreement with balance paid prior to start date, or

Pay the Non-refundable registration fee and arrange convenient interest free tuition payments on a weekly/monthly payment plan if the student qualifies.

The school accepts cash, check, money order, credit card.

Financial Aid recipients understand that monies received on their behalf are applied first to tuition costs. Any remaining funds available for the student will be paid to the student only at which time the course costs have been paid in full.

*\*The School is currently eligible to participate in federal Title IV Financial Aid Programs*

**Registration Fee** (\$ 100.00 Non-refundable) - A Non-refundable registration fee is payable upon execution of a signed enrollment agreement.

**Termination/withdrawal Fee** (\$100) - A termination/withdrawal fee of \$100.00 will be charged to any student who withdraws from school prior to completion of course.

**Returned Check Fee** (\$35.00) - A fee of \$35.00 is charged for any check returned from a financial institution due to insufficient funds or for any other reason.

**Transcript fees** The school may charge a \$10.00 transcript fee for transcript requests

**Cost over Contract**

If a student fails to complete the program in the time allowed as contracted, an additional time period of 60 clock hours for full time students, and 45 for part time students, will be given to the student to complete the course without charge to the student. If the student fails to complete the course by the scheduled graduation date, plus the additional clock hours allotted, the hours made up after graduation date will be charged at the programs hourly rate: Cosmetology \$12.33 per contracted hour / Barbering & \$13.50 per contracted hour.

The school reserves the right to close for Educator Training Seminars, legal holidays or any other circumstances beyond the school's control.

**REFUND POLICY – NOTICE OF CANCELLATION**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

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

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is cancelled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- If a student withdraws prior to course completion, a calculation for return of funds will be completed and any applicable returns by the school shall be paid, as applicable.
- After all applicable returns have been made, this refund policy will apply to determine the amount earned by the school and owed by the student.
- If the student has received personal payments of aid, he/she may be required to refund the aid to the applicable program.
- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student.
- Ace Cosmetology and Barber Training Centers does not automatically offer credit balance refunds for living expenses. This is a school policy that follows all federal and state guidelines. Students are packaged to their cost of attendance only. Tuition, fees, books and supplies are included in total price. Title IV refunds are not available to students unless student submits application for funds over budget, and all supporting documentation is submitted. All applications are subject to review for approval or denial. Please note; submission of application is not a guarantee that it will be approved.
- Any student with a credit a balance on their ledger card, will be not be entitled to these funds until all school tuition fees are paid in full. This is usually right before the student is ready to graduate and all fees have been applied and paid.

After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. This calculation may take several days.

**\*The School is currently eligible to participate in federal Title IV Financial Aid Programs**

**Graduation Requirements for Cosmetology**

The minimum requirements for students to graduate and receive a certificate of completion are:

- 70% GPA
- 1500 clock hrs. (necessary for state license)
- All monies paid in full to Ace Cosmetology and Barber Training Center.
- complete all written tests and practical exams

\*Until all monies are paid in full, affidavit of hours or official transcripts will not be released.

### **Graduation Requirements for Barbering**

The minimum requirements for students to graduate and receive a certificate of completion are:

- 70% GPA (complete all tests and practical services)
- 1000 clock hrs (necessary for state license)
- All monies paid in full to Ace Cosmetology and Barber Training Center.

\*Until all monies are paid in full, affidavit of hours or official transcripts will not be released.

Once all requirements Listed above have been meet the student will receive his / or her Certificate of Completion

### **Job Placement Assistance**

Ace Cosmetology and Barber Training Center does not guarantee job placement to students, however we do provide assistance to present and past students by the following means of service:

- Employers contact our office asking names of students who will soon be graduating for a possible job employment. Student is then informed of the job. If interested an interview will be set up by the director, between the student and future employer. The student may be called upon to perform any duty future employer may ask of them, that will be needed in the cosmetology/barber field. Upon completion of the student's interview, student may be notified whether or not he or she got the position.
- Show students the right interviewing techniques and personal development, that they need to get and obtain a job in the cosmetology/barber field.
- Upon graduation students must inform school staff of their employment and provide name of employer, address and telephone number. This will then be placed in student's folder for documentation.
- A criminal background may prohibit a student from obtaining employment.

### **Leave of Absence, Interruptions, Course Incompletes, Withdrawals:**

Occasionally, students may experience extended personal or medical problems which make it difficult for them to attend their classes. The School may allow a student experiencing such circumstances to take a Leave of Absence (LOA) from their program. Students must be enrolled in their program for a minimum of sixty (60) days before a Leave of absence could be approved. All LOAs must be preapproved by the administration, and students must submit their requests to the school in writing. The written request for an LOA must be submitted in advance, and include the reason for the request, include the starting and ending date of the LOA, and must include the student signature. Ace Cosmetology and Barber Training School may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, (such as a car accident or emergency surgery etc.) Ace Cosmetology and Barber Training Center would then determine that the beginning of the leave of absence would be determined to be the first day the student was unable to attend class. A student is eligible for 180 days leave of absence during a 12 month period at Ace Cosmetology and Barbering Training Center. The minimum length of an LOA is 14 days unless approved by the Director. Any approved LOA will be granted in accordance with the Federal guidelines for LOA which state that an LOA will not exceed 180 days in a twelve month period. An LOA will not be granted to an active student who exceeded or surpassed the 100% point of scheduled hours of their program. Students will not be assessed additional tuition charges while on their LOA. The student enrollment contract will be extended for the same number of day's taken and maximum time frame in the LOA. 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. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the same SAP status they held prior to their LOA. There must be reasonable expectation that the student will return from the LOA. Students returning from an LOA must coordinate their return with the campus registrar.

Students who fail to return from an LOA on their scheduled return date will be terminated and will be considered dismissed as of the last day of attendance prior to the start of their LOA. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance. A student granted a LOA that meets these criteria is not to be considered to have withdrawn, and no refund calculation is required at that time. If enrollment is temporarily interrupted for a LOA, the student will return to school in the same progress status as prior to the LOA. 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 LOA 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. Student who withdraw from the program are required to gather all personal items. Any items left behind by the student will be stored for 60 days, at which time the items become the property of Ace Cosmetology and Barbering Training Center.

Students wishing to withdraw and transfer to another institution must attend an exit interview and pay all monies owed the school or made satisfactory arrangements for debts as approved by the School.



## **Financial Aid and Other Enrollment Information**

### **Financial Aid Programs**

Based on a combination of approvals, authorization and accreditation, Ace students are eligible to apply for and receive tuition aid and financial assistance while attending school. Currently government sponsored financial aid programs are available to help pay for portions of your tuition and fees with grants or loans. Title IV federal funding is available to those who qualify. These assistance programs include:

- Federal PELL Grant: (FPELL) - Grants: **Do not have to be paid back**
- Federal Direct Stafford Loans - Subsidized: **Must be repaid**
- Federal Direct Stafford Loans - Unsubsidized: **Must be repaid**
- Federal Direct Plus Loans: **Must be repaid**

Please talk to your financial aid office for additional financial aid information and program specifics. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

### **"Financial Aid available to those who qualify"**

A prospective student will first go to <http://www.fafsa.ed.gov> to fill out information regarding their income to see what they qualify for in assistance.

**Federal Pell Grant:** The Federal Pell Grant Program provides financial assistance to students that meet financial need set by the federal government. They are available to students who demonstrate financial need, based on a federal formula and who have not already received a bachelor's degree. Grants do not have to be paid back.

**Subsidized Federal Direct Loan** has a fixed 4.45% interest rate. Eligibility is based on financial need. This is a loan that must be paid back. If you are eligible, you may borrow once per academic year as long as all the required paperwork has been completed. The federal government pays the interest on a Subsidized Loan while you attend school, during the grace period (first six months after you leave school) and during periods of deferment. Your first payment is due six months after you graduate or drop below less than halftime.

**Unsubsidized Federal Direct Loan** has a fixed 4.45% interest rate. This is a loan that must be paid back. You are responsible for the interest that accrues on the unsubsidized loan while you are in school and during your grace period. Your first payment is due six months after you leave school unless you choose to pay the interest on this loan while you are in school.

**Federal Direct Parent Loan** is a loan, borrowed by the parents of the dependent student. The PLUS loan has a 7% interest rate. The parent starts paying the PLUS loan within 60 days after the loan is fully disbursed.

Mandatory class attendance is required when receiving federal financial aid. If you withdraw or stop attending before completing 60% of the term, you may be required to repay a portion or all of the federal aid that you have received.

The amount of federal aid that you must repay is determined by the federal formula for Return of Title IV funds (Section 484B of the Higher Education Act, the full text of which is available at <http://www2.ed.gov/policy/highered/leg/hea98/sec485.html>). This law also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded, starting with the loan programs.

You may be required to make a repayment when financial aid funds has been disbursed from financial aid funds, in excess of the amount of aid that your earned (based on the date of your total withdrawal) during the term. The amount of Title IV aid earned is determined by multiplying the total Title IV aid for which you qualified by the percentage of time during the term that you were enrolled.

If less aid was disbursed than was earned, you may receive a late disbursement for the difference.

If more aid was disbursed than was earned, the amount of Title IV aid that you must return (i.e. not earned) is determined by subtracting the earned amount from the amount actually disbursed.

The responsibility for returning unearned Title IV aid is shared between the school and you. It is allocated according to the portion of disbursed aid that was used to cover school charges, and the portion that was disbursed directly to you once those charges were covered. The school will return the unearned aid back to the Title IV program as specified by law. You will be billed for the amount that you owe to the Title IV programs, as well as any amount due to the school as a result of Title IV funds that were returned that would have been used to cover school charges.

**If you get a student loan, you are responsible for repaying the loan amount, plus any interest.**

### **Class Schedules**

Ace Cosmetology and Barber Training Center is open

Monday – Thursday 9:30 am -9:30 pm & Fridays 9:30 am to 4:00 pm, Saturdays 9:30 am to 2:00 pm.

Full- Time hours - Monday, Tuesday, Wednesday, Thursday, Friday 9:30 am to 4:00 pm.

Part-Time hours-(Day) - Monday, Tuesday, Wednesday, Thursday, Friday 9:30 am to 2:00pm.

Part Time hours (Night) - Monday, Tuesday, Wednesday, Thursday 5:00 pm to 9:30pm & Saturdays 9:30am to 2:00 pm

Hours are subject to change at schools discretion with prior notification.

### **School Calendar**

Classes begin any Monday or Tuesday of each month.

Students are required by the Connecticut Department of Public Health to complete 1,500 clock hours for cosmetology students (clock hour = 50 minutes with a 10 minute break) of clinical & practical education as a prerequisite to application for the State of Connecticut licensing examination. A full time student hourly requirement must be completed within 50 weeks of attendance for fulltime and part time must be completed in 75 weeks. Barbers must complete 1000 hours with 34 weeks for full time and 45 weeks for part time.

The school is closed for the following holidays: Christmas Day, New Year's Day, Thanksgiving Day, Fourth of July, as well as Memorial Day and Labor Day. The school may also close for other reasons such as inclement weather. In case of an unavoidable and unexpected closure local TV stations, news channel 8 (wtvh) and channel 3 (wfsb) will post the information.

### **Student Access to Files Policy**

Student files are kept in a locked filing cabinet. Students and parents or guardians of dependent minors may gain access to their files by making a request to the Administration Department. US Department of Veterans Affairs/State Approving Officials and NACCAS Board of Directors may have access to student files as needed for audited purposes.

No other third-party can have access to a student file without a written release (each time records are requested) of information form, signed by the student describing what information may be released.

### **Policy for Non Disclosure of Non Public Personal Information**

Information which is collect about you when you apply to Ace Cosmetology and Barber Training Center or when you apply for federal grants or loans which includes: your name, address, social security number financial assets and banking information is not disclosed to any person or institution except that of the US Dept of Education, loan guarantee agencies, loan servicing agencies and non-affiliated third parties as permitted by law.

Student records are maintained for 3 years in accordance with federal and state law requirements and are safeguarded against loss or damage. A \$10.00 fee may be charged for requested copies of student records.

### **Family Education Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents/guardians of dependent minors certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Eligible students or Parents/ guardians of dependent minors have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students or parents/ guardians to review the records. Schools may charge a fee for copies.
- Eligible students or parents/guardians of dependent minors have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student or parents/guardians then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student or parents/guardians has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the eligible student or parents/guardians of dependent minors in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
- School officials with legitimate educational interest;
- Other schools to which a student is transferring;

- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students and parents/guardians about directory information and allow eligible students or parents/guardians a reasonable amount of time to request that the school not disclose directory information about them.

Ace Cosmetology and Barbering Training Center complies with the Family Education Rights and Privacy Act. Students have the right to file complaints with Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act. The name and address of the office that administers FERPA is:

Family Policy of Compliance Office  
US Dept of Education  
400 Maryland Ave, SW  
Washington, DC 20202-5901

Questions regarding this policy should be referred to the School Director.

#### **Non-Recruitment Policy**

The school does not recruit students already attending or admitted to another school offering a similar program of study. Schools may also disclose, without consent, "directory information" such as student's name, address and phone number of student, date and place of birth, honors and awards and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of eligible student to request that the school not disclose that information about them.

#### **Student Advising Policy**

The director of the school will assist any active student with concerns related to academics and attendance. Students are encouraged to notify staff members of their school in any changes in their telephone number, cell phone number, home addresses etc. During their training at our facility our staff is available to assist any student with tuition or any academic problems. Extra help is available to any student with academic problems.

#### **Student Grievance Procedure & Policy**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time.

Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 30 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the

hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

- Office of the Executive Director, Higher Education 450 Columbus Blvd, Suite 510 Hartford, CT 06105 (860) 947-1800  
- NACCAS 3015 Colvin St Alexandria, VA 22302 (703) 600-7600

### **Attendance Requirements**

Students attending our facility must do so on a regular basis. Unexcused absences and tardiness will not be tolerated. An excused absence would be a doctor's note for the student due to illness, court subpoena, family emergency, death in the family. Administration will only accept Ten (10) excused absences per length of program for Cosmetology students, and eight (8) excused absences per length of program for Barbering students. Ace will only accept 8 excused absence letters for Barbering students and 10 for Cosmetology students. All excused absence hours still need to be made up during non scheduled hours. Excused absences only affect your attendance percentage rate. You do not receive hours for excused absences.

If any student who is continuously absent for a period of 14 consecutive days in any given month will be terminated and the Title IV funds will be calculated after 14 calendar days of inactivity and returned to the government. Any student absent for 3 days in any given month must notify director of his/her absenteeism. If the school is not contacted by student before 9:30 am for any reason, student will not be allowed to punch in and will lose their hours for the entire day. Students must maintain a 70% attendance rate to be eligible for financial aid. Students who drop below this rate, will be counseled and placed on warning or probation accordingly. If the student does not improve their attendance rate by the next SAP review, students will lose financial aid eligibility. Student will have to file appeal with administration to recover their Title IV eligibility.

Students clock in using our card swipe system. Manual attendance is taken daily by instructors, to maintain accurate records.

### **Make Up Work**

Students are given theory tests on a weekly basis. Students who are not present during this test will be given an opportunity to make up the test the first day when the student comes back. If students are below 70% attendance they are allowed to do make up their hours until they reach the 70% minimum attendance.

### **Tardiness**

Failure to be in Class/ Lab / Clinic at starting times, or leaving early without authorization, you will be considered tardy. Repeated tardiness is disrespectful to other students & Staff, will result in suspension or termination. A tardy due to a doctor's appointment, medical, or any other serious extenuating circumstance is considered "Authorized" only with supporting documentation. Any other reason will be considered an unauthorized tardy & result in the student being sent home.

### **Standards of Conduct / Rules and Regulations**

Students must obey the Rules and Regulations of the Connecticut Department of Health at all times or they are subject to probation, or possible termination.

- All students will conduct themselves in a professional manner, being courteous to fellow students, clients, and school staff at all times.
- All students are required to dress appropriately; solid black pants with a solid black top (NO LOGO BARBER SHIRTS). Sneakers are allowed but no open toe shoes or flip flops, boots are allowed but must have no more than a 2" heel. Absolutely no hats of any kind, do-rags or hoods can be worn in school. Students found to be out of dress code may not clock-in until they are in proper dress code. Three B's. No belly, boobs or butts showing at anytime.
- Students are expected to come to school ready for the day. Students will not be allowed to punch in and get themselves ready for the day on school time. You will not be permitted entry into school if you are here after 9:45am and for night class after 5:30 pm without a valid reason. Please call ahead.
- Smocks are recommended on the clinical floor at all times. ( black smocks that came in the kits)
- Any student found bringing a weapon, or anything resembling a weapon of any kind on school grounds is prohibited.
- Theft of another student's property or school property may lead to termination and possible prosecution. The school is not responsible for student's books or equipment. Bags may be checked without prior notice.
- The use or possession of alcohol, or illegal drugs on school grounds is forbidden. If you smell of any illegal drugs or alcohol you will receive 3 day probation.

- Daily school sanitation must be done as assigned by the instructor in addition to keeping your own work area clean.
- Students may not punch in another student's time card for any reason.
- Absolutely no discrimination, fighting, insubordination or profanity will be tolerated at this facility.
- There will be no harassment of any kind toward fellow classmates or instructors.
- Any student caught cheating on a test or attempting to get credit for work done by another student will incur a 3 day suspension.
- Students, being past, present, graduated, withdrawn, dropped, or terminated students should never talk about the school in a bad manner or down the school to others. Any defamation or slander posted on any social media sites, will be subject to criminal proceedings.
- Students are required to have all books and tools with them at all times. Students failing to do so may result in the student being sent home.
- Cell phones, i-pods, blue tooth's, and headsets must be turned off and keep out of sight while clocked in, unless on a break outside the building. First time verbal warning, second time a written warning will be given and the third time student will be suspended for 3 days. In case of an emergency you can be reached at the school (203)879-9989 in Waterbury or 860-206-2016 in Hartford.
- Students may not eat or drink on the clinical floor.
- Students needing to make up any hours can do so with the prior authorization from an instructor signed and returned to the office within 24 hours. Students are allowed a 30 minute lunch break. Students leaving the building must punch out and punch in when they return.
- All students who have incurred an over contract fee due to not graduating by their graduation date, or having other debts to Ace Cosmetology and Barber Training Center must pay in full before graduating the school. Any unpaid balances will result in Ace Cosmetology and Barber Training Center to not release any student transcripts or affidavit of hours for licensure.
- Ace will only accept 8 excused absence letters for Barbering students and 10 for Cosmetology students. All excused absence hours still need to be made up during non scheduled hours. Excused absences only affect your attendance percentage rate. You do not receive hours for excused absences.
- Any student that loses their time card will incur a fee of \$15.00.
- Any student refusing to perform a customer service will be sent home for the day.
- Student must call in and leave a message on our school phone if you will not attend that day. 203-879-9989 Waterbury, or 860-206-0316 Hartford.

Students who violate the standards of conduct described above may be subject to verbal, written warnings, (probation notices), being dismissed for the day, suspension, and or termination. Ace Cosmetology and Barber Training Center will notify students of any changes made to catalog.

Mandatory class attendance is required when receiving federal financial aid. If you withdraw or stop attending before completing 60% of the term, you may be required to repay a portion or all of the federal aid that you have received.

The amount of federal aid that you must repay is determined by the federal formula for Return of Title IV funds (Section 484B of the Higher Education Act, the full text of which is available at <http://www2.ed.gov/policy/highered/leg/hea98/sec485.html>). This law also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded, starting with the loan programs.

You may be required to make a repayment when financial aid funds has been disbursed from financial aid funds, in excess of the amount of aid that your earned (based on the date of your total withdrawal) during the term. The amount of Title IV aid earned is determined by multiplying the total Title IV aid for which you qualified by the percentage of time during the term that you were enrolled.

If less aid was disbursed than was earned, you may receive a late disbursement for the difference.

If more aid was disbursed than was earned, the amount of Title IV aid that you must return ( i.e. not earned) is determined by subtracting the earned amount from the amount actually disbursed.

The responsibility for returning unearned Title IV aid is shared between the school and you. It is allocated according to the portion of disbursed aid that was used to cover school charges, and the portion that was disbursed directly to you once those charges were covered. The school will return the unearned aid back to the Title IV program as specified by law. You will be billed for the amount that you owe to the Title IV programs, as well as any amount due to the school as a result of Title IV funds that were returned that would have been used to cover school charges.

### **Occupations available**

For licensed professionals jobs include Salon/ Spa/Barbershop ownership or management, Full or Part-time work as a Hairstylist, Color specialist, Barber in a Salon/Spa/Barbershop/Chain salon, Instructor (at least two years Professional experience required), Inspectors

Other areas include: Hair, Nail or Makeup artistry for Film ,Theater, Photography studio or Department store, Product manufacturer , Marketing or Educational Support Representative, Manicurist, Skin care specialist

### **Important Addresses/Phone Numbers**

(NACCAS) National Accrediting Commission of Career Arts & Sciences  
3015 Colvin St.  
Alexandria, VA 22314  
Telephone (703) 600-7600

**1-888-442-4551 (VA Benefits)**

The State of Connecticut  
Department of Public Health  
410 Capital Avenue  
PO Box 340308  
Hartford, CT 06134  
Telephone (860) 509-7603

Executive Director  
Office of Higher Education  
61 Woodland Street  
Hartford, CT 06105  
Telephone (860) 947-1816  
Fax (860) 947-1310  
[www.ctohe.org/studentcomplaints.shtml](http://www.ctohe.org/studentcomplaints.shtml)

### **Alcohol & Drug Abuse Policy**

Ace Cosmetology and Barber Training Center does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage drinking laws. In addition, Ace Cosmetology and Barber Training Center does not permit the possession, use, or sale of illegal drugs by its employees and/or students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may results in expulsion, termination, and/or arrest.

- The Department of Education requires a school to certify that it has adopted a program to prevent drug and alcohol abuse by its students, employees and officers, in accordance with the "Drug Free Workplace Act" School authorities will take action against a student, officer or faculty member, who violates these policies. Any student that is convicted of any offense during a period of enrollment for which the student is receiving title IV HEA grant or loan...
  1. Standards of conduct that clearly prohibit unlawful possession, use or distribute drugs or alcohol by students and employees on school property.
  2. The unlawful possession and use of drugs or alcohol.
  3. Disciplinary action will be taken consistent with local, state & federal laws. Termination will be imposed on students, employees and officers who violate this policy.

The Drug and Alcohol help line is listed here ... **CT Drug Abuse Hotline** - 800-501-9330 **AA Hotline** 800-260-4014

### **Drug and Alcohol Programs**

Students requiring or requesting information about drug abuse treatment should contact the School Director for contact information of local agencies and programs. Employees requiring information about drug abuse treatment should contact the Human Resources Department at (562) 945-2211, or the Employee Assistance Program (EAP) at (800) 854- 1446 for English; (877) 858-2147 for Spanish; or go online at: [www.lifebalance.com](http://www.lifebalance.com).

Additional helpful information and resources may be found by contacting the following organizations:

**U.S. Department of Health and Human Services**  
**Substance Abuse and Mental Health Services**  
**Administration**

**1-800-662-HELP (1-800-662-4357)**  
<http://dasis3.samhsa.gov/>

**National Council on Alcoholism and Drug Dependence**  
**1-800-NCA-CALL (1-800-622-2255)**  
<http://www.ncadd.org>

### **Campus Crime and Security Policy**

According to a federal law known as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" our school is required to disclose "statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a "Campus Security Authority."

The law defines: "Campus Security Authority" as: "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." An example would be a dean of students who has significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. Clerical staff, as well, is unlikely to have significant responsibility for student and campus activities.

The criminal offenses for which we are required to disclose statistics are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle thief, arson, liquor law violations and weapons: carrying, possessing, etc. We also require to report statistics for bias-related (hate) crimes for the following offenses: murder/non-negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated

assault, burglary, motor vehicle theft, vandalism, intimidation, simple assault, and damage/destruction/vandalism of property.

We are required to disclose statistics for offenses that occur on campus, in or on non campus buildings or property owned or controlled by our school, and public property within or immediately adjacent to our campus.

Our school has a responsibility to notify its community about any crimes which pose an ongoing threat to the community, and, as such, campus security authorities are obligated by law to report crimes to the police department.

Ace Cosmetology and Barber Training Center shall request on an annual basis, a crime statistics report from local and state law enforcement agencies. This report shall be disclosed and maintained.

### **Reporting of Criminal Offenses**

Ace Cosmetology and Barber Training Center, strives to provide a safe environment for both its students and employees. In order to achieve this goal, Ace Cosmetology and Barber Training Center requires both its employees and students to immediately report criminal activity or other emergencies to the School Director or nearest available school official and/or in the event of an emergency or serious threat to the campus community to directly contact the local law enforcement agency or other emergency response agency by dialing 911.

### **Security Awareness & Crime Prevention**

Ace Cosmetology and Barber Training Center does not offer regularly scheduled security awareness or crime prevention programs other than at orientation where all of Ace's policies and regulations are properly disclosed to students and employees. All students and employees are encouraged to be responsible for their own security and the security of others. Ace Cosmetology and Barber Training Center, does provide updated campus crime statistics on an annual basis (for the previous three calendar years) within the Annual Security Report. This report will be available in our catalog each year as of October 1<sup>st</sup>. A paper copy of the Annual Security Report is available at the campus, upon request.

All proceedings and records will be confidential to the extent permitted by law. However, both parties will be notified, in writing, concurrently about the outcome of the complaint. If the alleged victim of a crime of violence or non-forcible sex offense is deceased as a result of the crime or offense, the results of the disciplinary proceedings shall be provided, upon request, to the next of kin of the alleged victim.

### **Security of and Access to Facility**

During business hours, Ace Cosmetology and Barber Training Center is open to students, employees, guests, and approved vendors and contractors. During non-business hours, our school is secured with door locks and security cameras and is accessible only by designated key holders. Ace Cosmetology and Barber Training Center may also have regular inspections and preventative maintenance work performed by approved vendors to ensure that such security measures remain in working order.

### **Emergency Notifications and Evacuations**

The school director is responsible for ensuring the school is prepared in an emergency situation. Fire drills will be conducted on an annual basis in order to familiarize the students and staff with fire and emergency procedures. An evacuation procedure and emergency numbers sheet must be posted at the school.

The school director will ensure that all staff and students are immediately contacted through text, phone or face book without delay in an emergency.

Ace will also attempt to contact students and staff members not present on school grounds via reasonable means to inform them of any threat to the health and safety of students or employees occurring on school grounds. Ace will also use such means to contact students and staff in the event of campus closures due to inclement weather or other emergencies. Ace will also use media in case of school delays and inclement weather.

### **Timely Warnings**

Upon notification and identification of a Clery Act reportable crime, that occurs at or surrounding the school's geographic area and represents a serious or continuing threat to the health and safety of students and employees, the school director will issue a Timely Warning Notification to the students and staff as soon as pertinent information is available. This notification will take the form of a verbal announcement during a school assembly and will ensure that all classes, students and staff are notified of the warning.

### **Sexual Harassment & Sexual Violence**

**Ace Cosmetology and Barber Training Center** is committed to providing an educational, employment, and business environment free of sexual harassment and sexual violence. During orientation, students and staff are provided with information regarding the definitions of sexual harassment and sexual assault, who to report harassment or assault to, the reporting process that should be followed, and the availability of local and national support services. Contact information for

local and national rape and sexual assault support services, along with other various local and national support services for other types of issues and occurrences, are posted and available for viewing by students and staff.

Sexual harassment and acts of sexual violence, including rape, acquaintance rape, and other forcible and non-forcible sex offenses are not tolerated by Ace Cosmetology and Barber Training Center. Any student who feels that he or she is the victim of sexual harassment and/or sexual violence has the right to seek redress of the grievance through the Grievance Procedure, as indicated below. This may take place informally, through the mediation of designated officials at Ace, or formally, through the established Grievance Procedure. These steps are offered to assist you in seeking redress but such steps are not mandatory.

A student who feels they are the victim of sexual harassment may attempt to resolve the matter informally by bringing a complaint to the School Director. Upon receipt of the complaint, the Director will inform the complainant of their formal recourse, that informal mediation will not be used to resolve sexual violence complaints, and that they have the right to file a separate criminal complaint for allegations relating to sexual violence. The

Director will, with the permission of the complainant, attempt to resolve the conflict informally by informing the individual alleged to have caused the grievance that the complaint has been filed, seek to find out the facts, and if both parties desire it, arrange a meeting to try to resolve the differences. In the event that an attempt at informal resolution is unsuccessful, or if the complainant deems that informal resolution is undesirable, the Director will stop the informal resolution process and assist the complainant in filing a formal complaint.

In the event of sexual violence, a formal complaint process will be used. The complainant will address their complaint to the Director stating in detail the nature of the complaint, any relevant dates, and the names of any potential witnesses. In a situation deemed to be an emergency by the Director the individual alleged to have caused the grievance or complaint may be temporarily transferred pending the outcome of the case.

Anyone who feels they have been the victim of a sexual offense should notify the proper school official immediately. The alleged victim also has the option to notify appropriate law enforcement authorities, including local police. The School Director or other school official will assist in notifying these authorities, if requested. Notification of the alleged offense should occur immediately due to the importance of preserving evidence for the proof of a criminal offense.

All proceedings and records concerning sexual harassment and sexual assault complaints shall be confidential to the extent permitted by law. In the event of a formal complaint in writing, the school officials receiving the complaint will initiate an investigation within two weeks to determine whether there is a reasonable basis for taking action. Ace officials need not wait for the conclusion of a criminal investigation or criminal proceeding to begin their own investigation and, if needed, may take immediate steps to protect the student in the educational setting. The alleged victim also has the right to change their academic situation after an alleged sex offense occurs, if requested and reasonably available.

Both the accused and the accuser are entitled to the same opportunities to have others present during a school disciplinary proceeding and to be informed of the outcome of any school disciplinary proceedings with respect to the alleged sex offense. Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. Alleged sexual violence against another may also constitute a crime resulting in additional, independent law enforcement investigation outside Ace's Grievance Procedure. In addition, complainants who make accusations of sexual harassment or sexual violence in bad faith may be subject to equivalent disciplinary action.

#### **Drug-Free Campus and Workplace Policy**

Ace Cosmetology and Barber Training Center is committed to providing a school environment free of abuse and of the illegal use of alcohol and other drugs. In order to promote a safe, efficient educational and work environment, the Drug-Free Campus and Workplace policy Statement has been adopted to supplement existing policies, practices and procedures. Implementation of this policy statement is subject to restrictions contained in all local, state and federal laws. This policy statement is in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

#### **Standard of Conduct:**

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol by students or employees is prohibited at any time on school property. No employee who is impaired by an illegal drug or by alcohol will report to work or will work or be present in the workplace. No student who is impaired by illegal drugs or alcohol will attend class or any school activity.

#### **Disciplinary Sanction:**

Students who violate the school's prohibitions against drugs are subject to disciplinary action up to and including termination of their enrollment and referred to civil authorities for prosecution. Employees who violate the prohibitions against drugs and alcohol are subject to disciplinary action up to and including immediate termination and referral of their violation for prosecution.

#### **Disciplinary Procedures**



Ace Cosmetology and Barber Training Center, reserves the right to enforce its established Disciplinary Procedures as necessary. A student can be written up for any of the following policies regarding, but not limited to, Satisfactory Progress for Attendance, Academic Progress, Tardiness, Cell phone use during certain hours. Additional Disciplinary Procedures will be enforced for the following reasons.

1. Ace Cosmetology and Barber Training Center may dismiss any student who breaks any of the Rules and Regulations stated in this Catalog
2. Unprofessional Behavior is unacceptable and will not be tolerated.

Temporary Dismissal can result from

- a. Refusal to participate in the classroom / clinic responsibilities or client refusal.
- b. Vulgar language / threatening any person for any reason.
- c. Disruption of the classroom (Tardiness / Cell Phone use, etc.).
- d. Being Abusive towards other Students or Faculty, or Client
- e. Failure to follow established rules as stated in this catalog list

Permanent Dismissal can result from any of the following reasons.

1. Being on the Ace Cosmetology and Barber Training Center grounds while under the influence of a controlled substance (including Alcohol, Drugs or Prescription drugs).
2. Theft of any kind (from either the school or another person)
3. Physically fighting with another person.
4. Any form of Harassment / Bullying
5. Not meeting Satisfactory Progress.
6. Continued violation of the Rules and Regulations.

Disciplinary Action Procedure is as follows.

**1<sup>st</sup> offense:** verbal / written warning (re Advisory Form)

**2<sup>nd</sup> offense:** written warning with a 1 Day Suspension.

**3<sup>rd</sup> offense:** written warning with a 3 Day Suspension.

Any days missed due to disciplinary reason are considered days that need to be made up by (you) the student and are subject to overtime charges if they apply.

### **Grounds for Terminations**

Ace Cosmetology and Barber Training Center may terminate a student for non-compliance with their contract or rules & regulations of the school, non-payment, improper conduct or causes bodily harm to any person, willful destruction of school property, theft, drug/alcohol use or any illegal act, and last, failure to meet required satisfactory progress.

#### **Student:**

- Agrees to comply with all Standards of Conduct, General Policies and educational requirements.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to comply with dress code and project a professional image.
- Any act of violence that the school deems a risk to other students
- Understand that a minimum attendance and grade requirement must be maintained for satisfactory progress of 70%.
- Understands that he/she is responsible for the state licensing exam fee, licensing fee and other related expenses.
- Students may be terminated who do not maintain satisfactory progress or for violations of the Student Guidelines. In case of termination or withdrawal, the following refund policy will apply. Please be advised that there will be a \$100.00 withdrawal fee.

### **Whistleblower (Disclosure of Wrongful Conduct)**

The Whistleblower Policy protects employees, faculty and students from reprisal if they make good faith disclosures of School-related misconduct. All employees, students and faculty are encouraged to report any School-related misconduct, including, but not limited to bribery, theft of ACE COSMETOLOGY AND BARBER TRAINING CENTERS, property, fraud, discrimination, unlawful harassment, violation of ACE COSMETOLOGY AND BARBER TRAINING CENTERS policies and other misconduct. Reports can be made at by emailing [accocosmetology@yahoo.com](mailto:accocosmetology@yahoo.com). Reports can also be made to the Office of Inspector General through their website [www2.ed.gov](http://www2.ed.gov). Faculty and staff are also encouraged to report school-related misconduct to their immediate supervisor. Students may report misconduct to their instructor, Director of Financial aid, Annette Lipwich, or Associate Director of Financial aid, Veronica Presuto-Bladykas, or the owner, Gary Olmstead. The School will promptly investigate reports of misconduct and take appropriate action. Faculty, staff and students who report School-related misconduct are protected under the policy against any retaliation for having made a good faith report of any misconduct.

Please refer to the whistleblower addendum you received with your signed enrollment agreement for full details.

## ACE BARBER KIT

Item	Description	Cost
1130	Aristocrat Barber comb 7.5" thin taper	4.75
C16	Champion Cutting comb Equalizer 8.5"	2.00
C61	Champion Barber comb 7.5" wide/fine coarse	2.25
132	Aristocrat 8.5" clipper comb-black	4.25
M-4	Marvy Opal Shave Mug/Soap Holder 3.5"	4.95
SC9162	Salon chic rubber base styling brush	4.95
660	Celebrity Ryan Deluxe Bearded 20" manikin	49.00
NY995	City Light Xlg Deluxe Tote W/telescopic handle	55.00
SB-15	Scalpmaster shaving brush boar w/wood handle	6.00
Bab2800	Babybliss Pro Porcelain ceramic dryer	50.00
Sc-BL100	Scalpmaster replacement blades box of 100	9.99
SC9164	Salonchic 1 ¼ Ceramic round brush	5.95
SC9163	Salonchic Ceramic cushion paddle brush	3.95
SNS-37	Soft n style hand held square mirror	4.25
E152	Celebrity Tina Ethnic Nanikin 19-22" Brown	45.75
V-10	Aristocrat styling comb narrow ruled (12)	5.00
V-20	Aristocrat rattail comb fine teeth	5.00
8081	Legend Detailers	60.00
8147	Wahl 5 star legend clipper	70.00
MO644	Milady 2017 Barber text, workbook, exam books	243.00
NJ-DUO2	Ninja Swordsman 7.5" duo set shears	55.00
A12750	Andis Cool Care Plus (2)	10.00
A17150	Andis Profoil Lithium Ion Battery Shaver	68.00
Men-head	Celebrity Mr Sam Manikin 19" brown	40.00
134smx	Soft n style roller rack 12 dozen	9.99
SNS-195	Soft n style super grip clips large 4/pk	2.75
B98	Continuous mist spray bottle 5oz./150ml	4.79
H-555	Celebrity Adjustable Manikin Tripod to 70"	70.00
3017	Scalpmaster Nylon Barber Cloth snap black	14.95
HTL1110	Hot Tools Spring Grip Iron 85w 1 ¼" mega	34.00
	Curl Sponge	10.00
	Razor	8.00

Total 900.53

\*\*All students have the right to purchase your kit from an outside vendor using your Title IV funding. You can find the kit supplies at any beauty supply store, barber supply store, Amazon.com, Giell.com or many other vendors. Please see page 2 of Enrollment agreement \*\*

## ACE COSMETOLOGY KIT

NY-995	City Lights Xlg deluxe tote w/telescopic handle	55.00
S153	Celebrity Sam II manikin 19-22" brown	38.95
D804	Celebrity Debra manikin 17-19"	34.95
138B	Soft n Style duck bill clips	1.79
400X	Soft n Style dual purpose curl clips 80/box	2.95
592	Soft n Style single prong pin curl clip 80/box	3.95
134SMX	Soft n Style Roller rack asst sizes 12 dozen	9.99
356-LCLO	Sns E Z Flow Cold Wave Rods Long Lilac	2.00
356-WHLO	Sns E Z Flow Cold Wave Rods Long White	2.00
356-GYLO	Sns E Z Flow Cold Wave Rods Long Grey	2.00
356-PKLO	Sns E Z Flow Cold Wave Rods Long Pink	2.00
960—BK	Scalpmaster Vent Brush 7 row Black	1.95
BX240	Scalpmaster flow-thru cushion brush 7 row	2.25
SC9172	Scalpmaster Bamboo 2" round boar/nylon brush	5.95
S-5-BK	Scalpmaster Round neck brush 5 row black	2.75
SC300	Scalpmaster tease brush 3 row	1.50
SC9170	Scalpmaster bamboo 2.75" round boar/nylon	4.95
SC-HR16	Salonchic 8 ½" cutting hard rubber comb	1.00
SC-HR41	Salonchic 8" Rattail Hard rubber comb	1.00
690	Aristocrat Rake comb 8 ½" large handle	1.00
V-10	Aristocrat Styling comb narrow rule	1.00
1123A	Aristocrat Fingerwave Comb 7" flat top	1.00
1130	Aristocrat Barber Comb 7 ½" thin taper	1.00
1104	Aristocrat Flat top rattail comb 8" fine teeth	1.00
1180	Aristocrat pin rattail comb 8 ½" Coarse teeth	1.00
K-4	Aristocrat Dual Purpose comb 7" Pik/Lift	.50
TK-SET	TK2 Shear and Razor Kit	55.00
GL10-MD	Vinyl Gloves Med 25/box	5.50
SC-BOWL	Tint bowl white	1.95
666	Dye Brush 1" Nylon long tail	2.00
MANI-6	Satin Edge 6pc Mani Kit w/zipper case	8.95
DL-C52	D L Pro Prof. files 6 ½" 120/240 grit	2.50
444	Debra Lynn manicure brush	1.00
DL-39	DL Pro 3 way buffer	1.00
DL-C256	DL pro 180/180 grit nail file	.25

## DIPLOMA/CERTIFICATE

Attach a copy, or a sample copy, of each diploma/certificate, educational credential or statement of achievement, which your school will issue to students upon successful completion of their program of study.

Indicate below the school's policy regarding documentation given to students who:  
(a) withdraw in good standing prior to program completion or  
(b) who complete the program but do not meet graduation requirements.

Check appropriate response(s):

A transcript is issued

A letter (attendance, accomplishment, etc.) is issued - attach copy

Other (explain below)

Student who withdraw will receive a drop letter and a copy of their R2T4 calculations. Transcripts nor affidavit of hours will be released until all monies owed to school are paid in full.

Student who graduate but do not meet graduation requirements will receive a copy of their certificate, but their hours will not be released to the state until all requirements are completed.

# *Certificate of Completion*

*This is to certify that on this 10<sup>th</sup> day of May 2019*

*JANE DOE*

*Has complied with all the prescribed requirements, and has diligently pursued the practical Instructions and the theoretical student of the scientific fundamentals in the complete course of Barbering, and has given proof of efficiency by passing the required examinations to the satisfaction of the board of examiners of this institute.*

*Ace*  
*Cosmetology and Barber*

TRAINING CENTER

\_\_\_\_\_  
School Director

\_\_\_\_\_  
School Owner

*All of our dreams can come true. .... If we have the courage to pursue them. ....*

# *Certificate of Completion*

*This is to certify that on this 20<sup>th</sup> day of March, 2019*

*Jane Doe*

*Has complied with all the prescribed requirements, and has diligently pursued the practical instructions and the theoretical student of the scientific fundamentals in the complete course of Cosmetology, and has given proof of efficiency by passing the required examinations to the satisfaction of the board of examiners of this institute.*

*Ace*  
*Cosmetology and Barber*

TRAINING CENTER

\_\_\_\_\_  
School Director

\_\_\_\_\_  
School Owner

*All of our dreams can come true.....If we have the courage to pursue them.....*

## COMPLAINTS/INQUIRIES

Attach a copy of the school's complaint/inquiry policy and procedures which is displayed, or will be displayed, in a clearly visible location at the school and at all branch and additional classroom sites. The policy and procedures must cover, at a minimum, the following:

- (1) a statement that the school does not have any policy nor acts in any manner which discourages or prohibits the filing of inquiries or complaints regarding the school's operation with the Executive Director of Higher Education,
- (2) the school's procedure for resolving complaints regarding the schools operation, and
- (3) the filing of inquiries or complaints, with the Office of Higher Education, 450 Columbus Boulevard, Suite 707, Hartford, CT 06103, (860) 947-1816.

Check here to indicate you have posted the school's complaint policy.

Provide location complaint policy is located: Catalog



## FEES

If an applicant intends to charge fees for the products or services of students or instructors to third parties, please provide information below detailing the reasons why such services or production is necessary to provide an adequate experience in the area of instruction that is offered. Indicate below a schedule of such fees. (For example, if a school offers a massage therapy service to a third party for a fee.)

If no such fees are charged, mark here .

Please see attached price menu for clients. We provide services to the public to give our students hand on experience.

## Ace Cosmetology/ Barber Training Center

*All services performed by supervised students.*

*\*Prices may vary based on the length, density, and condition of your hair.*

### *Cosmetology/ Barber Services*

*"Tips are greatly appreciated by our students"*

#### *HairCut*

*Haircut- 10.00 w/enhancements 15.00*

*Neckline, Beard or Bang Trim -5.00*

*Edge-up head or beard - 8.00*

*Haircut and Shampoo, - 15.00*

*Haircut Shampoo and \*Scalp /Hair treatment- 20.00*

*Hot Shave - 6.00*

#### *\* Hair Services*

*(starting prices for shoulder length)*

*Roller Set 8.00*

*Conditioning Scalp/ Hair Treatment - 10.00*

*Shampoo /\*Blow dry Style- 20.00 and up*

*\*Thermal add - on 5.00 and up*

*Dreadlocks Box Braids Sm. \$75.00 up*

*Med. \$50.00 up Large \$40.00 up*

*Weave enhancements \$60.00 and up*

*Braided styles 15.00 and up*

*Feed in Braids \$40.00 and up*

*Cornrows - \$25.00 and up*

*\*Dreadlocks - 50.00 and up*

*Dread locks retouch - 35.00 and up*

#### *\*Chemical Texture Service*

*Basic Perm- 25.00*

*Specialty Perms- 40.00 and up*

*Relaxer -- 30.00 and up*

*Relaxer retouch - 25.00 and up*

#### *\*Hair Color\**

*Total Color-- 25.00*

*Color Retouch- 20. add 10 for refresh*

*Color Glaze - 20.00*

*(\*Extra bowls 6.00 total 2oz )*

*Corrective Color per consultation*

#### *\*Hi lights / Low lights / Lightener Services*

*Partial Foils - 30.00 and up*

*Full foil Foils- 50.00 and up*

*Each Foil 5.00*

*Balayage Technique -45.00*

*Fantasy color per consultation*

*Manicures \$8.00 and up*

#### *Wax Services*

*Eye Brow Shaping- 10.00*

*Eyes, Lip, Chin Wax 5.00*

*Makeup application \$20.00*

*Updo's 30.00 and up*

*Lashes \$10.00 and up*

*Keratin 125.00 full head and up*

*Keratin retouch 85.00 and up*

*Services performed depending on students scope of practice*

## ADVERTISING

Attach sample copies of the school's current, or in the case of a new school, proposed advertisements.


- (1) Regulations demand that advertisements comply with requirements of Federal and State Unfair Trade Practices Act, that they are factual and that they meet generally accepted standards for professional conduct.
- (2) It is prohibited to imply that the school operates under State supervision or is recommended by any state agency. However, the use of the phrase "approved by the Executive Director of the Office of Higher Education," is allowed.
- (3) Advertising for the school shall include the complete and correct name, address of the school on its certificate of authorization, and phone number. If training is to be conducted at a different location other than the location of the school itself, that location shall be identified.
- (4) School advertisements, of any type, shall not indicate or imply the availability of programs at schools or branch facilities where such programs of instruction are not available.
- (5) No school shall use "blind," "help wanted," or employment columns for advertising. Illustrations in all advertising matter shall be related solely to the school or be clearly designated otherwise.
- (6) If school advertising includes endorsements by manufacturers, business firms, organizations or individuals the school shall be able to present written evidence of such endorsement and shall include the date and location of such endorsement in printed advertising.

**AFFIDAVIT OF NON-DISCRIMINATION**

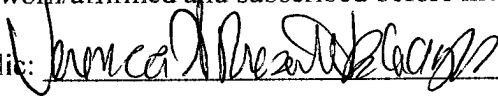
THE SCHOOL AGREES AND WARRANTS THAT IT WILL NOT DISCRIMINATE OR PERMIT DISCRIMINATION AGAINST ANY PERSON OR GROUP OF PERSONS ON GROUNDS OF RACE, COLOR, RELIGIOUS CREED, AGE, MARITAL STATUS, NATIONAL ORIGIN, SEX, MENTAL RETARDATION, MENTAL DISABILITY OR PHYSICAL DISABILITY.

AFFIDAVIT:

I, GARY OLMSTEAD, do swear or affirm that the statements made are complete and correct to the best of my knowledge and belief.

Signature:  Title: OWNER  
Print name: GARY OLMSTEAD

Attested: Sworn/affirmed and subscribed before me this 29 day of JANUARY, 2020

Notary Public:  ID# \_\_\_\_\_

Date of commission expiration: VERONICA A. PRESUTO-BLADYKAS  
**NOTARY PUBLIC**  
MY COMMISSION EXPIRES NOV. 30, 2022

## AFFIDAVIT OF REQUIREMENTS FOR SCHOOL CLOSURE

The School Owner, School Director and Campus Director must **each** complete this form if they are different individuals. *Duplicate as appropriate.* This affirmation is required to affirm the school administration's knowledge of their responsibilities in the event of a school closure.

Name of School: ACE COSMETOLOGY AND BARBER TRAINING CENTERS

Name of School Owner: GARY OLMSTEAD

Name of School Director: SUZANNE GALVIN

Name of Campus Director: VERONICA PRESUTO-BLADYKAS

(a) A postsecondary career school shall notify the executive director, in writing, at least sixty days prior to closure of such school. The school shall provide evidence prior to closing that:

(1) All course work is or will be completed by current students at the school; (2) there are no refunds due any students; (3) all student records will be maintained as prescribed in section 15 of this act; (4) final payment has been made to the private occupational school student protection account; (5) a designation of service form has been filed with the executive director; and (6) the certificate of authorization has been returned to the executive director.

(b) Any postsecondary career school that fails to meet the requirements outlined in subsection (a) of this section shall be fined not more than five hundred dollars per day for each day of noncompliance and, pursuant to subdivision (6) of subsection (a) of section 10a-22c of the general statutes, as amended by Public Act 11-48, shall be ineligible to be issued a certificate of authorization upon application to operate a postsecondary career school. Funds collected pursuant to this subsection shall be placed in the private occupational student protection account established pursuant to section 10a-22u of the general statutes, as amended by Public Act 11-48.

(c) If the executive director revokes a school's certificate of authorization, such school shall comply with the requirements of subsection (a) of this section. Failure to comply shall result in further penalties at the discretion of the executive director.

### AFFIDAVIT:

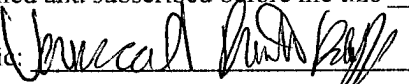
I have read the above statement, understand my responsibility as school owner, and agree to comply with the statute.

Signature:  Title: OWNER

Print name: GARY OLMSTEAD

Attested:

Sworn/affirmed and subscribed before me this 9 day of JANUARY, 2020

Notary Public:  ID# \_\_\_\_\_

Date of commission expiration: \_\_\_\_\_

**Office of Higher Education  
450 Columbus Boulevard, Suite 707, Hartford, CT 06103**

**DESIGNATION OF AGENT OF SERVICE AND KEEPER OF RECORDS**

Name and Address of School: ACE COSMETOLOGY AND BARBER TRAINING CENTERS  
1231 EAST MAIN ST MERIDEN, CT 06450

Name and Title of Authorized Official: GARY OLMSTEAD

Name and Title of School's Agent of Service: SUZANNE GALVIN

Address of School's Agent of Service: 1231 EAST MAIN ST. MERIDEN, CT 06450

(Agent of Service – contact person responsible for all communication with the Department.)

**A. STATEMENT OF AGENT DESIGNATION**


I, SUZANNE GALVIN, [as Director, President, Secretary, etc.] of the above school do hereby designate the person listed above to be the authorized school's agent of service. As such, he/she will be available at all times at the address noted above to receive certified letters sent by the Office of Higher Education to the school pursuant to Sections 10a-22a thru 10a-22k of the Connecticut General Statutes, as amended by Public Act 11-48, established thereunder.

I further affirm that should another person become the school's agent of service, I shall immediately notify the Office of Higher Education through the submission of a new DESIGNATION OF AGENT OF SERVICE FORM.

SIGNATURE OF AUTHORIZED OFFICIAL:  DATE: 1/29/2020

**B. ACKNOWLEDGMENT OF AGENT DESIGNATION**

I hereby acknowledge that I am the designated agent of service for ACE COSMETOLOGY AND BARBER TRAINING CENTERS School and agree to comply with all the requirements of Sections 10a-22a thru 10a-22k of the Connecticut General Statutes, as amended by Public Act 11-48, established thereunder.

 DATE: 1/29/2020  
SIGNATURE OF DESIGNATED AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

**C. MAINTENANCE OF RECORDS**

(a) A postsecondary career school shall maintain, preserve and protect, in a manner approved by the Executive Director of the Office of Higher Education, or the executive director's designee, all school records including, but not limited to: (1) Student or academic transcripts; (2) attendance records; (3) copies of individual enrollment agreements or contracts; (4) evidence of tuition payments; and (5) any other documentation as prescribed by the executive director.

(b) The executive director, or the executive director's designee may at any time during regular business or school hours, with or without notice, visit a school. During such visitation, the executive director, or the executive director's designee, may request an officer or director of the school to produce, and shall be provided with immediate access to, such records or information as are required to verify that the school continues to meet the conditions of authorization.

(c) If a school ceases to operate as a postsecondary career school, it shall keep the executive director advised in writing as to the location and availability of student records or shall file all such records with the commissioner.

(d) Indicate method of student record preservation:

- 1. Fire proof safe  yes  no
- 2. Computer maintenance (disk, CD, hard drive)  yes  no
- 3. Evidence of sprinkler system in the school  yes  no
- 4. Other (indicate) \_\_\_\_\_

I acknowledge I have read, understand and agree to maintain all student records as detailed in the above presented statute and will comply as required.

1/29/2020

---

SIGNATURE OF THE KEEPER OF RECORDS DATE:

**SUZANNE GALVIN**

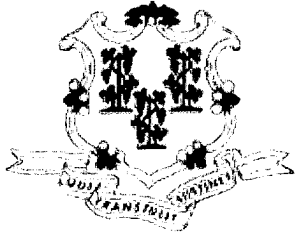
Printed Name

**Contact Information**

Telephone Number: 203-879-9989

Fax Number: 203-879-0736

Email Address: ACECOSMETOLOGY@YAHOO



# State of Connecticut

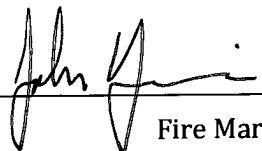
City of Meriden Department of Fire Services  
Fire Marshal's Office  
142 East Main Street  
Room 14  
Meriden, CT 06450

On August 20th, 2020 the Meriden Fire Marshal's Office conducted an inspection of the following premises: **1231 East Main Street - Ace School**

The purpose of this inspection was to determine the degree of compliance with the fire safety requirements of the Connecticut General Statutes Chapter 541 as authorized by Section 29-305 of the statutes. This facility was evaluated as classified as a: **Existing Business** by the CONNECTICUT FIRE SAFETY CODE.

As a result of this inspection, the following conditions were found:

- I. At the time of inspection, no code violations were identified.  
**Certificate of approval recommended.**
- II. At the time of inspection, conditions were discovered to be contrary to be minimum requirements of those codes. An acceptable plan of correction was submitted (see attached information).  
**Certificate of approval recommended.**
- III. At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. No approved plan of correction was submitted (see attached information).  
**Certificate of approval NOT recommended.**
- IV. Based on the extreme hazard to the public safety discovered at the time of this inspection, this office is currently seeking an injunction from the court through our City Attorney for the purpose of closing or restricting usage of this facility by the public (see attached information).  
**Certificate of approval NOT recommended.**

  
\_\_\_\_\_  
Fire Marshal

8/20/20  
\_\_\_\_\_  
Date





*Ace*  
*Cosmetology and Barber*  
**TRAINING CENTER**  
[acecosmetology@yahoo.com](mailto:acecosmetology@yahoo.com)

625 Wolcott St. Unit 7  
Waterbury CT, 06705  
Phone 203-879-9989  
Fax 203-879-0736

915 Main Street  
Hartford CT, 06103  
Phone: 860-206-0316  
Fax: 860-216-0318

370 East Main St  
Ansonia, CT 06401  
Phone: 203-308-2165  
Fax: 203-516-5485

August 14, 2020

State of Connecticut Department of Public Health  
410 Capitol Ave  
Hartford, CT 06134

Dear Esteemed Board Members,

We, the administration her at Ace Cosmetology and Barber Training Centers, at the above listed addresses, in the State of Connecticut, are graciously petitioning to open another campus branch. The new branch will be located at 1231 East Main St. Meriden, CT 06450.

We are looking forward to serving the Meriden area with another location of our school.

Please include our proposal in your next board meeting, as we are eager for your approval.

Warmest Regards,

*Gary Olmstead*

Gary Olmstead  
Owner and Operator  
Ace Cosmetology and Barber Training Centers

**Office of Higher Education**  
**POSTSECONDARY CAREER SCHOOLS**  
450 Columbus Boulevard, Suite 707  
Hartford, Connecticut 06103  
(860) 947-1816

**POSTSECONDARY CAREER SCHOOL APPLICATION**

<input type="checkbox"/> Occupational School	<input checked="" type="checkbox"/> Barber or Hairdressing School	
<input type="checkbox"/> INITIAL APPROVAL	<u>REQUEST FOR REVISION OF AUTHORIZATION</u>	
<input type="checkbox"/> RENEWAL OF APPROVAL		<input checked="" type="checkbox"/> New program/Program Change Program Tuition Changes
<input type="checkbox"/> NEW BRANCH CAMPUS		<input type="checkbox"/> Change of Location for Main, Branch, or Classroom Site
<input type="checkbox"/> NEW ADDITIONAL SITE		<input type="checkbox"/> Change of School Name
<input type="checkbox"/> CHANGE OF OWNERSHIP		

School Name: ACE COSMETOLOGY AND BARBER TRAINING CENTERS

School Address: 1231 EAST MAIN ST  
MERIDEN, CT 06451

School Telephone Number: 203-440-0164 Fax Number: 203-440-9191

Name of Contact Person: GARY OLMSTEAD

Email: G.OLMSTEAD@YAHOO.COM

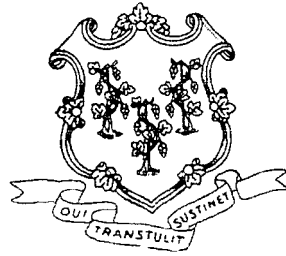
Currently approved schools, only, respond: \_\_\_\_\_

Current Authorization Expires: October 26, 2020

Year First Authorized as a Private Occupational School: 2008

Sections 10a-22a through 10a-22x of the Connecticut General Statutes, as amended by Public Act 11-48, require issuance of a certificate of authorization by the Executive Director of the Office of Higher Education before a postsecondary career school may offer instruction. This application outlines the requirements for both initial approval and renewal of approval. When completing the application, refer to the pertinent statutes and regulations.

STATE OF



CONNECTICUT

OFFICE OF HIGHER EDUCATION

## *Certificate of Authorization*

This is to certify that

*Ace Cosmetology and Barber Training Center*

*625 Wolcott Street, Unit 7*

*Waterbury, Connecticut 06705*

in accordance with the provisions of the Connecticut General Statutes, Sections 10a-22a through 10a-22y, and as amended by Public Act 11-48, inclusive, and the Regulations of State Agencies established thereunder, is approved to operate a private occupational school providing the programs indicated in the listing of approved programs

A handwritten signature in black ink that reads "Keith M. Norton".

Keith M. Norton  
Acting Executive Director  
Office of Higher Education

*Dated October 27, 2017*

*This Certificate Expires October 26, 2020*

**APPLICATION FOR:**

Initial Approval \_\_\_\_\_ Renewal Approval \_\_\_\_\_ New Branch   
Change of Ownership \_\_\_\_\_ New Additional Site \_\_\_\_\_ Change of School Name \_\_\_\_\_

**Connecticut General Statute Under Section 10a-22a to 10a-22k, inclusive, as amended by Public Act 11-48, and Regulations for State Agencies Under Section 10a-22k-1 to 10a-22k-15 inclusive.**

Mark the application fee below that you made out to "Treasurer State of Connecticut" and mailed with the application.

\_\_\_\_\_ Initial Application: fee of \$2,000 (non-refundable) \_\_\_\_\_ Change of School Name (no fee)  
\_\_\_\_\_ Renewal application  
\_\_\_\_\_ Main campus: fee of \$200 (non-refundable)  
\_\_\_\_\_ Each branch: fee of \$200 (non-refundable) \_\_\_\_\_ Additional Site (no fee)  
 New Branch Application: fee of \$200 (non-refundable)  
\_\_\_\_\_ Change of Ownership: fee of \$2,000 per school and \$200 each branch (nonrefundable)  
\_\_\_\_\_ Change of Name: no fee

Name of School: ACE COSMETOLOGY AND BARBER TRAINING CENTERS

Street Address: 1231 EAST MAIN ST

Town: MERIDEN Zip: 06451

Telephone Number: 203-440-0164 Fax Number: 203-440-9191

Effective July 1, 2011 under Connecticut General Statute: The executive director, or the executive director's designee, may conduct any necessary review, inspection or investigation regarding applications for certificates of authorization or possible violations of sections 10a-22a to 10a-22k, inclusive, of the general statutes, as amended by Public Act 11-48, or of any applicable regulations of Connecticut state agencies. In connection with any investigation, the executive director or the executive director's designee, may administer oaths, issue subpoenas, compel testimony and order the production of any record or document.

**BUSINESS STATUS**

Ownership and organization of the school including names and addresses of all principals, officers, members and directors.

If a **proprietorship**, indicate proprietor's name and address below:

GARY OLMSTEAD 625 WOLCOTT ST SUITE 7 WATERBURY, CT 06705  
Name Street Address Town/State

If a **partnership, board, association or LLC**, list partners/members and their addresses below:

<u>Name</u>	<u>Street Address</u>	<u>Town/State</u>
N/A		
N/A		
N/A		
N/A		
N/A		

If a **corporation or limited liability company**, provide full name: N/A

N/A

State in which incorporated: N/A

Attach a copy of the school's certificate of incorporation or if this is a renewal application include a **certificate of legal existence** with the Connecticut Secretary of the State or other State in which you are incorporated. This form is available by going online at:  
<https://www.concord-sots.ct.gov/CONCORD/online?eid=7000&sn=ColeOnline>

If not applicable, mark here X.

If the school is a corporation listed on a national securities exchange, mark here \_\_\_\_\_.

If the school is a corporation and is not so listed, mark here \_\_\_\_\_.

List below the names and address of all stockholders of the corporation and indicate the percentage of stock owned by each).

<u>Name</u>	<u>Street Address</u>	<u>Town/State</u>	<u>Title</u>	<u>% of Stock</u>
N/A				
N/A				
N/A				
N/A				
N/A				
N/A				

## ADDITIONAL FACILITIES

Name of Approved Institution: ACE COSMETOLOGY AND BARBER TRAINING CENTERS

Address: 625 WOLCOTT ST SUITE 7 WATERBURY, CT 06705

List below all Connecticut locations of any building or premises on which the school is located as a branch or, requiring approval (in the case of a new school). A branch is defined as a subdivision of a school located at a different facility and geographical site from the school, which (1) offers one or more complete programs leading to a diploma or certificate; (2) operates under the school's certificate of operation; (3) meets the same conditions or authorization as the school; and (4) exercises administrative control and is responsible for its own academic affairs at the site. A branch DOES NOT include an additional classroom site, which has no responsibility for the administrative control or academic affairs at the site.

### Branches

Street Address	Town	Zip	Tel
915 MAIN ST	HARTFORD	06103	860-206-0316
370 EAST MAIN ST	ANSONIA	06401	203-308-2165

### Additional Classroom Sites

Street Address	Town	Zip	Tel
N/A			
N/A			
N/A			

### Student Housing

List below all Connecticut locations of any student housing owned, leased, rented or otherwise maintained by the school.

Street Address	Town	Zip	Apt #
N/A			
N/A			

If additional space is needed, use reverse side of this page.

## LETTER OF CREDIT

New applicant schools must provide an irrevocable Letter of Credit in the penal amount of **\$40,000.00** payable to the Connecticut Private Occupational School Student Protection Account (P.O.S.S.P.A.). (The letter of Credit needs to be provided for **twelve (12) years** from the date of initial approval or until the school has paid **\$40,000.00** into said "fund"). A sample Letter of Credit is enclosed. **The Letter of Credit must be issued with its main office or branch located within the State of Connecticut, so if drawn upon, the Letter of Credit is available to that Connecticut Bank.**

If applicable, renewal applicant schools, who have not met the requirements of Section 10a-22c(d) of the Connecticut General Statutes, must attach a copy of their irrevocable Letter of Credit.

If not applicable, identify reason.

  ✓   **twelve years** have elapsed from date of  
initial approval.

or

           in excess of **\$40,000** has been paid into  
the student protection fund.

SEE SAMPLE

**LETTER OF CREDIT MUST BE MAILED CERTIFIED/RETURN  
RECEIPT TO THE FOLLOWING ADDRESS:**

Office of Higher Education  
Postsecondary Career Schools  
450 Columbus Boulevard  
Suite 707  
Hartford, CT 06103

(This must be mailed to the  
Office of Higher Education)

(CERTIFIED RETURN RECEIPT)

SAMPLE

**IRREVOCABLE LETTER OF CREDIT**

(DATE OF LETTER)

<u>BENEFICIARY:</u>	ACCOUNT	<u>PARTY</u>
Private Occupational School Student Protection Fund		(NAME & ADDRESS OF)
Treasurers Account No. 7204		
(Connecticut Default Assurance Fund)		
State of Connecticut		
Office of the Treasurer		
55 Elm Street		
Hartford, CT 06106		

Gentlemen:

We hereby open our Irrevocable Letter of Credit No. \_\_\_\_\_ in your favor available by your drafts drawn on us at sight for any sum or sums not exceeding in total **Forty Thousand and 00/100 U.S. Dollars (\$40,000.00)** for the account of (NAME AND ADDRESS OF ACCOUNT)

Drafts must be sent registered mail and must be accompanied by:

1. A notarized written statement from a purported authorized official of the Beneficiary stating: "We hereby certify that (NAME OF ACCOUNT) has failed to meet its statutory obligation to the Connecticut Default Assurance Fund Treasurers Account #7204, State of Connecticut, Office of the Treasurer, State Capitol, Hartford, CT 06115 (the Private Occupational School Student Protection Fund) as required by Connecticut General Statutes Section 10a-22c(d) and 10a-22u and/or that a tuition refund has been made to a student from the Private Occupational School Student Protection Fund pursuant to Section 10a-22v of the Connecticut General Statutes."
2. Drawing hereunder must be accompanied by the original Letter of Credit and any amendments thereto.

In respect to the written statement required above, (NAME OF BANK) is authorized to accept it as binding and correct without investigation or responsibility for the accuracy, veracity, correctness or validity of the same or any part thereof.



IRREVOCABLE LETTER OF CREDIT NO.  
PAGE 2

Each draft must bear upon its face the clause "Drawn under Letter of Credit No. (DATED) of the (NAME OF BANK)"

It is a condition of this Letter of Credit that it shall be deemed automatically extended without amendment for one (1) year from the present or future expiration date hereof, **subject to the condition in the next paragraph**, unless thirty (30) days prior to the then prevailing expiration date we shall notify you in writing via certified mail that we elect not to renew the subject Letter of Credit for such additional period.

**However, notwithstanding the above, no extension will be granted beyond (DATE 12 YEARS) which is the final expiration date of this Letter of Credit.**

This Letter of Credit sets forth in full the terms of our undertaking to you. Such undertaking shall not in any way be modified, amended, or amplified by reference to any document or instrument referred or related to herein and any such reference shall not be deemed to incorporate herein by reference any such document or instrument.

We hereby engage with drawers and/or bona fide holders that drafts drawn and negotiated in conformity with the terms of this credit will be duly honored upon presentation if presented to the above-mentioned drawee bank on or before (DATE).

In the event the subject Letter of Credit is no longer required prior to the present or future expiration date, please return the original Letter or Credit and any amendments thereto to this office for cancellation.

Except so far as otherwise expressly stated herein, this Letter of Credit is subject to the "Uniform Customs and Practice for Documentary Credits (2007 Revision), International Chamber of Commerce Brochure No. 600."

_____	Very	truly yours,
Print Name of Bank Official		
_____	_____	Official Signature
Address            Bank		
_____		
Telephone No.		
_____		
Fax No.		

## **INSURANCE**

Attach a certificate of insurance, issued by a company authorized to do business in the State, as evidence of coverage in the amount of at least standard underwriting limits (provided by your carrier) which provides coverage for (1) liability to protect students in all school related activities, (2) property damage, and (3) workers' compensation, if applicable.

The certificate must list the address of the main campus, each approved branch, and additional classroom sites. Any student housing owned, leased, rented or otherwise maintained by the school must also be insured with documentation provided.

A certificate of insurance must be filed with the Executive Director annually.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/26/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> TRACY DRISCOLL & CO, INC/PHS 02023075 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78265	<b>CONTACT</b> NAME: PHONE (866) 467-8730 (A/C, No, Ext): E-MAIL ADDRESS:		FAX (888) 443-6112 (A/C, No):
	<b>INSURER(S) AFFORDING COVERAGE</b>		
<b>INSURED</b> ACE COSMOTOLOGY & BARBER TRAINING CENTER LLC 625 WOLCOTT ST STE 7 WATERBURY CT 06705-1343	INSURER A:	Hartford Casualty Insurance Company	NAIC# 29424
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
							EACH OCCURRENCE	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability			02 SBA EZ0441	07/25/2019	07/25/2020	EACH OCCURRENCE	\$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE	
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	
	DED RETENTION \$						PER STATUTE	OTH. ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						E.L. EACH ACCIDENT	
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				E.L. DISEASE - EA EMPLOYEE	
A	EMPLOYMENT PRACTICES LIABILITY			02 SBA EZ0441	07/25/2019	07/25/2020	Each Claim Limit	\$5,000
							Aggregate Limit	\$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

<b>CERTIFICATE HOLDER</b> PMC Property Group 1608 WALNUT ST STE 1400 PHILADELPHIA PA 19103	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Susan L. Castaneda</i>

© 1988-2015 ACORD CORPORATION. All rights reserved.

000460 3/5

41 This **Spectrum Policy** consists of the Declarations, Coverage Forms, Common Policy Conditions and any  
04 other Forms and Endorsements issued to be a part of the Policy. This insurance is provided by the stock  
EZ insurance company of The Hartford Insurance Group shown below.  
SBA

**INSURER:** HARTFORD CASUALTY INSURANCE COMPANY  
ONE HARTFORD PLAZA, HARTFORD, CT 06155  
COMPANY CODE: 3



**Policy Number:** 02 SBA EZ0441 DW

**SPECTRUM POLICY DECLARATIONS** ORIGINAL

**Named Insured and Mailing Address:** ACE COSMOTOLOGY & BARBER  
(No., Street, Town, State, Zip Code) TRAINING CENTER LLC  
625 WOLCOTT ST STE 7  
WATERBURY CT 06705

**Policy Period:** From 07/25/19 To 07/25/20 1 YEAR  
12:01 a.m., Standard time at your mailing address shown above. **Exception:** 12 noon in New Hampshire.

**Name of Agent/Broker:** TRACY DRISCOLL & CO, INC/PHS  
**Code:** 023075

**Previous Policy Number:** 02 SBA EZ0441

**Named Insured is:** LIMITED LIAB CORP

**Audit Period:** NON-AUDITABLE

**Type of Property Coverage:** SPECIAL

**Insurance Provided:** In return for the payment of the premium and subject to all of the terms of this policy, we agree with you to provide insurance as stated in this policy.

**TOTAL ANNUAL PREMIUM IS:** \$3,236

Countersigned by *Susan F. Castaneda* 05/14/19  
Authorized Representative Date

00805  
\*3100202EZ04410120



**SPECTRUM POLICY DECLARATIONS (Continued)**  
**POLICY NUMBER: 02 SBA EZ0441**

Location(s), Building(s), Business of Named Insured and Schedule of Coverages for Premises as designated by Number below.

**Location:** 003            **Building:** 001

370 EAST MAIN ST  
ANSONIA                      CT 06401

**Description of Business:**  
SCHOOL - BEAUTY, COSMETOLOGY, HAIR DRESSING, BARBER

**Deductible:** \$ 500 PER OCCURRENCE

**BUILDING AND BUSINESS PERSONAL PROPERTY LIMITS OF INSURANCE**

**BUILDING**

NO COVERAGE

**BUSINESS PERSONAL PROPERTY**

REPLACEMENT COST

\$ 52,300

**PERSONAL PROPERTY OF OTHERS**

REPLACEMENT COST

NO COVERAGE

**MONEY AND SECURITIES**

INSIDE THE PREMISES  
OUTSIDE THE PREMISES

\$ 10,000  
\$ 5,000

**SPECTRUM POLICY DECLARATIONS (Continued)**

**POLICY NUMBER:** 02 SBA EZ0441

Location(s), Building(s), Business of Named Insured and Schedule of Coverages for Premises as designated by Number below.

**Location:** 002            **Building:** 001

915 MAIN ST  
HARTFORD                      CT 06103

**Description of Business:**  
SCHOOL - BEAUTY, COSMETOLOGY, HAIR DRESSING, BARBER

**Deductible:** \$ 500 PER OCCURRENCE

**BUILDING AND BUSINESS PERSONAL PROPERTY LIMITS OF INSURANCE**

**BUILDING**

NO COVERAGE

**BUSINESS PERSONAL PROPERTY**

REPLACEMENT COST                      \$ 29,800

**PERSONAL PROPERTY OF OTHERS**

REPLACEMENT COST                      NO COVERAGE

**MONEY AND SECURITIES**

INSIDE THE PREMISES                      \$ 10,000  
OUTSIDE THE PREMISES                      \$ 5,000

**SPECTRUM POLICY DECLARATIONS (Continued)**

**POLICY NUMBER:** 02 SBA EZ0441

Location(s), Building(s), Business of Named Insured and Schedule of Coverages for Premises as designated by Number below.

**Location:** 001      **Building:** 001

625 WOLCOTT ST STE 7  
WATERBURY                      CT 06705

**Description of Business:**  
SCHOOL - BEAUTY, COSMETOLOGY, HAIR DRESSING, BARBER

**Deductible:** \$ 500 PER OCCURRENCE

**BUILDING AND BUSINESS PERSONAL PROPERTY LIMITS OF INSURANCE**

**BUILDING**

NO COVERAGE

**BUSINESS PERSONAL PROPERTY**

REPLACEMENT COST

\$ 68,200

**PERSONAL PROPERTY OF OTHERS**

REPLACEMENT COST

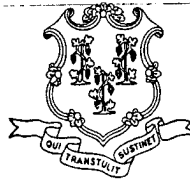
NO COVERAGE

**MONEY AND SECURITIES**

INSIDE THE PREMISES  
OUTSIDE THE PREMISES

\$ 10,000  
\$ 5,000

Department of Public Safety  
Division of Fire, Emergency & Building Services  
Office of State Fire Marshal

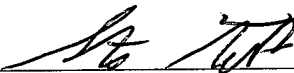


STATE OF CONNECTICUT

On 08.20.2019, the Office of the Meriden Fire Marshal conducted an inspection of located at 1231 East Main Street in Meriden to determine the degree of compliance with the fire safety requirements of Connecticut General Statutes Chapter 541 as authorized by Section 29-305 of the statutes. This facility was evaluated as a existing business as classified by the *CONNECTICUT FIRE SAFETY CODE*. As a result of this inspection, the following conditions were found:

*Ace School. bkt*

- I.  At the time of inspection, no code violations were identified. **Certificate of approval recommended.**
- II.  At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. An acceptable plan of correction was submitted. *(See attached information)* **Certificate of approval recommended.**
- III.  At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. No approved plan of correction was submitted. *(See attached information)* **Certificate of approval NOT recommended.**
- IV.  Based on the extreme hazard to public safety discovered at the time of this inspection, this office is currently seeking an injunction from the court through our Town/City Attorney for the purpose of closing or restricting usage of this facility by the public. *(See attached information)* **Certificate of approval NOT recommended.**

  
Fire Marshal

*8-20-19*  
Date

City or Town: MERIDEN



ZONING OFFICER APPROVAL

(Complete a separate form for each location, including branches, classroom sites and student housing.)

Complete this page as evidence that the school facility meets all applicable zoning requirements for the municipality in which it is located. NOTE: a new zoning approval is not needed if the branch location, classroom site or student housing has been previously approved by the local zoning officer. Attach a copy of prior approval.

MONICA Holloway, Associate City Planner
Name of zoning officer Position

has reviewed the plans of Ace Cosmetology and Barbering
name of school

located at 1231 East Main Street, Menden, CT
complete location address (not mail address)

Description of all areas/rooms approved at the above address (including dormitory areas where applicable):

on / / and found the facility to be in compliance with all applicable zoning requirements and has obtained a Zoning Permit from the local Zoning Office for the above facility. If no Zoning Permit is required for the above facility, check here [ ] and sign below.

Comments, if any:

This was Marinello Beauty School and is now going to be Ace Cosmetology & Barbering School. The use is like for like

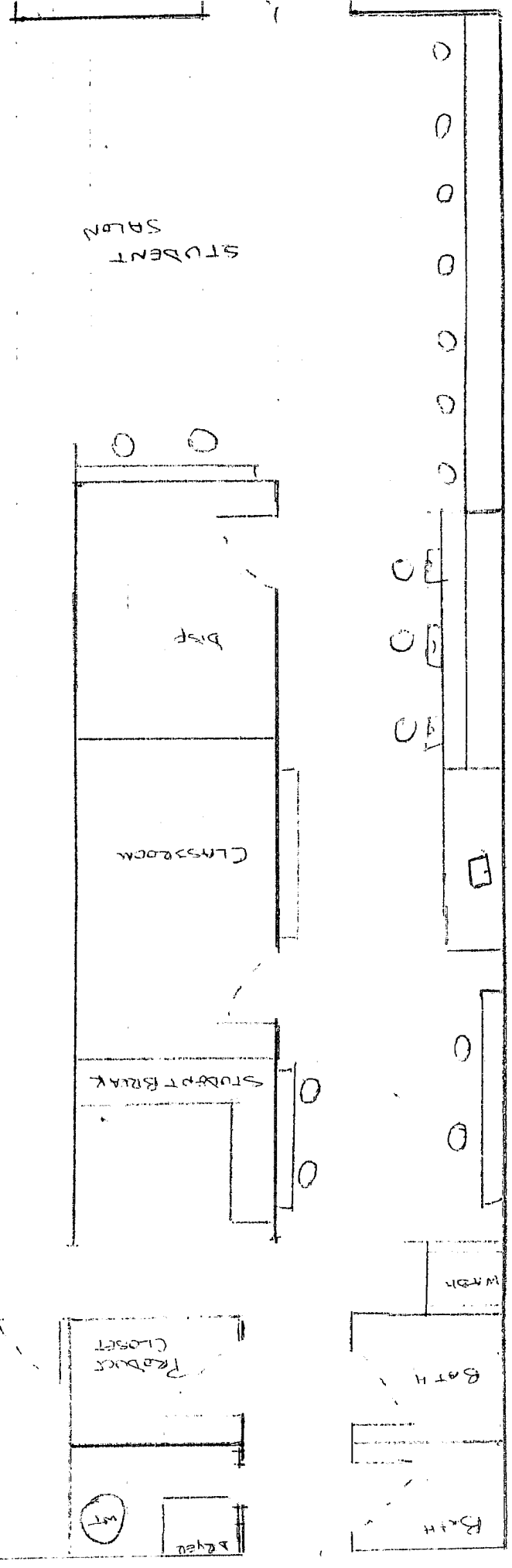
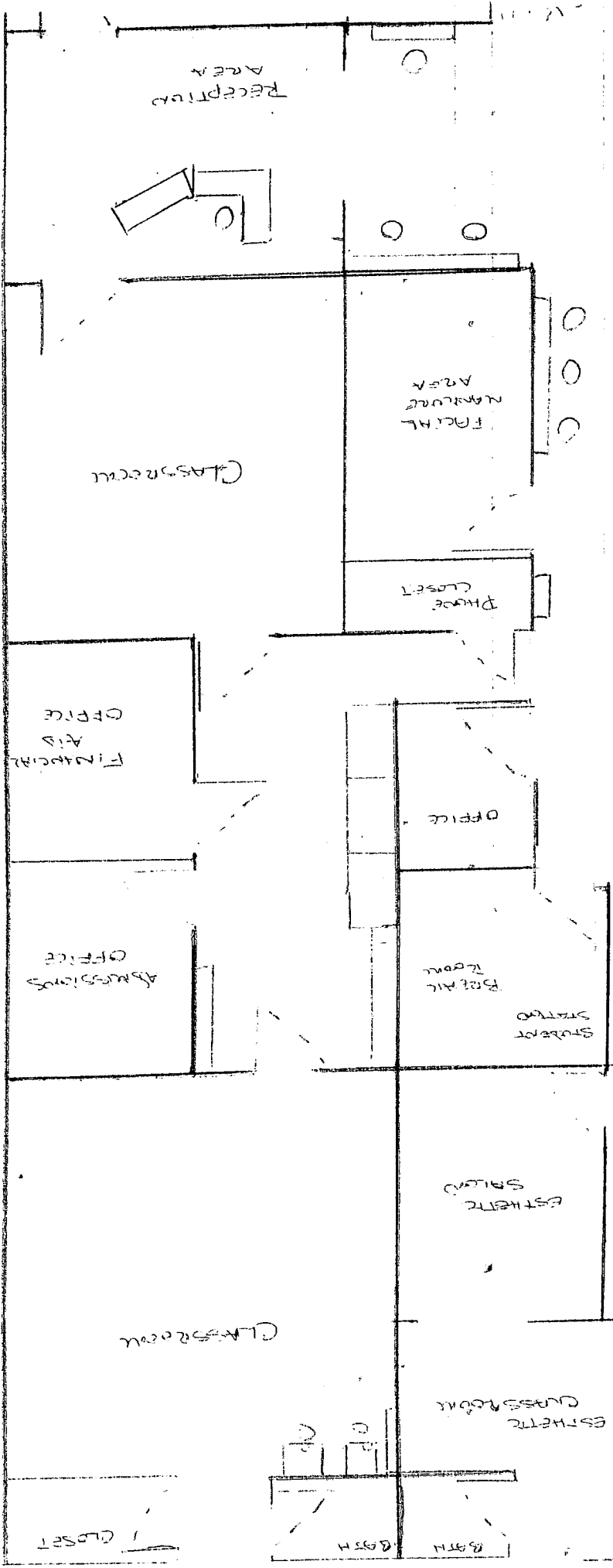
SIGNED: Monica Holloway
Local Zoning Enforcement Officer

TOWN: City of Menden

DATE: 9/10/19

(NOTE: Zoning Officer may substitute their own departmental form in favor of this form.)

Office of Higher Education
Postsecondary Career Schools
450 Columbus Boulevard, Suite 707
Hartford, CT 06103



# DISCLOSURE OF CRIMINAL RECORD

The School Owner, School Director and Campus Director must each complete this form if they are different individuals. Duplicate as appropriate.

Name of School: ACE COSMETOLOGY AND BARBER TRAINING CENTERS

Name of School Owner: GARY OLMSTEAD

Name of School Director: SUZANNE GALVIN

Name of Campus Director: RONNIE PRESUTO-BLADYKAS

The executive director may deny a certificate of authorization if the person who owns or intends to operate a private occupational school has been convicted in this state, or any other state, of larceny in violation of section 53a-122 or 53a-123; identity theft in violation of section 53a-129b or 53a-129c; forgery in violation of section 53a-138 or 53a-139; or has a criminal record in this state, or any other state, that the executive director reasonably believes renders the person unsuitable to own and operate a private occupational school. A refusal of a certificate of authorization under this subsection shall be made in accordance with the provisions of sections 46a-79 to 46a-81, inclusive. The executive director or specific designee may perform a background check of any individual identified on this Disclosure.

Please note the section below must be completed and your signature notarized affirming the information is true and correct. Failure to complete this section will result in denial of your application for consideration of approval to operate a postsecondary career school in Connecticut.

1) Have you ever been convicted of larceny? yes  no   
If you answered yes, please explain in detail below:

2) Have you ever been convicted of identity theft? yes  no   
If you answered yes, please explain in detail below:

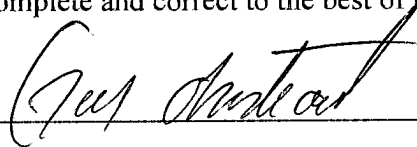
3) Have you ever been convicted of a forgery ? \_\_\_\_\_yes  no  
If you answered yes, please explain in detail below.

4) Do you have a criminal record in Connecticut or any other state ? yes \_\_\_\_\_no  
If you answered yes, please explain below:

**Please see attached printouts of convictions.**

AFFIDAVIT:

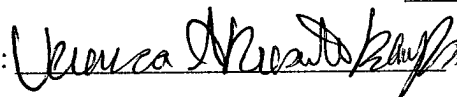
I, GARY OLMSTEAD, do swear or affirm that the above statements made are complete and correct to the best of my knowledge and belief.

Signature:  Title: OWNER

Print name: GARY OLMSTEAD

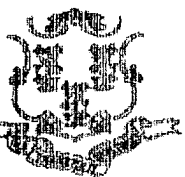
Attested:

Sworn/affirmed and subscribed before me this 29 day of JANUARY, 2020

Notary Public:  ID# VERONICA A. PRESUTO-BLADYKAS  
**NOTARY PUBLIC**

Date of commission expiration: \_\_\_\_\_

MY COMMISSION EXPIRES NOV. 30, 2022



# Lookup Detail View

Name

Name

GARY N OLMSTEAD

## License Information

License Information

License Type	License Number	Expiration Date	Granted Date	License Name	License Status		Licensure Actions or Pending Charges
Barber	3962	09/30/2020	04/01/2003	Gary N. Olmstead	ACTIVE	CURRENT	None

Generated on: 1/31/2020 11:01 51 AM

Monday,  
July 15, 2019  
Docket Search  
by Court Location

## Criminal/Motor Vehicle Conviction Case Detail

*Information is accurate as of July 13, 2019 05:09 AM*

Monday,  
July 15, 2019  
Docket Search  
by Defendant

<b>Defendant Information</b>	
Last, First: OLMSTEAD GARY	Represented By: 049579 P. M. RENZULLO
Birth Year: 1979	

Pending Cases  
Search by Defendant

<b>Docket Information</b>			
Docket No:	U04W-CR16-0437858-S	Original Arresting Agency:	LOCAL POLICE WOLCOTT
Court:	Waterbury GA 4	Original Arrest Date:	4/27/2016
Costs:	\$15.00 Paid	Sentenced Date:	5/2/2017

Pending Cases  
Search by Docket Number

Convictions Search  
by Defendant

<b>Overall Sentence Information</b>
A Probation Review was disposed of on 05/01/2018
Probation with Special Conditions

Convictions Search  
by Docket Number

Attorney/Firm Case List

Statute	Description	ClassType	Occ	Offense Date	Plea	Verdict Finding	Verdict Date	Fine	Fee(s)
53a-181	Breach Of Peace 2nd DegB	Misdemeanor	1	4/23/2016	Nolo Contendere	Guilty	5/2/2017	\$0.00	\$0.00
<b>Sentenced:</b> 6 Months Jail, Execution Suspended, Probation 18 Months									

Attorney/Firm Look-up  
Numbers

GA Court Phone  
Numbers

Statute	Description	ClassType	Occ	Offense Date	Plea	Verdict Finding	Verdict Date	Fine	Fee(s)
53a-181	Breach Of Peace 2nd DegB	Misdemeanor	1	4/23/2016	Nolo Contendere	Probation Terminated	5/1/2018	\$0.00	\$0.00

JD Court Phone  
Numbers

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Monday,  
July 15, 2019  
Docket Search  
by Court Location

## Criminal/Motor Vehicle Conviction Case Detail

**Information is accurate as of July 13, 2019 05:09 AM**

Monday,  
July 15, 2019  
Docket Search  
by Defendant

Defendant Information	
Last, First: OLMSTEAD GARY N	Represented By:
Birth Year: 1979	

Pending Cases  
Search by Defendant

Docket Information			
Docket No:	U04W-CR09-0385488-0	Original Arresting Agency:	LOCAL POLICE WATERBURY
Court:	Waterbury GA 4		
Costs:	\$15.00 Paid	Original Arrest Date:	11/1/2009
		Sentenced Date:	12/28/2009

Pending Cases  
Search by Docket Number

Convictions Search  
by Defendant

Convictions Search  
by Docket Number

Statute	Description	ClassType	OccOffense	DatePlea	Verdict	Finding	Verdict Date	Fine	Fee(s)
53a-181	Breach Of Peace 2nd DegB	Misdemeanor	1	11/1/2009	Guilty	Guilty	12/28/2009	\$150.00	\$0.00

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Numbers

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by Court Location

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Monday,  
July 15, 2019  
Docket Search  
by Defendant

Defendant Information	
Last, First: OLMSTEAD GARY N	Represented By: 049579 P. M. RENZULLO
Birth Year: 1979	

Pending Cases  
Search by Defendant

Docket Information			
Docket No: U04W-CR16-0442475-S	Original Arresting Agency: LOCAL POLICE WATERBURY		
Court: Waterbury GA 4	Original Arrest Date: 12/22/2016		
Costs: \$15.00 Paid	Sentenced Date: 5/2/2017		

Pending Cases  
Search by Docket Number

Convictions Search  
by Defendant

Overall Sentence Information
A Probation Review was disposed of on 05/01/2018
Probation with Special Conditions

Convictions Search  
by Docket Number

Attorney/Firm Case List

Attorney/Firm Look-up  
Numbers

Statute	Description	ClassType	Occ	Offense Date	Plea	Verdict Finding	Verdict Date	Fine	Fee(s)
53a-181	Breach Of Peace 2nd DegB	Misdemeanor	1	12/22/2016	Nolo Contendere	Guilty	5/2/2017	\$0.00	\$0.00
<b>Sentenced:</b> 6 Months Jail, Execution Suspended, Probation 18 Months									

GA Court Phone  
Numbers

Modified Sentence Information									
Statute	Description	ClassType	Occ	Offense Date	Plea	Verdict Finding	Verdict Date	Fine	Fee(s)
53a-181	Breach Of Peace 2nd DegB	Misdemeanor	1	12/22/2016	Nolo Contendere	Probation Terminated	5/1/2018	\$0.00	\$0.00

JD Court Phone  
Numbers

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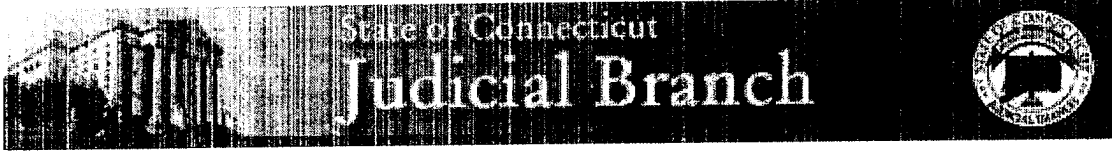
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Monday,  
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by Court Location

## Criminal/Motor Vehicle Conviction Case Detail

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Monday,  
July 15, 2019  
Docket Search  
by Defendant

<b>Defendant Information</b>	
Last, First: OLMSTEAD GARY N	Represented By: 049579 P. M. RENZULLO
Birth Year: 1979	

Pending Cases  
Search by Defendant

<b>Docket Information</b>			
Docket No:	U04W-CR16-0436274-S	Original Arresting Agency:	LOCAL POLICE WATERBURY
Court:	Waterbury GA 4		
Costs:	\$15.00 Paid	Original Arrest Date:	1/31/2016
		Sentenced Date:	5/2/2017

Pending Cases  
Search by Docket Number

Convictions Search  
by Defendant

<b>Overall Sentence Information</b>
A Probation Review was disposed of on 05/01/2018
Probation with Special Conditions

Convictions Search  
by Docket Number

Attorney/Firm Case List

Attorney/Firm Look-up  
Numbers

Statute	Description	ClassType	Occ	Offense Date	Plea	Verdict Finding	Verdict Date	Fine	Fee(s)
53a-181	Breach Of Peace 2nd DegB	Misdemeanor	1	1/31/2016	Nolo Contendere	Guilty	5/2/2017	\$0.00	\$0.00
<b>Sentenced:</b> 6 Months Jail, Execution Suspended, Probation 18 Months									

GA Court Phone  
Numbers

Statute	Description	ClassType	Occ	Offense Date	Plea	Verdict Finding	Verdict Date	Fine	Fee(s)
53a-181	Breach Of Peace 2nd DegB	Misdemeanor	1	1/31/2016	Nolo Contendere	Probation Terminated	5/1/2018	\$0.00	\$0.00

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Monday,  
July 15, 2019  
Docket Search  
by Court Location

## Criminal/Motor Vehicle Conviction Case Detail

*Information is accurate as of July 13, 2019 05:09 AM*

Monday,  
July 15, 2019  
Docket Search  
by Defendant

<b>Defendant Information</b>	
Last, First: OLMSTEAD GARY N	Represented By: 049579 P. M. RENZULLO
Birth Year: 1979	

Pending Cases  
Search by Defendant

<b>Docket Information</b>	
Docket No: U04W-CR15-0434908-S	Original Arresting Agency: LOCAL POLICE WATERBURY
Court: Waterbury GA 4	
Costs: \$15.00 Paid	Original Arrest Date: 11/18/2015
	Sentenced Date: 5/2/2017

Pending Cases  
Search by Docket Number

Convictions Search  
by Defendant

<b>Overall Sentence Information</b>
A Probation Review was disposed of on 05/01/2018
Probation with Special Conditions

Convictions Search  
by Docket Number

Attorney/Firm Case List

Statute Description	ClassType	Occ	Offense Date	Plea	Verdict Finding	Verdict Date	Fine	Fee(s)
53a-181 Breach Of Peace 2nd DegB	Misdemeanor	1	11/18/2015	Nolo Contendere	Guilty	5/2/2017	\$0.00	\$0.00
<b>Sentenced: 6 Months Jail, Execution Suspended, Probation 18 Months</b>								

Attorney/Firm Look-up  
Numbers

GA Court Phone  
Numbers

Statute Description	ClassType	Occ	Offense Date	Plea	Verdict Finding	Verdict Date	Fine	Fee(s)
53a-181 Breach Of Peace 2nd DegB	Misdemeanor	1	11/18/2015	Nolo Contendere	Probation Terminated	5/1/2018	\$0.00	\$0.00

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## REVOCATION HISTORY

If applicable, indicate below any record of prior involvement by any principal, officer, or director with a school whose certificate has been revoked or privilege to operate a postsecondary career school has been cancelled in Connecticut or any other state.

If not applicable, mark here

If applicable indicate:

Present or Proposed position \_\_\_\_\_

Name of Persons \_\_\_\_\_

Name of School \_\_\_\_\_

Full address of School \_\_\_\_\_

Date of revocation \_\_\_\_\_

Capacity, at that school, in which you acted  
(position) \_\_\_\_\_

Reason for revocation

- School ceased to meet conditions of authorization.
- School committed a material or substantial violation of one or more of CGS 10a-22a, 10a-22b, 10a-22c, 10a-22d, 10a-22e, 10a-22f, 10a-22g, 10a-22h, 10a-22i, 10a-22j, 10a-22k, 10a-22u, 10a-22v, 10a-22w, 10a-22x or the regulation pertaining thereto.
- School made a false statement about a material fact in an application for authorization
- unknown
- other (specify)

## CAMPUS ROSTER

SCHOOL NAME: ACE COSMETOLOGY AND BARBER TRAINING CENTERS CAMPUS: MERIDEN

Your school must submit the Campus Roster form (s) listing all employees having contact with students (including clerical, administrative, instructional, and recruiting staff) at the main campus and any branches to the Executive Director of the Office of Higher Education. Submit one form per campus. Your school must submit to the Executive Director the current Campus Roster(s) as part of the application for initial approval or renewal approval. Print clearly.

Your school must submit a revised Campus Roster(s) (POSA AP Page 19) to the Executive Director in conjunction with each addition or deletion of an employee having student contact.

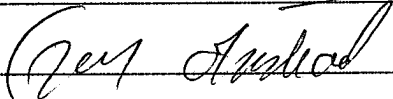
Name of Employee	Position(s) Held
1. GARY OLMSTEAD	OWNER
2. SUZANNE GALVIN	SCHOOL DIRECTOR-FINANCIAL AID
3. SANDI OLMSTEAD	ADMISSIONS
4. RONNIE PRESUTO BLADYKAS	CAMPUS DIRECTOR
5. FRANK D'ANGELO	BARBERING INSTRUCTOR
6. LUCY RODRIGUEZ	COSMETOLOGY INSTRUCTOR
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____

If more space is required continue on separate sheet(s).

This Campus Roster list is complete and accurate. Each employee listed on the Campus Roster meets the minimum requirements for the position in which employed, and specifically as detailed in Regulations Section 10a-22k-5(k) for (a) Director, (b) Instructor, (c) Recruiter, or where required waivers. I understand that the Executive Director shall be informed promptly of any changes in school personnel.

I, as an authorized school official, do swear or affirm that the above statements made in this Campus Roster are complete and correct to the best of my knowledge and belief:

Name of Official: GARY OLMSTEAD Position: OWNER

Signature:  Date: 1/29/2020

**SCHOOL DIRECTOR FORM**

SCHOOL NAME: ACE COSMETOLOGY AND BARBER TRAINING CENTERS LOCATION: MERIDEN

Your school must submit one form for the School Director. The School Director has responsibility and control over the main campus and any branches. The school must submit School Director Form as part of the application for initial approval or renewal approval. Print clearly.

The school must submit a revised Campus Roster (POSA AP Page 19) in conjunction with each successive addition and deletion of a School Director.

SCHOOL DIRECTOR NAME: SUZANNE GALVIN

Beginning Date: 5/6/2019 E-mail Address SUEACECOSMETOLGY@YAHOO.COM

**QUALIFICATIONS:**

The School Director must complete each question below.

- 1) I hold a high school diploma, or other equivalency recognized by the Board of Education (G.E.D.) Yes  No   
and  
2) I have a minimum of five years experience in the area for which training is offered, Yes  No   
or  
I hold an undergraduate diploma from a four-year college and Yes  No  N/A   
I have a minimum of three years of experience in the area of training being offered.  
or  
If the school offers instruction in an area in which I am not qualified, the department head or supervising instructor shall have the above qualifications. Yes  No  N/A   
and  
3) I am experienced in administration, if yes list number of years 10 Yes  No

**EDUCATION AND EXPERIENCE:** Attach a current copy of your resume.

- 1) EDUCATION - You must provide at a minimum this information on education:
  - Institution name and address/location
  - Major subject studied
  - Degree/Diploma/Certificate name and date awarded
- 2) EXPERIENCE - You must provide at a minimum information on

- a) relevant experience in the area for which training is offered, and
- b) experience in administration:
  - Employer name and address/location
  - Position held and duties and responsibilities involved
  - Beginning and ending dates including month and year

Teacher Certification - attach a copy of teaching license and detail here the subject(s) in which authorized to give instruction and any expiration date:

\_\_\_\_\_ None or N/A X

Occupational License (if applicable) - attach a copy of current license(s) and detail here area(s) licensed in and any expiration date(s):

\_\_\_\_\_ None or N/A X

**DESIGNATION OF QUALIFIED INDIVIDUAL IN EACH APPROVED SUBJECT AREA OFFERED:**

Your school must list all approved subject areas in which instruction is offered.

(A) Subject Area	(B) Indicate if Director is Qualified in Each Area	(C) Name of Department Head or Supervising Instructor Who meets requirements for Subject Area (in lieu of Director)
	Answer Yes or No If No, Complete Column (C)	
COSMETOLOGY	Yes No	LUCY RODRIGUEZ
BARBERING	Yes No	FRANK D'ANGELO
_____	Yes No	_____
_____	Yes No	_____
_____	Yes No	_____
_____	Yes No	_____
_____	Yes No	_____
_____	Yes No	_____
_____	Yes No	_____

Please attach an additional sheet if needed.

**DISCLOSURE:**

Indicate any prior involvement as required by Connecticut General Statute Section 10a-22c, amended by Public Act 11-48, as a director with a postsecondary career school in Connecticut or any other state which school had its certificate of authorization revoked or privilege to carry on vocational instruction cancelled by the state:

Name of State N/A

Initial the correct answer below:

       No Prior Involvement

       Yes, Prior Involvement, complete the following information:

Name of School \_\_\_\_\_

Full Address \_\_\_\_\_

Position(s) Held at School \_\_\_\_\_

Period Employed \_\_\_\_\_

Date of Revocation or Cancellation of Privilege to Operate \_\_\_\_\_

Reason for Revocation:

- school ceased to meet conditions of authorization
- school committed a material or substantial violation of Statute Section 10a-22a to 10a-22k, amended by Public Act 11-48, or 10a-22u to 10a-22w of the Regulations
- school made a false statement on a material fact in its application
- school failed to make a required payment to student protection fund
- other reason \_\_\_\_\_
- unknown reason

I do swear or affirm that the statements made on the School Director Form are complete and correct to the best of my knowledge and belief.

Signature of School Director  Date 1/29/2020

It is the responsibility of the school to ensure that it hires an appropriately qualified individual, pursuant to Regulation 10a-22k-5(k)(1), to act as Director of the school. The Executive Director of the Office of Higher Education may waive the educational and other requirements for a director where there is other evidence of qualification. If applicable, attach documentation showing the grant of a waiver.

I do swear or affirm that the statements made on the School Director Form are complete and correct to the best of my knowledge and belief.

Owner Signature:  Date: 1/29/2020

Name of Owner/Majority Owner of School: GARY OLMSTEAD  
(Print)

## Suzanne Galvin

38A Stonewall Lane Waterbury, CT 06705

Phone: 347-776-8801

Email: smig525@yahoo.com

### Objectives

My objective is to find a rewarding job at a company in which I will both be able to further myself and better the company that I am working for by my contributions. I hope to bring my own uniqueness to the company I am employed at and would also enjoy the chance to learn newer and better ways to serve in said company. I am a hardworking, detail-oriented individual with many years' experience in the financial aid industry. I am eager to utilize and build upon analytical, administrative, problem solving, and customer service skills attained through work experience.

### Experience

Financial Aid Administrator (2/1984-6/1994)

Hunter College 695 Park Ave NY, NY 11005 212-772-4000

- Meet with new students and complete FAFSA
- Package students with financial aid
- Help students complete MPN, ELC and plus loan applications
- Complete R2T4 upon student withdrawing
- Help students consolidate loans upon graduation
- Completing SAP for students
- Gather required documents for verification



**Skills**

- COD website
- NSLDS
- Direct loan consolidation website
- FAFSA.gov
- Studentloans.gov
- FSAID.gov
- Excel
- Word
- Powerpoint

## CAMPUS DIRECTOR FORM

SCHOOL NAME: ACE COSMETOLOGY AND BARBER TRAINING CENTERS LOCATION: MERIDEN  
City/Town

Your School must submit one form for the Campus Director of your school. The Campus Director is the principal administrator at the school. The school also must submit a new Campus Roster (POSA AP Page 19) in conjunction with each successive addition or deletion of a Campus Director. Print Clearly.

CAMPUS DIRECTOR: VERONICA PRESUTO-BLADYKAS

Beginning Date: 2/5/2018

Mailing Address: \_\_\_\_\_

Street: 625 WOLCOTT ST SUITE 7

City, State Zip: WATERBURY, CT 06705

Office Phone: 203-879-9989 E-mail RONNIEACECOSMETOLOGY@YAHOO.COM

The Campus Director must complete each question below.

Connecticut Regulations of State Agencies Section 10a-22k-5(k)(1) requires that "The director of a school" meet the following criteria:

- 1) I hold a high school diploma, or other equivalency recognized by the Board of Education (G.E.D.) Yes  No   
and
- 2) I have a minimum of five years experience in the area for which training is offered. Yes  No   
or  
I hold an undergraduate diploma from a four-year college and Yes  No  N/A   
and  
I have a minimum of three years of experience in the area of training being offered.  
or  
If the school offers instruction in an area in which I am not qualified, the department head or supervising instructor shall have the above qualifications. Yes  No  N/A   
and
- (3) I am experienced in administration, if yes list number Of years 15 Yes  No

EDUCATION AND EXPERIENCE: Attach a current copy of your resume.

1) EDUCATION - You must provide at a minimum this information on education:

- Institution name and address/location
- Major subject studied
- Degree/Diploma/Certificate name and date awarded

2) EXPERIENCE - You must provide at a minimum information on

- a) relevant experience in the area for which training is offered, and
- b) experience in administration:
  - Employer name and address/location
  - Position held and duties and responsibilities involved
  - Beginning and ending dates including month and year

Teacher Certification (if applicable) - attach a copy of teaching license and detail here the subjects in which authorized to give instruction:

---

Occupational License (if applicable) - attach a copy of current license and detail here area(s) licensed in:

---

**DISCLOSURE:**

Indicate any prior involvement as required by Connecticut General Statute Section 10a-22c, amended by Public Act 11-48, as a director with a postsecondary career school in Connecticut or any other state which school had its certificate of authorization revoked or privilege to carry on vocational instruction canceled by the state:

Name of State \_\_\_\_\_

Initial the correct answer below:

No Prior Involvement

Yes, Prior Involvement complete the following information

Name of School \_\_\_\_\_

Full Address \_\_\_\_\_

Position(s) Held at School \_\_\_\_\_

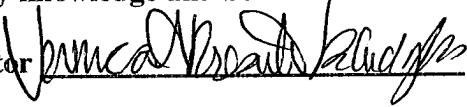
Period Employed \_\_\_\_\_

Date of Revocation or Cancellation of Privilege to Operate \_\_\_\_\_

Reason for Revocation:

- school ceased to meet conditions of authorization
- school committed a material or substantial violation of Statute Section 10a-22a to 10a-22k, amended by Public Act 11-48, or 10a-22u to 10a-22w of the Regulations
- school made a false statement on a material fact in its application
- school failed to make a required payment to student protection fund
- other reason \_\_\_\_\_
- unknown reason

**I do swear or affirm that the statements made on the Campus Director Form are complete and correct to the best of my knowledge and belief.**

Signature of Campus Director  Date 1/29/2020

It is the responsibility of the school to ensure that it hires an appropriately qualified individual, pursuant to Regulation of State Agencies Section 10a-22k-5(k)(1), to act as Campus Director of the school. The Executive Director of the Office of Higher Education may waive the educational and other requirements for a director where there is other evidence of qualification. If applicable, attach documentation showing the grant of a waiver.

**I do swear or affirm that the statements made on this form are complete and correct to the best of my knowledge and belief.**

Signature of School Director 

Name of School Director SUZANNE GALVIN Date 1/29/2020

## INSTRUCTOR FORM

SCHOOL NAME: ACE COSMETOLOGY AND BARBER TRAINING CENTERS LOCATION: MERIDEN

The school must complete and submit one form for each person who is teaching at the school. The school must submit an Instructor Form(s) as part of the application for initial approval or renewal approval. Print clearly.

The school must submit a revised Campus Roster(s) (POSA AP Page 19) to the Executive Director in conjunction with each instructor addition or deletion.

INSTRUCTOR NAME: FRANK D'ANGELO

Beginning Date: 11/7/2016

**TEACHING ASSIGNMENT:** Program Name(s) and/or Course Name(s) and/or subject area(s):

### QUALIFICATIONS:

The instructor must answer each question below.

- 1) I am at least eighteen years of age. Yes  No   
and
- 2) I hold a high school diploma, or other equivalency recognized by the Board of Education (G.E.D.) Yes  No   
and
- 3) I have not less than two (2) years of experience in the skill or subject to be taught within ten (10) years immediately preceding employment by the school or the equivalent in teacher training approved by the Board of Education in the skill or subject taught. Yes  No   
and
- 4) If hired after the date of October 10, 1984 and required to be a holder of state special permit(s) or license(s) to practice my trade(s) I shall be a holder of such permit(s) or license(s) and provide evidence prior to instructing in the practical application of the trade and shall maintain such license(s) or permit(s) during the period for which such instruction is given. Yes  No  N/A

**EDUCATION AND EXPERIENCE:** Attach a current copy of your resume.

Your resume must include information on your education: Institution name and address/location; major subject studied; degree, diploma/certificate name and date of award. You must provide minimum information on relevant experience in the area for which training is offered, which must include employer name and address/location; position held outlining duties and responsibilities; beginning and ending dates including month and year of employment.

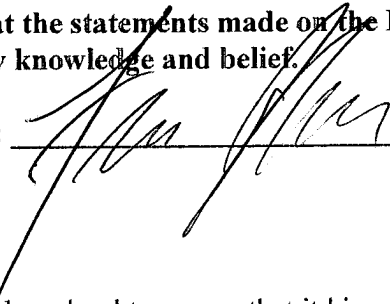
If you hold a Teacher Certification - attach a copy of teaching license and detail here the subject(s) in which authorized to give instruction and any expiration date:

COSMETOLOGY  
BARBERING

If you hold an Occupational License - attach a copy of current license(s) and detail here area(s) licensed in and any expiration date(s):

I do swear or affirm that the statements made on the Instructor Form are complete and correct to the best of my knowledge and belief.

Signature of Instructor:



Date: 1/29/2020

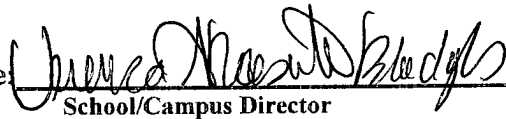
It is the responsibility of the school to ensure that it hires an appropriately qualified individual, pursuant to Regulation 10a-22k-5(k)(2), to teach at the school. The Executive Director the Office of Higher Education may waive the educational and other requirements for an instructor where there is other evidence of qualification. If applicable, attach documentation showing the grant of a waiver.

The School Director/Campus Director must answer the following:

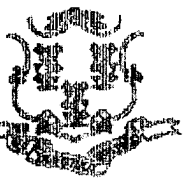
This instructor will serve as department head or supervising instructor No  Yes   
and Specify area BARBERING

I do swear or affirm that the statements made on this form are complete and correct to the best of my knowledge and belief.

Signature:

  
School/Campus Director

Date: 1/29/2020



# Lookup Detail View

Name

Name

FRANK J D'ANGELO

## License Information

License Information

License Type	License Number	Expiration Date	Granted Date	License Name	License Status		Licensure Actions or Pending Charges
Hairdresser/Cosmetician	60233	01/31/2020	01/19/2012	FRANK D'ANGELO	ACTIVE	CURRENT	None

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# Lookup Detail View

Name

Name

FRANK J D'ANGELO

## License Information

License Information

License Type	License Number	Expiration Date	Granted Date	License Name	License Status		Licensure Actions or Pending Charges
Barber	4792	01/31/2020	10/07/2014	FRANK J D'ANGELO	ACTIVE	CURRENT	None

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# Frank John D'Angelo III

6 Evanwood Drive Wallingford, CT. 06492 (203) 605.9599 fdangelo@sbcglobal.net

## OBJECTIVE

To work in a team orientated, challenging & fast paced environment to better utilize excellent technical, customer service and communication skills.

## SPECIAL SKILLS

Apply specialized techniques to create hairstyles for all ages and gender, including makeovers from natural to theatrical including special effects makeup. Accomplished manager & self-motivator proficient in all areas relating to education, salon management, retail sales, and service, ranging from color correction to customer retention & team building. Special effects make-up for television.

## WORK EXPERIENCE

***Barber Instructor***, Marinello School of Beauty – Fairfield, CT 2013-Present

Prepared learners for State Of Connecticut Barber /Cosmetology Licensure. Facilitated classroom management and testing requirements to meet State of Connecticut Licensure Guidelines. Daily hands-on demonstrations of technical and practical services including haircutting, hairstyling, hair coloring & chemical texture services. Shaving, facial massage and Barbershop Management. Weekly testing, grading and attendance reporting. Created learning activities and homework/ career path guidance.

***Cosmetology Instructor***, Marinello School of Beauty Meriden & Torrington, CT 2013

Cosmetology Theory Instructor & Clinic Floor Instructor. Facilitated classroom management and testing requirements to meet State of Connecticut Licensure Guidelines. Created Lesson Plans for multiple learning styles, visuals & power point presentations, Created learning activities and homework/ career path guidance. Weekly testing, grading, attendance reporting and individual coaching on learned objectives.

***Learning Leader***, Paul Mitchell the School North Haven, CT 2012

Cosmetology Theory Instructor. Facilitated classroom management and testing requirements To meet State of Connecticut Licensure Guidelines. Created Lesson Plans for multiple learning styles, visuals & power point presentations, Created learning activities and homework/ career path guidance. Weekly testing, grading, attendance reporting and individual coaching on learned objectives. Level One Certification, Texture Upstyle Certifications and Men's Barbering Instructor.

***Premise Sales***, AT&T Marketing, New Haven , CT, 2004-2009

Account Executive Premise Sales. Daily account analysis & preparation, customer needs assessment & professional sales recommendations that meet each customer's specific needs.

Highly self-motivated commissioned sales experience in a quota driven environment with above average results across the state. CEO Achievement Award Winner 2008

***Sales Manager & Installation Expert***, WIRELESS ZONE, Hamden, CT, 2001-2004.

Verizon Wireless Communication Specialist.

Sales and service of wireless equipment, light installation, handling inventory, product ordering and pricing, and monitoring of daily transactions. Extensive knowledge of multiple wireless service carriers. Highly effective customer service skills, as well as, client retention. Responsible for attaining individual and corporate accounts. Training of additional sales persons. On call during off-hours to assist customers. Responsible for opening and closing of location on a daily basis.

\*followed owner through business name change from The Car Phone Store

***Store Manager***, WIRELESS ZONE/BOOMER MCCLOUD, Monroe, CT, 2000-2001.

Verizon Wireless Communication Specialist

Service and sales of wireless equipment and security/audio systems for automobiles. Retained customers and generated new business. Maintained the highest level of customer service. Handled daily business transactions, payroll, scheduling, inventory, reporting, accounting, and training of all sales persons and installers. Design and installation of custom installs of audio/security systems.

Won the 2000 Employee of the Year Award.

***Assistant Sales Manager & Install Manager***, CAR PHONE STORE, Hamden, CT, 1999-2000.

Bell Atlantic Mobile Wireless Communication Specialist

Sales and service of wireless communication equipment. Market and promote business to enhance growth of customer base for new store. Responsible for attaining corporate and individual accounts. Handle daily business transactions. Maintaining highest level of customer service.

**Frank John D'Angelo**

Page 2

### **EDUCATION**

***Hamden High School***

Attended: 1988-1992

Graduated 1992

***CSE (Connecticut School of Electronics)***

Attended: 1992-1994

Bachelor Degree Medical Electronic Systems, Communications

***North Haven Academy Paul Mitchell Partner School***

Phase II Member, Student Counsel, Core Mentor, Honors Program

2009-2011 (Graduated) State Of Connecticut Cosmetology License

### **VOLUNTEER WORK**

2000-2002 Easter Seals Volleyball Tournament (Woodbridge, CT)

2010 Paul Mitchell Pet Show (North Haven & Prospect CT.)  
Twisted Tales (North Branford, CT.)  
Culture Shock Hair Show (North Branford, CT.)  
North Haven Police Fair

**REFERENCES**

Available upon request

## REQUEST FOR WAIVER OF INSTRUCTOR APPROVAL QUALIFICATIONS

SCHOOL NAME: N/A LOCATION: \_\_\_\_\_

This form is used in conjunction with the Instructor Form POSA Page 26-27 when applying for a waiver of instructor approval qualification(s) under Section 10a-22k(k)(2)(C) of Regulations of State Agencies. Do not use this form if you are not seeking a waiver of any of the qualifications.

Name of Proposed Instructor: N/A

Subject area(s) to be taught: N/A

Waiver is being sought of the following qualification(s) because the proposed instructor:

- is not at least 18 years of age
- does not hold a high school diploma or other equivalency recognized by the board (G.E.D.)
- does not have at least two years of experience in the skill or subject taught within ten years immediately preceding employment by the school, or does not have the equivalent in teacher training approved by the board in the skill or subject taught

List below the reasons for requesting waiver (detail person's other qualification(s) that you feel may supersede the qualification(s) for which you are seeking a waiver. Be specific):

(A completed Instructor Form POSA AP Page 26-27 and Resume together with other supporting materials that highlight the qualifications of the proposed instructor must be attached).

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
School/Campus Director

The Executive Director's designee has reviewed the attached material and the following determination has been made:

Waiver Granted: \_\_\_\_\_ Waiver Denied : \_\_\_\_\_ Date: \_\_\_\_\_

## RECRUITER FORM

SCHOOL NAME: N/A CAMPUS: \_\_\_\_\_

The school must complete and submit one form for each person who recruits students for your school, which activity includes the signing of the student enrollment agreement (contract). The school must submit it to the Recruiter Form (s) as part of the application for initial approval or renewal approval. Print clearly.

The school must submit a revised Campus Roster(s) (POSA AP Page 19) to the Executive Director in conjunction with each recruiter addition or deletion.

RECRUITER NAME: N/A \_\_\_\_\_

Beginning Date: N/A \_\_\_\_\_

QUALIFICATIONS: The Recruiter must answer each question below.

- 1) I am thoroughly familiar with the school and its offerings. Yes  No   
and
- 2) I am being furnished with identification which shall be available for inspection by prospective students, their parents or guardians, law enforcement agents and state officials. Yes  No   
and
- 3) I shall refrain from making exaggerated statements and misleading statements and misrepresentations of any kind Yes  No   
and
- 4) I understand I am an agent of the school I represent. Yes  No

## PROGRAM/COURSE LIST

**NAME OF SCHOOL:** ACE COSMETOLOGY AND BARBER TRAINING CENTERS **LOCATION:** MERIDEN

Please complete a separate form for Main Campus and each Branch Campus

Provide below the information requested for each and every **program/course** for which approval is required.

<u>Name of Program or Course (Alphabetical Order)</u>	<u>Time of Training*</u>	<u>Length** of Training</u>	<u>Delivery of Instruction***</u>	<u>Tuition Only</u>
Sample: Medical Assistant	D, E, W	200 Clock Hours	Residential	\$2,000.
BARBERING	D,E,W	1000 CLOCK HOURS	RESIDENTIAL	13,500

- \* Time of Training – Day(D), Evening(E), Weekend(W), Lessons(L)
- \*\* Length designated in - clock hours, credit hours, quarter credit hours, lessons
- \*\*\* Delivery of Instruction – residential, on-line, home-study/correspondence. You must list each type of delivery separately.

## PROGRAM/COURSE INFORMATION

Complete a separate form for each program or course offered by school. Reproduce this page in sufficient quantities to have one for each occupational program/course. Place all attachments behind this page. Prepare separate pages when programs/course differ in time of training for day, evening, and weekends; differ in designated length by hours, credits, lessons and weeks; differ in method of delivery of instruction for residential, on-line, and home-study/correspondence.

Program/Course Name: BARBERING

(The program/course name must be the same as listed on the Program/Course List (POSA AP Page 31), Enrollment Agreement/Contract and School Catalog.)

**Attach the program/course curriculum, which will include an overview of courses offered in program, as well as, course/program outline syllabus, overview of courses with hours/credits/lessons and explanation of .**

1. Indicate the method of delivery of course/program instruction:

Residential       On-line       Hybrid (Residential & Online)  
 Home-study/Correspondence       Lessons

2. Indicate length and category of course/program offered:

Clock Hours       Credit Hours  
 Quarter Credit Hours       Lessons

Indicate break down by:

Residential lecture/class       Online lecture/class       Lab  
 Clinical       Externship       Shop

3. Indicate Time course/program offered:

Day     Evening     Weekend     Sat.     Sun.     Lessons

4. Indicate when classes meet (example Mon and Wed) MONDAY-SATURDAY

5. Indicate hours classes meet (example 9:00 am to 2:00 pm) 9:30AM-4:00PM AND 5:00PM-9:30PM

6. Indicate course/program length in Hours per week 30

7. Indicate number of weeks in course/program 36 and number of Modules      if used.

8. Indicate maximum class size: 15 classroom/lecture;           lab           shop

9. **Attach a list indicating what equipment is available to teach this program/course.**

10. Describe below or attach the admission requirements for this program/course.

11. List below the total cost of program course/program:

Tuition	\$ <u>13500</u>
Application Fee (non-refundable yes <u>no</u> ✓)	<u>0</u>
Registration Fee (non-refundable yes <u>✓</u> no <u>    </u> )	<u>100</u>
Supplies	<u>900</u>
Equipment	<u>0</u>
Textbooks*	<u>0</u>
Other <u>LAB FEE</u> (Specify)	<u>1500</u>
<b>Total: \$</b>	<b><u>16000</u></b>

\*It is expected the most current textbook and edition is used for each course throughout the program.

## **LIBRARY MATERIALS**

List below any library materials (appropriate to the approvable programs of the school) currently available to students at the school. List copyright date and editor.

MILADY 6TH EDITION



## STUDENT RECORDS

Name of School: ACE COSMETOLOGY AND BARBER TRAINING CENTERS

Attach to this page a copy of the following student record forms used by School:  
An asterisk \* after a document indicates it is required.

- (a) Application for admission
- (b) Enrollment Contract/Agreement\*
- (c) Interview form, if used
- (d) Admission/achievement test, if used
- (e) Health Form(s)
- (f) Attendance form \*
- (g) Permanent transcript/grade record form\*
- (h) Transcript Release form\*
- (i) Student payment record form
- (j) Incident Counseling form
- (k) School Disclosure of Information Form – student acknowledgment of information:
  - a. Background Check Required – assault, larceny etc.
  - b. Driving Record Check Required – driving violations, suspension
  - c. Conditions required for employment in field of training
  - d. License or Certification required and Agency Responsible
  - e. Indicate any barriers to employment (felony, medical condition, etc.)



**Ace**  
**Cosmetology and Barber**  
**TRAINING CENTER**

625 Wolcott St. Unit 7 Waterbury CT, 06705 Phone 203-879-9989 Fax 203-879-0736	915 Main Street Hartford CT, 06103 Phone: 860-206-0316 Fax: 860-216-0318	370 East Main St Ansonia, CT 06401 Phone: 203-308-2165 Fax: 203-516-5485	1231 East Main St. Meriden, CT 06450 Phone: 203-440-0164 Fax: 203-440-9191
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**Admissions Application**

Date: \_\_\_\_\_

Waterbury: \_\_\_\_\_ Hartford: \_\_\_\_\_  
 Ansonia: \_\_\_\_\_ Meriden: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SS#: \_\_\_\_\_ Course of Interest: Cosmetology Barbering

Month you are Enrolling: \_\_\_\_\_ Did you attend a prior School: \_\_\_\_\_

Highest Grade Completed in High School: \_\_\_\_\_ G.E.D. \_\_\_\_\_

Do you have any Special Training: \_\_\_\_\_

Do you have a Criminal record: \_\_\_\_\_ If yes Please explain: \_\_\_\_\_

Do you have any Physical Handicaps: \_\_\_\_\_ Are you Left or Right Handed: \_\_\_\_\_

Do you need Financial Aid for your studies: \_\_\_\_\_

Do you wish to give us a phone number for Financial Aid: \_\_\_\_\_

All applicants must produce either a High School Diploma or a G.E.D., as it is required for the CT State Hairdressing / Barbering License Exam, or to be eligible for Federal Financial Aid.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date



**Ace**  
**Cosmetology and Barber**  
**TRAINING CENTER**

625 Wolcott St. Unit 7 Waterbury CT, 06705 Phone 203-879-9989 Fax 203-879-0736	915 Main Street Hartford CT, 06103 Phone: 860-206-0316 Fax: 860-216-0318	370 East Main St Ansonia, CT 06401 Phone: 203-308-2165 Fax: 203-516-5485	1231 East Main St. Meriden, CT 06450 Phone: 203-440-0164 Fax: 203-440-9191
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**BARBERING ENROLLMENT AGREEMENT** rev. Nov 2018

Student Name \_\_\_\_\_ Age \_\_\_\_\_ Birth Date \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ Soc. Security # \_\_\_\_\_ U.S. Citizen \_\_\_\_ Yes \_\_\_\_ No  
Transfer/Re-entry \_\_\_\_\_ Hours Transferred \_\_\_\_\_ Other: \_\_\_\_\_

**Contracted Hours:** 1000 hrs **Contract Begins:** \_\_\_\_\_ **Contract Ends:** \_\_\_\_\_

**Barber Program 1000 hrs** program as specified by the state of CT.

Full Time 33.34 Weeks/ 30 hrs per week \_\_\_\_\_ Part Time 44.45 Weeks/22.5 hrs per week \_\_\_\_\_

Full-Time students are scheduled to attend weekly from 9:30 a.m. to 04.00 p.m. Monday through Friday with ½ hour scheduled lunch.

Part-Time students are scheduled to attend 22.5 hours weekly from 9:30am to 2:00pm Monday through Friday with a 20 minute break.

Night classes are scheduled to attend 22.5 hours weekly Monday through Thursday from 5:00pm to 9:30pm and Saturday from 9:30am to 2pm. \_\_\_\_\_

Ace Cosmetology and Barbering Training Center programs are offered / taught in **English only.**

**Contract Costs and Payment Terms:**

- Student and Sponsor (if applicable) agree to pay the school the tuition and fees for the program according to the approved payment plan stated below.
- The school may without notice prevent the student from attending class until any unpaid balance is satisfied.
- School will charge additional fees for hours remaining after the contract ending date (over 75 absent hours) at the rate of \$13.50 per hour until graduation.
- The school may charge a \$10.00 transcript fee for transcript requests.
- The school will charge a non-refundable registration fee for students enrolling or transferring to the school of \$100.00. This fee has to be paid by student and is not covered by financial aid.
- The school will charge a re-entry fee of \$100.00 to students who are withdrawn and wish to re-enter more than 30 days after termination. The tuition rates current at the time of re-entry will apply to the balance of the training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.
- Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at the time of signing agreement with balance paid prior to start date or through an approved payment plan as stated here in Payments may be made by cash, check or money order.
- Students are responsible for paying the total tuition and fees, and for repaying applicable loans plus interest.

Student Initials \_\_\_\_\_

**Fees:**

<b>Lab Fees:</b> <u>\$1500</u>	<b>Payment for Balance Plan Due</b> _____ <u>NA</u> _____
<b>Tuition:</b> <u>\$13500</u>	
<b>Books &amp; Kit</b> <u>\$900</u>	<b>Payment Due on</b> _____ <u>NA</u> _____ <b>of each Week</b> _____ <u>NA</u> _____
<b>Less Deposit:</b> _____	<b>Month</b> _____ <u>NA</u> _____
<b>Balance Due:</b> <u>\$15,900</u>	

**Payment amount: \$** \_\_\_\_\_ NA \_\_\_\_\_

This Agreement constitutes a binding contract between the applicant and the school when signed by all applicable parties and upon acceptance by the school.

**GENERAL TERMS OF AGREEMENT**

**SCHOOL:**

- Shall provide programs of study taught in English that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, and curriculum format, teaching materials or educational methods at its discretion.
- Will award a certificate of completion for the course when the student has successfully completed all hours with a cumulative overall grade point average of 70 or better and all financial arrangements are complete.
- Will issue an Official Transcript for students who withdraw prior to program completion when the student has completed the following: an exit interview paid all monies owed to the school and make a satisfactory arrangement for debts approved by the school.
- Will assist graduates in finding employment but *not guaranteed*.
- May terminate a student for non-compliance with this contract or rules or regulations of the school, non-payment, improper conduct or causes bodily harm to any person, willful destruction of school property, theft, drug/alcohol use or any illegal act, and last, failure to meet required satisfactory progress.
- A criminal background may prohibit a student from obtaining employment.

**Student:**

- Agrees to comply with all Standards of Conduct, General Policies and educational requirements.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to comply with dress code and project a professional image.
- Understand that a minimum attendance and grade requirement must be maintained for satisfactory progress of 70%. & complete all tests and practical services.
- Understands that he/she is responsible for the state licensing exam fee, licensing fee and other related expenses.
- Students may be terminated who do not maintain satisfactory progress or for violations of the Student Guidelines. In case of termination or withdrawal, the following refund policy will apply. Please be advised that there will be a \$100.00 withdrawal fee.

Student will purchase kit from the school : \_\_\_\_\_ Date: \_\_\_\_\_

Student will purchase kit from outside vendor : \_\_\_\_\_ Date : \_\_\_\_\_

Student Initials \_\_\_\_\_

**REFUND POLICY-NOTICE OF CANCELLATION**

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

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

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

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
  - If a student withdraws prior to course completion, a calculation for return of funds will be completed and any applicable returns by the school shall be paid, as applicable.
  - After all applicable returns have been made, this refund policy will apply to determine the amount earned by the school and owed by the student.
  - If the student has received personal payments of aid, he/she may be required to refund the aid to the applicable program.
  - If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student

Student Initials \_\_\_\_\_

Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student.

- Ace Cosmetology and Barber Training Centers does not automatically offer credit balance refunds for living expenses. This is a school policy that follows all federal and state guidelines. Students are packaged to their cost of attendance only. Tuition, fees, books and supplies are included in total price. Title IV refunds are not available to students unless student submits application for funds over budget, and all supporting documentation is submitted. All applications are subject to review for approval or denial. Please note; submission of application is not a guarantee that it will be approved.
- Any student with a credit a balance on their ledger card, will be not be entitled to these funds until all school tuition fees are paid in full. This is usually right before the student is ready to graduate and all fees have been applied and paid.

After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student.

If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. This calculation may take several days.

**\*The School is currently eligible to participate in federal Title IV Financial Aid Programs**

**Cost over contract**

If a student fails to complete the program in the time allowed as contracted, an addition time period of 14 calendar days will be given to the student to complete the course. If the student fails to complete the course by the scheduled graduation date, plus the additional 14 calendar days, the hours made up after graduation date will be charge at the programs hourly rate of \$13.50. Ace Cosmetology and Barber Training Center will only accept 8 excused absence letters for Barbering students and 10 for Cosmetology students. All excused absence hours still need to be made up during non scheduled hours. Excused absences only affect your attendance percentage rate. You do not receive hours for excused absences. The school has the right to close for Educator Training Seminars, legal holidays or any other circumstances beyond the school's control.

**Graduation requirements:** Minimum requirements for students to graduate and receive a certificate of completion are 70% GPA; 1000 clock hours and all financial obligation completed. \*Until all monies are paid in full, affidavit of hours or official transcripts will not be released.

**Placement Assistance:** Ace Cosmetology and Barber Training Center does not guarantee job placement to students, however we do provide assistance to present and past students.

I HAVE READ THIS ENROLLMENT CONTRACT AND UNDERSTAND IT'S CONTENTS, AGREE TO COMPLY WITH ALL REQUIREMENTS CONTAINED HEREIN AND THE GENERAL POLICIES OF THE SCHOOL. I HAVE RECEIVED A COPY OF THIS FULLY EXECUTED AGGREEMENT.

I HAVE ALSO RECEIVED A SCHOOL CATALOG.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN (IF APPLICABLE)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCHOOL OFFICAL SIGNATURE

\_\_\_\_\_  
DATE

Student Initials \_\_\_\_\_



**Ace**  
**Cosmetology and Barber**  
**TRAINING CENTER**

625 Wolcott St. Unit 7 Waterbury CT, 06705 Phone 203-879-9989 Fax 203-879-0736	915 Main Street Hartford CT, 06103 Phone: 860-206-0316 Fax: 860-216-0318	370 East Main St Ansonia, CT 06401 Phone: 203-3082165 Fax: 203-516-5485	1231 East Main St. Meriden, CT 06450 Phone: 203-440-0164 Fax: 203-440-9191
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**APPLICANT PROFILE & INTERVIEW**

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security # \_\_\_\_-\_\_\_\_-\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (home) \_\_\_\_\_ Cell \_\_\_\_\_ Age \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Education Background: High School \_\_\_\_ GED: \_\_\_\_\_ Other: \_\_\_\_\_

Year Graduated: \_\_\_\_\_ Name and Location of High School \_\_\_\_\_

Do you have any challenges that could keep you from completing this program? Explain \_\_\_\_\_

Course of Interest: ( ) Cosmetology 1500 hrs      Barbering ( ) 1000 hours

Have you completed your FAFSA? \_\_\_\_\_ Date completed? \_\_\_\_\_

Recommended start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Days: \_\_\_\_ Fulltime \_\_\_\_ Part-time \_\_\_\_

**Pre-Enrollment Receipt of Information:**

The written information concerning the following topics was received prior to signing my enrollment agreement

- \_\_\_\_ School Catalog      \_\_\_\_ Most Recent annual report statistics
- \_\_\_\_ Certification or Licensing requirements of the jurisdiction for which training is provided
- \_\_\_\_ State Licensing Disclaimer      \_\_\_\_ Rationale for program that exceeds the State required length

Student Signature \_\_\_\_\_

School Representative \_\_\_\_\_

  
**TRAINING CENTER**

625 Wolcott St. Unit 7  
Waterbury CT, 06705  
Phone 203-879-9989 / Fax 203-879-0736

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student DOB: \_\_\_\_\_

Last 4 digits: \_\_\_\_\_

Student Grad date: \_\_\_\_\_

Please release a copy of my official transcripts to:

Ace Cosmetology and Barbering Training Center  
1231 EAST MAIN ST  
MERIDEN, CT 06450

And unofficial faxed to:

Fax 203-440-9191

Attn: Suzanne or Ronnie

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



 *Ace*  
*Cosmetology and Barber*  
**TRAINING CENTER**

**ADVISING FORM**

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_

You are being advised due to the following reason(s):

Attendance Issue: \_\_\_\_\_

Academic Issue: \_\_\_\_\_

Behavior Issue: \_\_\_\_\_

Late Payment: \_\_\_\_\_

Insubordination: \_\_\_\_\_

Dress Code: \_\_\_\_\_

Referral to professional assistance due to drugs or alcohol: \_\_\_\_\_

Describe issue checked above: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe solution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ENROLLMENT AGREEMENT/CONTRACT

Name of School: ACE COSMETOLOGY AND BARBER TRAINING CENTERS

Attach a copy or proposed copy of the school's enrollment agreement/contract. The enrollment agreement shall include, but is not limited to the following: (Indicate on the line by each item, the paragraph number where that item is included on the enrollment agreement/contract.)

Title: Identification of document as a contract or agreement. X

School: Name, Address, Telephone and Fax number of the school. X

Program or courses of study: program/course title as identified in school catalog. X

Time required: Designate Time of Training (Day, Evening, Weekend or Lessons), length of Training in clock hours, credit hours, quarter credit hours or lessons and number of weeks or months normally required for completion as stated in school catalog. In the case of home study, the number of lessons required for completion. X

Starting and ending dates: scheduled class starting and ending dates. X

Class schedule: day, evening or other time of class attendance. In the case of home study schools, the schedule of when lessons received by mail are to be completed and returned by mail must be stated. X

Certificate/diploma: Identify type of credential to be received by student upon successful completion of the program or course. X

Costs: tuition, books and supplies and other costs. (Identify whether any payments are refundable or non-refundable such as application or registration fee). X

Payment: Method and terms of payment. This must comply with federal truth-in-lending and state retail installment requirements. In the case of home study schools this, must comply, as the minimum, with federal truth-in-lending requirements where the student is not a resident of the State of Connecticut. X

Withdrawal by student: Outline how a student would withdraw from school prior to enrollment and after enrollment. By statute, school can not require student to notify school in writing of withdrawal. Also, all refunds are based on last date of verifiable attendance per statute. X

Termination by school: Outline grounds for termination of a student enrolled by school prior to completion of course/program, include insufficient academic progress, nonpayment, failure to comply with published school policies. X

Refund policy: Outline in detail, schools refund policy on all funds received by school prior to starting classes and prior to completion of the program/course. Indicate timeframe for processing refund. X

Employment assistance: State in a disclaimer that the school can not guarantee employment. X

Acknowledgments: At the end of the enrollment agreement/contract provide an acknowledgment that the student has read and received a completed copy of the enrollment agreement; and a copy of the school catalog. An enrollment agreement shall not be deemed completed and valid until the authorized school official has signed and the student has signed and received a copy of the enrollment agreement. If the student is a minor the signature of a guardian is required. Any enrollment agreement using as electronic signature must have a disclaimer in the acknowledgement section stating, "By signing this enrollment agreement the authorized school official and the student hereby agree to conduct this transaction electronically." X

Signatures: Provide a line for a signature of student and of appropriate school official authorized to sign enrollment agreement/contract, as well as dates. Provide a place for the guardian of a minor to sign and date. X

**Please Note:**

- 1) Since the enrollment agreement is the legal contract between the school and a student, it must include, at minimum, the information outlined above, which is required in statute.**
- 2) In order for the enrollment agreement/contract to be a legally binding document, it must be signed by all parties and a fully executed copy must be provided to the student, with the original maintained in the student's school file.**

## CATALOG

Attach a copy or a proposed copy of the school's catalog. The catalog shall include, but is not limited to the following: (Indicate on the line by each item the paragraph number and /or page number where that item is included in the catalog..)

Cover page for catalog that indicates the period of time the catalog covers including the full legal name of the school and address. Page 1

Inside cover indicate address for any branch campus and additional sites and telephone number and fax number for all locations. Page 1

List School Staff and Title Page 5

State Purposes/objectives of school Page 9

Describe facility: number of square feet, classrooms, labs etc. Page 6

Outline the admission requirements and procedures, as well as any Re-admission policy. Provide school disclosure of information which includes all information on any a) required background check – assault, larceny, etc.; b) driving record check – driving violations, suspension; c) conditions required for employment in field of training; and d) license or certification required and Agency responsible for issuance; any barriers to employment (felony, medical condition, etc.) Page 6-7

Provide school calendar including legal holidays. Page 21

Provide placement information (include school can not guarantee placement) and other student services (counseling, housing, etc.) Page 19

State school's attendance policy Page 15

State school's conduct policy and which violations are grounds for immediate dismissal (such as carrying a weapon, use of drugs or alcohol etc.) Page 28

State school's grading policy (must use numeric grading system, except for externship/internship/clinical can be pass/fail) Page 15

State school's requirements for graduation and include type of credential awarded – diploma or certificate, include student will receive a copy of their transcript. Page 18-19

Provide a student withdrawal policy (note the school can not require the student to notify the school of withdrawal in writing and any

withdrawal will be based on the last date of verifiable attendance.) Page 19

Provide the school's termination policy, outline grounds for dismissal whether there is a refund if student is terminated by the school. Page 17-18

Provide the school's refund policy when a student withdraws, before class starts, after enrollment and when school terminates student's enrollment. Timeframe of processing refund. Page 17-18

Provide name of course/program and description of training offered. If program is offered provide outline of courses, time/credits and description of each course. Include externship, internship or clinical. Include program length and hours/credits for each course. Include all information if licensure is a requirement to work in field. Page 8-14

Provide a complete outline of all costs of course/program which includes Application fee and/or Registration fee, tuition, other fees, books, room and board. State if any fees are non-refundable. Page 17

Outline method of payment school will accept and whether any payment plans are offered. Include any sources of financial assistance such as Career Loans. Page 17

If school offers room and board accommodations, provide information. Page 5-6

Provide school's complaint policy and include statement that student may contact the Executive Director of the Office of Higher Education if they are not satisfied with the school's resolution of the complaint. Include the address and telephone number of the Office of Higher Education. Page 22

# Ace Cosmetology and Barber TRAINING CENTER

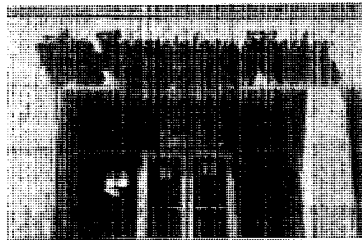
## *Barbering Catalog*

<http://www.acecosmetologybarbertraining.com>

Updated Publication Feb 1<sup>st</sup> 2019



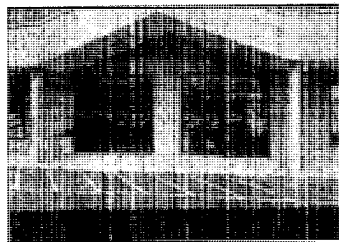
Waterbury Campus:  
School code 042192  
625 Wolcott St. Unit 7  
Waterbury CT 06705  
Tel: 203-879-9989  
Fax: 203-879-0736



Hartford Campus:  
School code 042192  
915 Main St.  
Hartford CT, 06103  
Tel: 860-206-0316  
Fax: 860-216-0318



Ansonia Campus:  
School code 042192  
370 East Main St  
Ansonia, CT 06401  
Phone: 203-308-2165  
Fax: 203-516-5485



Meriden Campus  
School code 042192  
1231 East Main St.  
Meriden, CT 06450  
Phone: 203-440-0164  
Fax: 203-440-9191  
\*\*Unaccredited

Ace Cosmetology and Barber Training Center

Is approved by..

State of CT Dept. of Public Health

410 Capital Ave. P.O. Box 340308

Hartford CT 06134

860-509-7590

Ace Cosmetology and Barber Training Center

Is a fully accredited institution by..

NACCAS

3015 Colvin St.

Alexandria, VA 22314

703-600-7600

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### **History**

Ace Cosmetology and Barber Training Center was founded on April 28, 2008 by Gary N. Olmstead, Director-President. Our maximum student capacity is for 44 students.

With our dedicated instructors teaching both theory and practical education, we instill upon the student, graduate professional and productive career skills needed for personal growth. Our school strives in preparing our students towards a successful and prosperous career.

### **Preface**

Ace Cosmetology and Barber Training Center provides qualified instructors, state-of-the-art facilities and updated educational materials to prepare students with the necessary means to become professional stylists.

Here at Ace Cosmetology and Barber Training Center, we welcome prospective students to inspect its facilities. The faculty and staff will be more than pleased in answering all questions and assisting in every possible way.

There is space for eighteen students on the clinic floor at once and twenty-two in the theory room alternating mid-day for a maximum student capacity, of forty-four.

Graduates of Ace Cosmetology and Barber Training Center will have the acquired knowledge and collective experience to succeed in this fast-paced profession. Making a difference in how people look and feel about themselves is just one of the rewards of the hair dressing and barbering field. With a background in the art and science of cosmetology, there are several distinctive specialty areas one can choose from, whether it's working at high-end salons, self-employment, or perhaps even starting your own business, the fashion industry is on high demand.

Opportunities for hair stylists are endless and the income potential phenomenal. Experience and discover this fast growing, challenging and successful field. Consider Ace Cosmetology and Barber Training Center and what it has to offer you.

### **MISSION & VISION STATEMENT**

**MISSION:** Committed to teaching the power of positivity and making a difference in how people look and feel about themselves. We hope to inspire students to be the best they can be! We will train future cosmetologists and Barbers for their future success!

**VISION:** To create an inspiring and empowering environment for students and staff to learn and grow and where customers can engage in a WOW experience every time.

**CORE VALUES:** Standards, Innovations, Fun and Heart.

#### **GOALS:**

1. To ensure students are obtaining the skills and training that they need to obtain a successful career as a hairstylist/barber.
2. To provide a safe, structured and empowering environment where students are totally engaged in creating their future.
3. To ensure that students are exceeding their expectations of learning their skills and training they need to enhance their careers in the beauty industry.
4. To ensure that our core values of 'FUN,' Innovations, Standards and Heart are being met on a daily basis to ensure that our standards of professionalism and excellent instructions are consistently being met.

**"TURNING DREAMS INTO REALITY"**

**Faculty / Waterbury Campus**

Department:	Staff Member:	Title:
Administration:	Gary N Olmstead	Owner /School Director
	Sandi Olmstead	Admissions
	Annette Lipwich	Financial Aid Director
Education Staff:	Frank D'Angelo	Barber / Cosmetology Instructor
	Lucy Rodriguez	Cosmetology Instructor
	Susan Johnson	Barber Instructor
	Nicole Green	Cosmetology Instructor

**Faculty / Hartford Campus**

Department:	Staff Member:	Title:
Administration:	Gary N Olmstead	Owner /School Director
	Sandi Olmstead	Admissions
	Veronica Presuto-Bladykas	Director of Financial aid
Education Staff:	Frank D'Angelo	Barber/Cosmetology Instructor
	Mariela Zietek	Cosmetology Instructor
	Keyla Lacen	Cosmetology Instructor

**Faculty / Ansonia Campus**

Department:	Staff Member:	Title:
Administration:	Gary Olmstead	Owner/School Director
	Sandi Olmstead	Admissions
	Suzanne Galvin	Director of Financial Aid
Education Staff:	Jenika James	Cosmetology Instructor

**Faculty/Meriden Campus**

Department:	Staff Member:	Title:
Administration:	Gary Olmstead	Owner/School Director
	Sandi Olmstead	Admissions
	Suzanne Galvin	Director of Financial Aid
Education staff:	Jenika James	Cosmetology Instructor
	Frank D'Angelo	Barber Instructor

**Facilities Waterbury Campus**

Ace Cosmetology and Barber Training Center located at 625 Wolcott St. Unit 7 in Waterbury Connecticut meets all requirements necessary for providing a quality education for students in the hairdressing and barbering profession. Our facility is brand new and has state-of-the-art equipment. The school is approximately 3,000 square feet. Our clinic floor (classroom) is equipped with 16 stations. Each station has sterilizing equipment, styling products and space for equipment such as blow- dryers, clippers etc. Also is open to the public for all of your service needs, to give students a work like atmosphere in our everyday profession.

Our library is located in the classroom with publications, DVDs, covering the cosmetology/barber profession. Students have full access to these items.

The theory room is equipped with audio visual, and all of the other necessary equipment to teach students.

There is no housing available to students.

Ace Cosmetology and Barber Training Center located at 915 Main St. Hartford Connecticut meets all requirements necessary for providing a quality education for students in the hairdressing and barbering profession. The facility is brand new and has state-of-the-art equipment. The school is approximately 3,700 square feet. Our clinic floor (classroom) is equipped with 30 stations. Each station has sterilizing equipment, styling products and space for equipment such as blow-dryers, clippers etc. Also is open to the public for all of your service needs, to give students a work like atmosphere in our everyday profession. Our library is located in the classroom with publications, DVDs, covering the cosmetology/barber profession. Students have full access to these items. The theory room is equipped with audio visual, and all of the other necessary equipment to teach students.

There is no housing available to students.

#### **Facilities Ansonia Campus**

Ace Cosmetology and Barber Training Center located at 370 East Main St. Ansonia, Connecticut meets all requirements necessary for providing a quality education for students in the hairdressing and barbering profession. The facility is brand new and has state-of-the-art equipment. The school is approximately 10,000 square feet. Our clinic floor (classroom) is equipped with 30 stations. Each station has sterilizing equipment, styling products and space for equipment such as blow-dryers, clippers etc. Also is open to the public for all of your service needs, to give students a work like atmosphere in our everyday profession. Our library is located in the classroom with publications, DVDs, covering the cosmetology/barber profession. Students have full access to these items. The theory room is equipped with audio visual, and all of the other necessary equipment to teach students.

There is no housing available to students.

#### **Facilities Meriden Campus**

Ace Cosmetology and Barber Training Center located at 1231 East Main St. Meriden, Connecticut meets all requirements necessary for providing a quality education for students in the hairdressing and barbering profession. The facility is brand new and has state-of-the-art equipment. The school is approximately 5000 square feet. Our clinic floor (classroom) is equipped with 30 stations. Each station has sterilizing equipment, styling products and space for equipment such as blow-dryers, clippers etc. Also is open to the public for all of your service needs, to give students a work like atmosphere in our everyday profession. Our library is located in the classroom with publications, DVDs, covering the cosmetology/barber profession. Students have full access to these items. The theory room is equipped with audio visual, and all of the other necessary equipment to teach students.

There is no housing available to students.

#### **Important Facts about Ace Cosmetology and Barber Training Center Programs...**

Ace Cosmetology and Barber Training Center offer programs in Cosmetology and Barbering.

#### **All programs are taught in English.**

#### **Non-Discrimination Policy**

In compliance with federal, state, and local government requirements Ace Cosmetology and Barber Training Center does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion or ethnic origin, handicap or sexual orientation in admitting students or employment practices. The school does not allow or tolerate discrimination of any kind, bullying, or harassment; appropriate action will be taken by the school.

Ace Cosmetology and Barber Training Center follows the requirements established by the Americans with Disabilities Act. Ace Cosmetology and Barber Training Center does not discriminate against qualified individuals with disabilities. Ace Cosmetology and Barber Training Center does provide reasonable accommodation for the known disability of a qualified applicant, student, client, or employee except when the accommodation imposes an undue hardship on the school, fellow employees or fellow students. If any student or staff member experiences or witnesses anyone being bullied, or harassed, they are required to report the matter to the schools director either in person, by phone or in writing so appropriate action can be taken.

#### **Admission Policy & Requirements**

The prospective student should make an appointment to visit Ace Cosmetology and Barber Training Center to discuss your personal education and career plans prior to enrolling. We will take you on a tour of our facility and explain our admission requirements to you.

Requirements for admission:

1. Complete an applicant profile form.

2. Provide a valid high school diploma, a GED, or high school valid official transcript verifying your graduation date, or a home school self certification form.  
Ace Cosmetology and Barber Training Center does not accept ATB students. All foreign diplomas must be translated with an official seal and or graduation date on the original document.
3. A valid government issued photo identification card or driver's license.
4. Complete a personal interview with our Admission's Advisor. At this time the student will be given a tour of the school and a catalog.
5. A non-refundable registration fee of \$100.00 must be submitted with the enrollment application. When the applicant questions have been answered, required deposit made, and enrollment agreement signed, enrollment is complete. The student is then told when to report to class and should the student fail to report the registration fee will then be forfeited. This fee is not included in the cost of tuition and is non-refundable. This Fee must be in the form of cash, check, credit card or money order. This fee is not covered by financial aid.

### **Transfer Policy**

Any student transferring to Ace Cosmetology and Barber Training Center from another cosmetology school is given an entrance exam and their official transcript from their previous school is required. The hours are carried over at the discretion of the school owner or director of the school. The tuition price for the students remaining hours are to be broken down to an hourly rate, as well as the cost of the equipment or books if needed. The non-refundable registration fee must also be paid. If a student wishes to transfer out of the school, the student must have satisfied all of the financial obligations of the school.

**Transfer students-** Midpoint of the contracted hours or the 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 ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the program.

### **Transfer Hours**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

### **Re-Entry Policy**

Any student considered withdrawn or dismissed for academic reasons who subsequently requests re-admission, shall forfeit any scholarship or tuition waiver previously awarded by the school, but shall retain full credit for all monies paid to the school individually or by any other external source. Upon compliance with the following guidelines, the student will be readmitted without loss of previous hours clocked, under the same SAP status. Requirements for re-entry are as follows:

1. The student may return 6 months after last day attended (may return sooner with approval from administration if student puts in writing why they want to return, can show the circumstances that have lead to student withdraw have changed and student signs affidavit stating such changes).
2. Students returning within the 6 month period after LOA will have to sign new enrollment agreement. Student will return under the same progress status as when they left. Hours elapsed during a withdrawal will extend the student contract period and maximum time frame by the same number of days taken. If the student wants to return before the 6 months has elapsed, the student must request in writing and the administration approve it. If tuition has increased, enrollment agreement will reflect increased charges if applicable.
3. If the student returns AFTER the 6 months after LOA has elapsed, the student must sign new enrollment agreement. If tuition has increased, enrollment agreement will reflect increased charges if applicable.
4. The school will charge a re-entry fee of \$100.00 to students who are withdrawn and wish to re-enter more than 30 days after termination. The tuition rates current at the time of re-entry will apply to the balance of the training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

Reentry after 180 days:

1. Reenters the same program more than 180 days after withdrawal, receiving credit for hours previously earned.
2. Transfers into another credit-hour non-term or clock-hour program at any time.
3. Then the student starts a new payment period when he or she reenters.
4. If tuition has increased, the new enrollment agreement will reflect increased charges if applicable.

The re-entry fee is non-refundable should the student fail to meet the necessary criteria. Ace Cosmetology and Barber Training Center reserves the right to refuse re-entry to any applicant who fails to meet the criteria established by the school. Student re-entry requests will be reviewed on an individual basis.

### **State Licensing Disclaimer**

The state may refuse to grant a license if a student has been convicted of a crime; committed an act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licensee of the business or profession in question, would be grounds for the Department of Health to deny licensure. The Department of Health denies licensure on the grounds that the applicant made a false statement of fact required to be revealed in the application for such license.

Ace Cosmetology and Barber Training Center is not responsible for students denied licensure. Students who are not US citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Ace Cosmetology and Barber Training Center is not responsible for students denied licensure.

### **State Licensing Requirements**

Cosmetology and Barbering are clock hour programs which prepares the student for Licensing. The State of Ct requires a student to have completed the eighth grade, the required hours of instruction from a CT state approved curriculum and passed the CT State Board Written Exam with a minimum score of 70% in order to obtain a Cosmetology / Barbers license.

Reference to state regulations: [www.ct.gov/dph](http://www.ct.gov/dph)

Cosmetology requires 1500 clock hours.

Barbering requires 1000 clock hours.

### **Industry Requirements**

According to CT Job & Career Connection the average statewide annual income for these occupations is \$29,839.00. This amount does not include tips and gratuities. Employment in this occupation is expected to grow faster than average, and the number of annual openings will offer excellent opportunities.

Prospective cosmetologists/ Barbers must be aware of the physical demands in this career as they can be strenuous:

**Hygiene:** It is important for cosmetologists/barbers to have adequate hygiene for several reasons. The first is simply a matter of self-recommendation. It is a cosmetologist / barber's job to help others look as attractive as possible; therefore it is important for the cosmetologist/barber to have a neat, clean appearance. Most people would not want to go into a salon/barber shop and have someone do their hair or make-up that clearly doesn't take care of their own hair and make-up. Cosmetologist/Barbers' physical appearances are walking references to their skill ability.

In terms of cleanliness, refined personal hygiene is crucial for Cosmetologists/Barbers. Cosmetologists/Barbers regularly touch their clients, more so than many other professions, so they need to keep clean as a matter of course or may spread dirt, germs, disease and possibly bugs, such as lice amongst clients.

**Body Positioning:** Cosmetologists/Barbers are required to stand about 75 percent of the time. Cosmetologists/Barbers must lean forward, stoop, bend and twist. Standing and leaning over clients is a common position when washing a client's hair or administering a facial. The back experiences significant stress during the course of a cosmetologist's day. If an individual cannot stand or remain standing for long periods of time, they are unlikely to be successful as cosmetologists/Barbers because they will not be able to perform tasks accurately.

**Steady Hands:** A cosmetologist/Barber's hands are frequently exposed to water and cleansing. Cosmetologists/Barbers work with their hands to cut hair, perform manicures and pedicures, make-up and other applications. To perform all these tasks successfully, the cosmetologist/Barber must have the ability to control their hands and fingers at all times, including holding the hand very steady while cutting hair, applying makeup or other beauty treatments. A cosmetologist/Barber who cannot hold their hands steady is certain to receive a number of complaints from incorrectly or badly performed procedures.

**Allergies:** Cosmetologists/Barbers are required to handle a large number of chemicals and use a variety of cleansing agents. If an individual is highly allergic to any of these products or very sensitive to these sorts of items, they are unlikely to succeed in cosmetology/barbering due to their adverse physical reactions to the tools of the trade.

**Using Tools:** Cosmetology/Barbering tools can cause cuts and other injuries, so it's important that a cosmetologist have reasonably good vision so she can handle the tools safely. Dexterity to grasp scissors, razors and small make-up tools is important.

### **Course Outline Cosmetology: Curriculum 1500 Instructional Hours**

The study of national Curriculum for Cosmetology is intended to assist students / trainees to; develop knowledge, skills, attitudes, and values that will enable them to become eligible for entry level employment in the field of cosmetology.

Minimum Content Area, Theory Hours, Clinical Hours

Subject	Theory Hours	Clinical Hours
Sanitation & Hygiene	15	20
Anatomy & Physiology	15	0
Chemical Procedures	30	200
Business & Professional Relations	10	10
Hair Care & Treatment	20	200
Skin Care, Facials, Make-Up, Shaving	15	80
Manicuring	15	40
Hair Shaping & Styling	75	750
State Laws for Barbers & Hairdressers & EEOC Guidelines	5	0
<b>Total Hours</b>	<b>200</b>	<b>1300</b>

**Course Objective**

The objective of our Cosmetology course is to give our students the academic and practical tools needed to succeed in the profession. In addition to classroom study, supervised practical training gives students hands on training. Completion of this course will award students with a certificate of completion from Ace Cosmetology and Barber Training Center qualifying them to take the exam given by the Connecticut State Department of Public Health. After passing the state test they will then be qualified as a professional Cosmetologist enabling them to work in a number of positions in various hair salons, spas, and barbershops across the state.

The following are the official Standard Occupational Codes related to Cosmetology:

Cosmetologists 39-5012 - <a href="http://www.bls.gov/soc/2010/soc395012.htm">http://www.bls.gov/soc/2010/soc395012.htm</a>	Make-up Artists 39-5091 - <a href="http://www.bls.gov/soc/2010/soc395091.htm">http://www.bls.gov/soc/2010/soc395091.htm</a>
Skin Care Specialist 39-5094 - <a href="http://www.bls.gov/soc/2010/soc395094.htm">http://www.bls.gov/soc/2010/soc395094.htm</a>	Shampooers 39-5093 - <a href="http://www.bls.gov/soc/2010/soc395093.htm">http://www.bls.gov/soc/2010/soc395093.htm</a>

**Instruction Methods**

Our students are placed into two separate groups for clinical and practical instructions. This method insures that students get individual instructions in both theory and clinical areas.

Lecture, audio-visual materials and games are used to instruct. Our instructors use the newest technology to ensure that students are taught the newest and the most up to date information as well as being taught in the way they best learn including teaching techniques that encompass all learning avenues and levels of understanding whether it be visual through our DVD series, standard lecture forum, or aided by computer based cd-rom interactive study.

**Units of Instruction:** Cosmetology Curriculum

<p><b>I. Sanitation and Hygiene</b> 35 hrs</p> <p>A. Hygiene and good grooming</p> <ol style="list-style-type: none"> <li>1. Personal hygiene</li> <li>2. Good grooming</li> </ol> <p>B. Sanitation procedures</p> <ol style="list-style-type: none"> <li>1. Definition</li> <li>2. Importance</li> <li>3. Methods of sanitation</li> <li>4. Chemistry as applied</li> </ol>	<p>2. Materials and supplies</p> <p>3. Scalp and hair analysis</p> <ul style="list-style-type: none"> <li>• Hair porosity</li> <li>• Hair texture</li> <li>• Hair elasticity</li> <li>• Hair density</li> <li>• Hair length</li> </ul> <p>4. Classifications (types) of products</p> <p>5. Safety measures</p> <p>6. Procedures</p> <p>7. Special hair problems</p> <p>8. Chemistry as applied</p> <p>Chemical Hair Relaxing</p> <ol style="list-style-type: none"> <li>1. Purpose and Effect</li> <li>2. Materials and Supply</li> <li>3. Scalp and Hair Analysis</li> </ol> <ul style="list-style-type: none"> <li>• Hair Porosity</li> <li>• Hair Texture</li> </ul>
<p><b>II. Anatomy and Physiology</b> 15 hrs</p> <p>A. Dermatology</p> <ol style="list-style-type: none"> <li>1. Structure of the skin</li> <li>2. Functions of the skin</li> <li>3. Conditions of the skin</li> <li>4. Disorders of the skin</li> </ol> <p>B. Trichology</p> <ol style="list-style-type: none"> <li>1. Structure of hair</li> <li>2. Composition of hair</li> </ol>	

<ul style="list-style-type: none"> <li>3. Blood and nerve supply</li> <li>4. Growth and regeneration</li> <li>5. Color, texture, elasticity and porosity</li> <li>6. Conditions and disorders</li> </ul> <p>C. Nails</p> <ul style="list-style-type: none"> <li>1. Structure and composition</li> <li>2. Growth and regeneration</li> <li>3. Nail irregularities</li> </ul> <p><b>III. Chemical Procedures</b> <span style="float: right;">230 hrs</span></p> <p>A. Hair Coloring and Lightening</p> <ul style="list-style-type: none"> <li>1. Purpose and effects</li> <li>2. Materials and supplies</li> <li>3. Classifications</li> <li>4. Safety measures</li> <li>5. Procedures</li> <li>6. Corrective measures</li> <li>7. Fillers</li> <li>8. Removal of artificial color</li> <li>9. Special effects</li> <li>10. Chemistry as applied</li> </ul> <p>B. Chemical Waving</p> <ul style="list-style-type: none"> <li>1. Purpose and effects</li> </ul>	<ul style="list-style-type: none"> <li>• Hair Elasticity</li> <li>• Hair Length</li> <li>• Hair Density</li> </ul> <ul style="list-style-type: none"> <li>4. Classifications (types) of Products</li> <li>5. Safety Measures</li> <li>6. Procedures</li> <li>7. Special Problems</li> <li>8. Chemistry as Applied</li> </ul> <p><b>IV. Business &amp; Professional Relations</b> <span style="float: right;">20 hrs</span></p> <p>A. Professional Attitude &amp; Salesmanship</p> <ul style="list-style-type: none"> <li>1. Personality</li> <li>2. Salesmanship</li> </ul> <p>Client Relationships</p> <ul style="list-style-type: none"> <li>3. Telephone Techniques</li> </ul> <p>B. Salon Management</p> <ul style="list-style-type: none"> <li>1. Business Practices</li> <li>2. Employer-Employee Relations</li> <li>3. Salon Development</li> <li>4. Professional Ethics</li> <li>5. Public Relations</li> </ul>
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<p>C. Safety Measures</p> <ul style="list-style-type: none"> <li>1. Pertaining to shop clients</li> <li>2. Pertaining to shop operators</li> <li>3. Equipment</li> <li>4. Materials</li> <li>5. Precautions to Various Services Including Hair Straightening</li> <li>6. Precautions for Electrical Devices</li> </ul> <p><b>V. Hair Care And Treatment</b> <span style="float: right;">220 hrs</span></p> <p>A. Shampoos and Rinses</p> <ul style="list-style-type: none"> <li>1. Purpose and Effect</li> <li>2. Materials and Supplies</li> <li>3. Types of Shampoos</li> <li>4. Rinses</li> <li>5. Procedures</li> <li>6. Chemistry as Applied</li> </ul> <p>B. Scalp and Hair Care</p> <ul style="list-style-type: none"> <li>1. Purpose and Effects</li> <li>2. Materials and Supplies</li> <li>3. Junctions of Nerves, Muscles, and Blood</li> <li>4. Procedures</li> <li>5. Safety Measures</li> <li>6. Chemistry as Applied</li> </ul> <p><b>VI. Skin Care, Facials, Make-up, Shaving</b> <span style="float: right;">95 hrs</span></p> <p>A. Facials and Makeup</p> <ul style="list-style-type: none"> <li>1. Purpose and effects of massage movements</li> <li>2. Implements and supplies</li> </ul>	<p><b>VIII. Hair Shaping and Styling</b> <span style="float: right;">825 Hrs</span></p> <p>A. Hair shaping</p> <ul style="list-style-type: none"> <li>1. Purpose and Effect</li> <li>2. Materials, Supplies and Implements</li> <li>3. Fundamentals</li> <li>4. Use of Implements</li> <li>5. Designing and Procedures <ul style="list-style-type: none"> <li>a. Traditional Barber Styles</li> <li>b. Contemporary Style</li> <li>c. Safety Measures</li> </ul> </li> </ul> <p>B. Hairstyling</p> <ul style="list-style-type: none"> <li>1. Purpose and Effect</li> <li>2. Materials and Supplies</li> <li>3. Finger waving and Shaping</li> <li>4. Curl Formation <ul style="list-style-type: none"> <li>a. Pin curls</li> <li>b. Rollers</li> </ul> </li> <li>5. Comb out techniques</li> </ul> <p>C. Thermal Techniques</p> <ul style="list-style-type: none"> <li>1. Hair and Scalp Analysis</li> <li>2. Materials, Supplies and Implements</li> <li>3. Hair Pressing</li> <li>4. Thermal Curling</li> <li>5. Thermal Waving</li> <li>6. Safety Measures</li> </ul> <p>D. Care and Styling of Wigs</p> <ul style="list-style-type: none"> <li>1. Types of Wigs</li> <li>2. Cleaning and Conditioning</li> <li>3. Fitting and Adjusting</li> <li>4. Styling</li> <li>5. Safety Measures</li> </ul>
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<ul style="list-style-type: none"> <li>3. Functions of the nerves &amp; muscles</li> <li>4. Procedures in giving a plain facial</li> <li>5. Facial cosmetics</li> <li>6. Special Problems</li> <li>7. Eyebrow arching</li> <li>8. Lash &amp; brow tinting</li> <li>9. Shaving</li> <li>10. Beard &amp; moustache trimming</li> </ul> <p><b>VII. Manicuring</b> <span style="float: right;">55 hrs</span></p> <ul style="list-style-type: none"> <li>A. Purpose an effects</li> <li>B. Preparation</li> <li>C. Equipment, Supplies and Implements</li> <li>D. Procedures for Manicuring</li> </ul>	<p><b>VIII. State Laws</b> <span style="float: right;">5 Hrs</span></p> <ul style="list-style-type: none"> <li>A. State Laws, Rules and Regulations concerning Hairdressing, Barbering and EEOC Guidelines for Employment</li> </ul>
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**Cosmetology**

Minimum Clinic Services to Be Performed by Students

Service Type	Min Required
Wet Styling (Sculpting, Roller sets, Finger waves, Wraps)	25
Thermal Styling (Blow Drying /Curling Iron / Flat Iron/ Pressing)	30
Haircuts	50
Hair Color (Semi / Demi / Permanent)	25
Hair Lightening (Double Process)	5
Dimensional ( Foiling /Cap/ Etc)	25
Braiding	5
Long Hair Styling	5
Hair Removal	10
Shaves	1
Facials	3
Perms	10
Relaxers	2
Manicures	5
Pedicures	5
Nails: <i>Artificial</i>	1
Miscellaneous	10

**Grading Scale**

✓ **Academics**

- 4 = 100 = Excellent
- 3 = 94 - 99 = Very Good
- 2 = 84 - 93 = Good
- 1 = 70 - 83 = Satisfactory
- 0 = 69 and below = Unsatisfactory / Failing

**Course Outline Barbering:** Curriculum 1000 Instructional Hours

The study of national Curriculum for Barbering is intended to assist students / trainees to; develop knowledge, skills, attitudes, and values that will enable them to become eligible for entry level employment in the field of Barbering.



Minimum Content Area, Theory Hours, Clinical Hours

Subject	Theory Hours	Clinical Hours
Sanitation & Hygiene	15	20
Anatomy & Physiology	15	0
Chemical Procedures	30	100
Business & Professional Relations	10	10
Hair Care & Treatment	10	50
Skin Care, Facials, Make-Up, Shaving, Manicuring	15	30
Hair Shaping & Styling	50	640
State Laws for Barbers & Hairdressers & EEOC Guidelines	5	0
Total Hours	<b>150</b>	<b>850</b>

**Course Objective**

The objective of our Barber course is to give our students the academic and practical tools needed to succeed in the profession. In addition to classroom study, supervised practical training gives students hands on training. Completion of this course will award students with a certificate of completion from Ace Cosmetology and Barber Training Center qualifying them to take the exam given by the Connecticut State Department of Public Health. After passing the state test they will then be qualified as a professional Barbering enabling them to work in a number of positions in various spas, and barbershops across the state. The following are the official Standard Occupational Codes related to Cosmetology:

Barbers 39-5011 - <http://www.bls.gov/soc/2010/soc395011.htm>

**Instruction Methods**

Our students are placed into two separate groups for clinical and practical instructions. This method insures that students get individual instructions in both theory and clinical areas.

Lecture, audio-visual materials and games are used to instruct. Our instructors use the newest technology to ensure that students are taught the newest and the most up to date information as well as being taught in the way they best learn including teaching techniques that encompass all learning avenues and levels of understanding whether it be visual through our DVD series, standard lecture forum, or aided by computer based cd-rom interactive students.

**Units of Instruction:** Barbering Curriculum

<p><b>I. Sanitation and Hygiene</b></p> <p>A. Hygiene and good grooming</p> <ol style="list-style-type: none"> <li>1. Personal hygiene</li> <li>2. Good grooming</li> </ol> <p>B. Sanitation procedures</p> <ol style="list-style-type: none"> <li>1. Definitions</li> <li>2. Importance</li> <li>3. Method of sanitation</li> <li>4. Related Chemistry</li> </ol> <p>C. Universal Precautions/Infection Control</p> <ol style="list-style-type: none"> <li>1. Blood Borne Pathogens</li> <li>2. Infectious Disease (eg., HIV, Hepatitis C)</li> </ol> <p><b>II. Anatomy and Physiology</b></p> <p>A. Properties and disorders of the skin</p> <ol style="list-style-type: none"> <li>1. Structure, composition and function</li> <li>2. Blood supply, nerves and muscle function</li> <li>3. Growth and regeneration</li> <li>4. Conditions, diseases and disorders</li> <li>5. Irregularities</li> </ol> <p>B. Properties and disorders of the hair and scalp</p> <ol style="list-style-type: none"> <li>1. Structure, composition and function</li> <li>2. Blood supply, nerves and muscle function</li> <li>3. Growth and regeneration</li> <li>4. Color, texture, elasticity, density and porosity</li> <li>5. Conditions, diseases and disorders</li> <li>6. Analysis</li> <li>7. Irregularities</li> </ol>	<p>B. Chemical Waving</p> <ol style="list-style-type: none"> <li>1. Purpose and effects</li> <li>2. Materials, implements and supplies</li> <li>3. Scalp and hair analysis</li> <li>4. Classifications (types) of products</li> <li>5. Safety measures</li> <li>6. Procedures</li> <li>7. Corrective measures</li> <li>8. Special effects</li> <li>9. Special hair problems</li> <li>10. Related chemistry</li> </ol> <p>C. Chemical Hair Relaxing</p> <ol style="list-style-type: none"> <li>1. Purpose and results</li> <li>2. Material, implements and supplies</li> <li>3. Scalp and hair analysis</li> <li>4. Classifications (types) of products</li> <li>5. Safety measures</li> <li>6. Procedures</li> <li>7. Special hair problems</li> <li>8. Related chemistry</li> </ol> <p><b>IV. Hair Care and Treatment</b></p> <p>A. Shampoos and Rinses</p> <ol style="list-style-type: none"> <li>1. Purpose and results</li> <li>2. Materials and supplies</li> <li>3. Types of shampoos/rinses</li> <li>4. Procedures</li> <li>6. Related chemistry</li> </ol>
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<p><b>III. Chemical Procedures</b></p> <p>A. Hair Coloring and Lightening</p> <ol style="list-style-type: none"> <li>1. Purpose and results</li> <li>2. Materials, Implements and supplies</li> <li>3. Classifications</li> <li>4. Scalp and hair analysis</li> <li>5. Safety measures</li> <li>6. Procedures</li> <li>7. Corrective measures</li> <li>8. Fillers</li> <li>9. Removal of artificial color</li> <li>10. Special effects</li> <li>11. Related chemistry</li> </ol>	<p>B. Scalp and Hair Care</p> <ol style="list-style-type: none"> <li>1. Purpose and results</li> <li>2. Materials and supplies</li> <li>3. Massage</li> <li>4. Procedures</li> <li>5. Safety measures</li> <li>6. Related chemistry</li> </ol> <p><b>V. Skin Care/Facials and Manicuring</b></p> <p>A. Skin Care/Facials</p> <ol style="list-style-type: none"> <li>1. Purposes and effect of massage movements</li> <li>2. Implements and supplies</li> <li>3. Function of nerves and muscles</li> <li>4. Procedure in giving a plain facial</li> <li>5. Special problems</li> </ol>
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<p>B. Manicuring</p> <ol style="list-style-type: none"> <li>1. Purpose and results</li> <li>2. Preparation</li> <li>3. Equipment, implements and supplies</li> <li>4. Procedures</li> </ol> <p><b>VI. Hair Cutting, Styling and Shaving</b></p> <p>A. Hair Cutting</p> <ol style="list-style-type: none"> <li>1. Purpose and results</li> <li>2. Materials, implements and supplies</li> <li>3. Use of implements</li> <li>4. Haircutting theory</li> <li>5. Techniques, designing and procedures             <ol style="list-style-type: none"> <li>a. Traditional barber styles (fine taper)</li> <li>b. Contemporary styles</li> </ol> </li> <li>6. Safety measures</li> </ol> <p>B. Hair Styling/Care and Care/Styling of Wigs</p> <ol style="list-style-type: none"> <li>1. Purpose and results</li> <li>2. Materials, implements and supplies</li> <li>3. Use of implements</li> <li>4. Finishing techniques</li> <li>5. Thermal Techniques             <ol style="list-style-type: none"> <li>a. Hair and scalp analysis</li> <li>b. Materials, implements and supplies</li> <li>c. Hair pressing</li> <li>d. Thermal curling</li> <li>e. Thermal waving</li> </ol> </li> <li>6. Care and Styling of Wigs             <ol style="list-style-type: none"> <li>a. Types of Wigs</li> <li>b. Cleaning and conditioning</li> <li>c. Fitting and adjusting</li> <li>d. Styling</li> </ol> </li> <li>7. Safety measures</li> </ol>	<p>C. Shaving</p> <ol style="list-style-type: none"> <li>1. General precautions and safety precautions of shaving</li> <li>2. Standard shaving positions and strokes</li> <li>3. Fundamentals of shaving the head, neck and face</li> <li>4. Beard and mustache grooming</li> </ol> <p><b>VII. Business and Professional Relations</b></p> <p>A. Professional attitude/ethics and salesmanship</p> <ol style="list-style-type: none"> <li>1. Personality</li> <li>2. Salesmanship</li> <li>3. Patron relations</li> <li>4. Telephone techniques</li> </ol> <p>B. Salon management</p> <ol style="list-style-type: none"> <li>1. Business practices</li> <li>2. Employer-employee relations</li> <li>3. Salon development</li> <li>4. Professional ethics</li> <li>5. Public relations</li> </ol> <p>C. Safety Measures/Client protection</p> <ol style="list-style-type: none"> <li>1. Pertaining to shop patrons</li> <li>2. Pertaining to shop operators</li> <li>3. Equipment</li> <li>4. Materials</li> <li>5. Precautions relative to various services including hair straightening</li> <li>6. Precautions for electrical devices</li> </ol> <p><b>VIII. State laws</b> and rules and regulations concerning barbering and <u>Equal Employment Opportunity Commission</u> guidelines for employment</p>
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**BARBER PROGRAM**

Minimum Clinic Services to Be Performed by Students

Service Type	Minimum Required
Wet Styling (Sculpting, Rollersets, Fingerwaves, Wraps)	20
Thermal Styling (Blow Drying /Curling Iron / Flat Iron/ Pressing)	50
Haircuts	100
Hair Color (Semi / Demi / Permanent)	25
Hair Lightening (Double Process)	2

Dimensional ( Foiling /Cap/ Etc)	25
Braiding	5
Shaves (15) / Beard Design (10)	25
Facials	3
Perms	10
Relaxers	2
Manicures	5
Miscellaneous	10

**Grading Scale**

✓ **Academics**

4	= 100	= Excellent
3	= 94 - 99	= Very Good
2	= 84 - 93	= Good
1	= 70 - 83	= Satisfactory
0	= 69 and below	= Unsatisfactory / Failing

**State Of CT. Curriculum / Units Of Instruction:**

The total curriculum shall not be less than one thousand (1,000) hours of instruction.

The first one hundred fifty (150) hours must be devoted to instruction in the theoretical aspects of all content areas. Practical instruction can be included in this first one hundred fifty (150) hours but supervised practice on a clinic floor cannot.

The remaining eight hundred fifty (850) hours are to be devoted to supervised practice integrated with ongoing theoretical and practical instruction.

Instructor Qualifications/Teacher to Student Ratios: Instructors shall be at least 18 years of age, hold a high school diploma or equivalent, hold a current license as a barber in good standing in Connecticut, and have at least 2 years of licensed work experience (e.g., barber shop, salon, instructor, etc.).

At no time shall there be a ratio of less than 1 instructor to 15 students for clinical training.

**Satisfactory Academic Progress Policy (SAP)**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Ace Cosmetology and Barber Training Center. 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 regulations established by the United States Department of Education. SAP evaluation periods are based on actual contracted hours at Ace Cosmetology and Barber Training Center.

**Evaluation Periods:** Students are evaluated for Satisfactory Academic Progress as follows...

**Cosmetology: 450, 900, 1200, 1500 actual hours**

**Barbering: 450, 900, 1000 actual hours**

**Transfer Policy**

Any student transferring to Ace Cosmetology and Barber Training Center from another cosmetology school is given an entrance exam and their official transcript from their previous school is required. The hours are carried over at the discretion of the school owner or director of the school. The tuition price for the students remaining hours are to be broken down to an hourly rate, as well as the cost of the equipment or books if needed. The non-refundable registration fee must also be paid. If a student wishes to transfer out of the school, the student must have satisfied all of the financial obligations of the school.

**Transfer students-** Midpoint of the contracted hours or the 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 ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the program.

**Transfer Hours**

With regard to Satisfactory Academic Progress, a student’s transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

**Attendance Progress Evaluations:**

Students are required to attend a minimum of 70% 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 70% 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.

**Maximum Time Frame:**

The maximum time which does not exceed 143% of the course length allowed for students to complete each program at satisfactory academic progress is stated below:

Program	Maximum Time Allowed		Program	Maximum Time Allowed	
	Weeks	Scheduled Hours		Weeks	Scheduled Hours
<b><u>Cosmetology-1500 hours</u></b>			<b><u>Barbering- 1000 hours</u></b>		
Full time ( 30 hrs / wk)	71.5	2145	Full time ( 30 hrs / wk)	47.6	1430
Part time ( 22.5 hrs / wk)	95.3	2145	Part time ( 22.5 hrs / wk)	63.5	1430
Evening ( 22.5 hrs / wk)	95.3	2145	Evening ( 22.5 hrs / wk)	63.5	1430

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. The maximum time allowed for transfers students who need less than the full course requirements or part-time students will be determined based on 70% of scheduled hours.

**Exceeding Maximum Time Frame:** Any student exceeding the maximum time frame as stated above will be terminated and will have to re-enroll 90 days later and pay all re-enrollment fees.

**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 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. 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’s 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:

**Grading Scale**

✓ **Academics**

- 4 = 100 = Excellent
- 3 = 94 - 99 = Very Good
- 2 = 84 - 93 = Good
- 1 = 70 - 83 = Satisfactory
- 0 = 69 and below = Unsatisfactory / Failing

✓ **Practical/ Lab**

- Pass (1 pt) = 100 = Excellent / Salon Quality
- Fail (0 pt) = 69 and below = Unsatisfactory/ Failing

**Annual Performance Statistics**

Completion: 66.67 %  
 Licensure: 100 %  
 Placement: 62.5 %

**Determination of Progress Policy:**

Students meeting the minimum requirements for academics (70%) and attendance (70%) 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 Progress may have their Title IV funding ( if applicable) interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Academic counseling sessions with students are provided ongoing as needed.

**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, the student will be placed on SAP probation and if applicable, the student may be deemed ineligible to receive Title IV Funds.

**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. Additionally, only students who have the ability to meet satisfactory 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 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.

**Re-Establishment of Satisfactory Academic Progress:**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period, or filing an appeal of their loss of title IV funding.

**Appeal Procedure:**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination in writing with in 10 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.

**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.

**Noncredit, Remedial Course, Repetitions:**

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore these items have no effect upon the schools satisfactory academic progress standards.

**Tuition and Fees for Waterbury, Hartford & Ansonia**

Program	Tuition	Registration Fee	Books / Kit	Lab Fees	TOTAL COSTS
Cosmetology	\$18,500.00	Non Refundable \$100.00	\$900.00	\$1,500.00	\$21,000.00
Barbering	\$13,500.00	Non Refundable \$100.00	\$900.00	\$1,500.00	\$16,000.00

Lab Fees-This fee is based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to an individual’s ability and materials required by the course labs

A \$100.00 deposit is required for either program.  
Note: Registration fee due at signing of contract agreement.

**Other expenses to be incurred by the Cosmetology / Barber student are:**

State Board Exam: \$65.00  
State Licensing Fee: \$100.00

**Method of Payment:**

Please contact the school's Financial Aid Office for payment options.

The student can make full payment at time of enrollment agreement, or

Pay the Non-refundable registration fee paid at time of signing agreement with balance paid prior to start date, or

Pay the Non-refundable registration fee and arrange convenient interest free tuition payments on a weekly/monthly payment plan if the student qualifies.

The school accepts cash, check, money order, credit card.

Financial Aid recipients understand that monies received on their behalf are applied first to tuition costs. Any remaining funds available for the student will be paid to the student only at which time the course costs have been paid in full.

*\*The School is currently eligible to participate in federal Title IV Financial Aid Programs*

**Registration Fee** (\$ 100.00 Non-refundable) - A Non-refundable registration fee is payable upon execution of a signed enrollment agreement.

**Termination/withdrawal Fee** (\$100) - A termination/withdrawal fee of \$100.00 will be charged to any student who withdraws from school prior to completion of course.

**Returned Check Fee** (\$35.00) - A fee of \$35.00 is charged for any check returned from a financial institution due to insufficient funds or for any other reason.

**Transcript fees** The school may charge a \$10.00 transcript fee for transcript requests

**Cost over Contract**

If a student fails to complete the program in the time allowed as contracted, an additional time period of 60 clock hours for full time students, and 45 for part time students, will be given to the student to complete the course without charge to the student. If the student fails to complete the course by the scheduled graduation date, plus the additional clock hours allotted, the hours made up after graduation date will be charged at the programs hourly rate: Cosmetology \$12.33 per contracted hour / Barbering & \$13.50 per contracted hour.

The school reserves the right to close for Educator Training Seminars, legal holidays or any other circumstances beyond the school's control.

**REFUND POLICY – NOTICE OF CANCELLATION**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

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

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is cancelled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- If a student withdraws prior to course completion, a calculation for return of funds will be completed and any applicable returns by the school shall be paid, as applicable.
- After all applicable returns have been made, this refund policy will apply to determine the amount earned by the school and owed by the student.
- If the student has received personal payments of aid, he/she may be required to refund the aid to the applicable program.
- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student.
- Ace Cosmetology and Barber Training Centers does not automatically offer credit balance refunds for living expenses. This is a school policy that follows all federal and state guidelines. Students are packaged to their cost of attendance only. Tuition, fees, books and supplies are included in total price. Title IV refunds are not available to students unless student submits application for funds over budget, and all supporting documentation is submitted. All applications are subject to review for approval or denial. Please note; submission of application is not a guarantee that it will be approved.
- Any student with a credit a balance on their ledger card, will be not be entitled to these funds until all school tuition fees are paid in full. This is usually right before the student is ready to graduate and all fees have been applied and paid.

After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. This calculation may take several days.

**\*The School is currently eligible to participate in federal Title IV Financial Aid Programs**

**Graduation Requirements for Cosmetology**

The minimum requirements for students to graduate and receive a certificate of completion are:

- 70% GPA
- 1500 clock hrs. (necessary for state license)
- All monies paid in full to Ace Cosmetology and Barber Training Center.
- complete all written tests and practical exams

\*Until all monies are paid in full, affidavit of hours or official transcripts will not be released.

### **Graduation Requirements for Barbering**

The minimum requirements for students to graduate and receive a certificate of completion are:

- 70% GPA (complete all tests and practical services)
- 1000 clock hrs (necessary for state license)
- All monies paid in full to Ace Cosmetology and Barber Training Center.

\*Until all monies are paid in full, affidavit of hours or official transcripts will not be released.

Once all requirements Listed above have been meet the student will receive his / or her Certificate of Completion

### **Job Placement Assistance**

Ace Cosmetology and Barber Training Center does not guarantee job placement to students, however we do provide assistance to present and past students by the following means of service:

- Employers contact our office asking names of students who will soon be graduating for a possible job employment. Student is then informed of the job. If interested an interview will be set up by the director, between the student and future employer. The student may be called upon to perform any duty future employer may ask of them, that will be needed in the cosmetology/barber field. Upon completion of the student's interview, student may be notified whether or not he or she got the position.
- Show students the right interviewing techniques and personal development, that they need to get and obtain a job in the cosmetology/barber field.
- Upon graduation students must inform school staff of their employment and provide name of employer, address and telephone number. This will then be placed in student's folder for documentation.
- A criminal background may prohibit a student from obtaining employment.

### **Leave of Absence, Interruptions, Course Incompletes, Withdrawals:**

Occasionally, students may experience extended personal or medical problems which make it difficult for them to attend their classes. The School may allow a student experiencing such circumstances to take a Leave of Absence (LOA) from their program. Students must be enrolled in their program for a minimum of sixty (60) days before a Leave of absence could be approved. All LOAs must be preapproved by the administration, and students must submit their requests to the school in writing. The written request for an LOA must be submitted in advance, and include the reason for the request, include the starting and ending date of the LOA, and must include the student signature. Ace Cosmetology and Barber Training School may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, (such as a car accident or emergency surgery etc.) Ace Cosmetology and Barber Training Center would then determine that the beginning of the leave of absence would be determined to be the first day the student was unable to attend class. A student is eligible for 180 days leave of absence during a 12 month period at Ace Cosmetology and Barbering Training Center. The minimum length of an LOA is 14 days unless approved by the Director. Any approved LOA will be granted in accordance with the Federal guidelines for LOA which state that an LOA will not exceed 180 days in a twelve month period. An LOA will not be granted to an active student who exceeded or surpassed the 100% point of scheduled hours of their program. Students will not be assessed additional tuition charges while on their LOA. The student enrollment contract will be extended for the same number of day's taken and maximum time frame in the LOA. 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. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the same SAP status they held prior to their LOA. There must be reasonable expectation that the student will return from the LOA. Students returning from an LOA must coordinate their return with the campus registrar.

Students who fail to return from an LOA on their scheduled return date will be terminated and will be considered dismissed as of the last day of attendance prior to the start of their LOA. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance. A student granted a LOA that meets these criteria is not to be considered to have withdrawn, and no refund calculation is required at that time. If enrollment is temporarily interrupted for a LOA, the student will return to school in the same progress status as prior to the LOA. 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 LOA 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. Student who withdraw from the program are required to gather all personal items. Any items left behind by the student will be stored for 60 days, at which time the items become the property of Ace Cosmetology and Barbering Training Center.

Students wishing to withdraw and transfer to another institution must attend an exit interview and pay all monies owed the school or made satisfactory arrangements for debts as approved by the School.



## **Financial Aid and Other Enrollment Information**

### **Financial Aid Programs**

Based on a combination of approvals, authorization and accreditation, Ace students are eligible to apply for and receive tuition aid and financial assistance while attending school. Currently government sponsored financial aid programs are available to help pay for portions of your tuition and fees with grants or loans. Title IV federal funding is available to those who qualify. These assistance programs include:

- Federal PELL Grant: (FPELL) - Grants: **Do not have to be paid back**
- Federal Direct Stafford Loans - Subsidized: **Must be repaid**
- Federal Direct Stafford Loans - Unsubsidized: **Must be repaid**
- Federal Direct Plus Loans: **Must be repaid**

Please talk to your financial aid office for additional financial aid information and program specifics. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

### **"Financial Aid available to those who qualify"**

A prospective student will first go to <http://www.fafsa.ed.gov> to fill out information regarding their income to see what they qualify for in assistance.

**Federal Pell Grant:** The Federal Pell Grant Program provides financial assistance to students that meet financial need set by the federal government. They are available to students who demonstrate financial need, based on a federal formula and who have not already received a bachelor's degree. Grants do not have to be paid back.

**Subsidized Federal Direct Loan** has a fixed 4.45% interest rate. Eligibility is based on financial need. This is a loan that must be paid back. If you are eligible, you may borrow once per academic year as long as all the required paperwork has been completed. The federal government pays the interest on a Subsidized Loan while you attend school, during the grace period (first six months after you leave school) and during periods of deferment. Your first payment is due six months after you graduate or drop below less than halftime.

**Unsubsidized Federal Direct Loan** has a fixed 4.45% interest rate. This is a loan that must be paid back. You are responsible for the interest that accrues on the unsubsidized loan while you are in school and during your grace period. Your first payment is due six months after you leave school unless you choose to pay the interest on this loan while you are in school.

**Federal Direct Parent Loan** is a loan, borrowed by the parents of the dependent student. The PLUS loan has a 7% interest rate. The parent starts paying the PLUS loan within 60 days after the loan is fully disbursed.

Mandatory class attendance is required when receiving federal financial aid. If you withdraw or stop attending before completing 60% of the term, you may be required to repay a portion or all of the federal aid that you have received.

The amount of federal aid that you must repay is determined by the federal formula for Return of Title IV funds (Section 484B of the Higher Education Act, the full text of which is available at <http://www2.ed.gov/policy/highered/leg/hea98/sec485.html>). This law also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded, starting with the loan programs.

You may be required to make a repayment when financial aid funds has been disbursed from financial aid funds, in excess of the amount of aid that your earned (based on the date of your total withdrawal) during the term. The amount of Title IV aid earned is determined by multiplying the total Title IV aid for which you qualified by the percentage of time during the term that you were enrolled.

If less aid was disbursed than was earned, you may receive a late disbursement for the difference.

If more aid was disbursed than was earned, the amount of Title IV aid that you must return (i.e. not earned) is determined by subtracting the earned amount from the amount actually disbursed.

The responsibility for returning unearned Title IV aid is shared between the school and you. It is allocated according to the portion of disbursed aid that was used to cover school charges, and the portion that was disbursed directly to you once those charges were covered. The school will return the unearned aid back to the Title IV program as specified by law. You will be billed for the amount that you owe to the Title IV programs, as well as any amount due to the school as a result of Title IV funds that were returned that would have been used to cover school charges.

**If you get a student loan, you are responsible for repaying the loan amount, plus any interest.**

### **Class Schedules**

Ace Cosmetology and Barber Training Center is open

Monday – Thursday 9:30 am -9:30 pm & Fridays 9:30 am to 4:00 pm, Saturdays 9:30 am to 2:00 pm.  
Full- Time hours - Monday, Tuesday, Wednesday, Thursday, Friday 9:30 am to 4:00 pm.  
Part-Time hours-(Day) - Monday, Tuesday, Wednesday, Thursday, Friday 9:30 am to 2:00pm.  
Part Time hours (Night) - Monday, Tuesday, Wednesday, Thursday 5:00 pm to 9:30pm & Saturdays 9:30am to 2:00 pm  
Hours are subject to change at schools discretion with prior notification.

### **School Calendar**

Classes begin any Monday or Tuesday of each month.

Students are required by the Connecticut Department of Public Health to complete 1,500 clock hours for cosmetology students (clock hour = 50 minutes with a 10 minute break) of clinical & practical education as a prerequisite to application for the State of Connecticut licensing examination. A full time student hourly requirement must be completed within 50 weeks of attendance for fulltime and part time must be completed in 75 weeks. Barbers must complete 1000 hours with 34 weeks for full time and 45 weeks for part time.

The school is closed for the following holidays: Christmas Day, New Year's Day, Thanksgiving Day, Fourth of July, as well as Memorial Day and Labor Day. The school may also close for other reasons such as inclement weather. In case of an unavoidable and unexpected closure local TV stations, news channel 8 (wtnh) and channel 3 (wfsb) will post the information.

### **Student Access to Files Policy**

Student files are kept in a locked filing cabinet. Students and parents or guardians of dependent minors may gain access to their files by making a request to the Administration Department. US Department of Veterans Affairs/State Approving Officials and NACCAS Board of Directors may have access to student files as needed for audited purposes.

No other third-party can have access to a student file without a written release (each time records are requested) of information form, signed by the student describing what information may be released.

### **Policy for Non Disclosure of Non Public Personal Information**

Information which is collect about you when you apply to Ace Cosmetology and Barber Training Center or when you apply for federal grants or loans which includes: your name, address, social security number financial assets and banking information is not disclosed to any person or institution except that of the US Dept of Education, loan guarantee agencies, loan servicing agencies and non-affiliated third parties as permitted by law.

Student records are maintained for 3 years in accordance with federal and state law requirements and are safeguarded against loss or damage. A \$10.00 fee may be charged for requested copies of student records.

### **Family Education Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents/guardians of dependent minors certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Eligible students or Parents/ guardians of dependent minors have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students or parents/ guardians to review the records. Schools may charge a fee for copies.
- Eligible students or parents/guardians of dependent minors have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student or parents/guardians then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student or parents/guardians has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the eligible student or parents/guardians of dependent minors in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
- School officials with legitimate educational interest;
- Other schools to which a student is transferring;

- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students and parents/guardians about directory information and allow eligible students or parents/guardians a reasonable amount of time to request that the school not disclose directory information about them.

Ace Cosmetology and Barbering Training Center complies with the Family Education Rights and Privacy Act. Students have the right to file complaints with Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act. The name and address of the office that administers FERPA is:

Family Policy of Compliance Office  
US Dept of Education  
400 Maryland Ave, SW  
Washington, DC 20202-5901

Questions regarding this policy should be referred to the School Director.

#### **Non-Recruitment Policy**

The school does not recruit students already attending or admitted to another school offering a similar program of study. Schools may also disclose, without consent, "directory information" such as student's name, address and phone number of student, date and place of birth, honors and awards and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of eligible student to request that the school not disclose that information about them.

#### **Student Advising Policy**

The director of the school will assist any active student with concerns related to academics and attendance. Students are encouraged to notify staff members of their school in any changes in their telephone number, cell phone number, home addresses etc. During their training at our facility our staff is available to assist any student with tuition or any academic problems. Extra help is available to any student with academic problems.

#### **Student Grievance Procedure & Policy**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time.

Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 30 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the

hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

- Office of the Executive Director, Higher Education 450 Columbus Blvd, Suite 510 Hartford, CT 06105 (860) 947-1800

- NACCAS 3015 Colvin St Alexandria, VA 22302 (703) 600-7600

### **Attendance Requirements**

Students attending our facility must do so on a regular basis. Unexcused absences and tardiness will not be tolerated. An excused absence would be a doctor's note for the student due to illness, court subpoena, family emergency, death in the family. Administration will only accept Ten (10) excused absences per length of program for Cosmetology students, and eight (8) excused absences per length of program for Barbering students. Ace will only accept 8 excused absence letters for Barbering students and 10 for Cosmetology students. All excused absence hours still need to be made up during non scheduled hours. Excused absences only affect your attendance percentage rate. You do not receive hours for excused absences.

If any student who is continuously absent for a period of 14 consecutive days in any given month will be terminated and the Title IV funds will be calculated after 14 calendar days of inactivity and returned to the government.

Any student absent for 3 days in any given month must notify director of his/her absenteeism. If the school is not contacted by student before 9:30 am for any reason, student will not be allowed to punch in and will lose their hours for the entire day. Students must maintain a 70% attendance rate to be eligible for financial aid. Students who drop below this rate, will be counseled and placed on warning or probation accordingly. If the student does not improve their attendance rate by the next SAP review, students will lose financial aid eligibility. Student will have to file appeal with administration to recover their Title IV eligibility.

Students clock in using our card swipe system. Manual attendance is taken daily by instructors, to maintain accurate records.

### **Make Up Work**

Students are given theory tests on a weekly basis. Students who are not present during this test will be given an opportunity to make up the test the first day when the student comes back. If students are below 70% attendance they are allowed to do make up their hours until they reach the 70% minimum attendance.

### **Tardiness**

Failure to be in Class/ Lab / Clinic at starting times, or leaving early without authorization, you will be considered tardy. Repeated tardiness is disrespectful to other students & Staff, will result in suspension or termination. A tardy due to a doctor's appointment, medical, or any other serious extenuating circumstance is considered "Authorized" only with supporting documentation. Any other reason will be considered an unauthorized tardy & result in the student being sent home.

### **Standards of Conduct / Rules and Regulations**

Students must obey the Rules and Regulations of the Connecticut Department of Health at all times or they are subject to probation, or possible termination.

- All students will conduct themselves in a professional manner, being courteous to fellow students, clients, and school staff at all times.
- All students are required to dress appropriately; solid black pants with a solid black top (NO LOGO BARBER SHIRTS). Sneakers are allowed but no open toe shoes or flip flops, boots are allowed but must have no more than a 2" heel. Absolutely no hats of any kind, do-rags or hoods can be worn in school. Students found to be out of dress code may not clock-in until they are in proper dress code. Three B's. No belly, boobs or butts showing at anytime.
- Students are expected to come to school ready for the day. Students will not be allowed to punch in and get themselves ready for the day on school time. You will not be permitted entry into school if you are here after 9:45am and for night class after 5:30 pm without a valid reason. Please call ahead.
- Smocks are recommended on the clinical floor at all times. ( black smocks that came in the kits)
- Any student found bringing a weapon, or anything resembling a weapon of any kind on school grounds is prohibited.
- Theft of another student's property or school property may lead to termination and possible prosecution. The school is not responsible for student's books or equipment. Bags may be checked without prior notice.
- The use or possession of alcohol, or illegal drugs on school grounds is forbidden. If you smell of any illegal drugs or alcohol you will receive 3 day probation.

- Daily school sanitation must be done as assigned by the instructor in addition to keeping your own work area clean.
- Students may not punch in another student's time card for any reason.
- Absolutely no discrimination, fighting, insubordination or profanity will be tolerated at this facility.
- There will be no harassment of any kind toward fellow classmates or instructors.
- Any student caught cheating on a test or attempting to get credit for work done by another student will incur a 3 day suspension.
- Students, being past, present, graduated, withdrawn, dropped, or terminated students should never talk about the school in a bad manner or down the school to others. Any defamation or slander posted on any social media sites, will be subject to criminal proceedings.
- Students are required to have all books and tools with them at all times. Students failing to do so may result in the student being sent home.
- Cell phones, i-pods, blue tooth's, and headsets must be turned off and keep out of sight while clocked in, unless on a break outside the building. First time verbal warning, second time a written warning will be given and the third time student will be suspended for 3 days. In case of an emergency you can be reached at the school (203)879-9989 in Waterbury or 860-206-2016 in Hartford.
- Students may not eat or drink on the clinical floor.
- Students needing to make up any hours can do so with the prior authorization from an instructor signed and returned to the office within 24 hours. Students are allowed a 30 minute lunch break. Students leaving the building must punch out and punch in when they return.
- All students who have incurred an over contract fee due to not graduating by their graduation date, or having other debts to Ace Cosmetology and Barber Training Center must pay in full before graduating the school. Any unpaid balances will result in Ace Cosmetology and Barber Training Center to not release any student transcripts or affidavit of hours for licensure.
- Ace will only accept 8 excused absence letters for Barbering students and 10 for Cosmetology students. All excused absence hours still need to be made up during non scheduled hours. Excused absences only affect your attendance percentage rate. You do not receive hours for excused absences.
- Any student that loses their time card will incur a fee of \$15.00.
- Any student refusing to perform a customer service will be sent home for the day.
- Student must call in and leave a message on our school phone if you will not attend that day. 203-879-9989 Waterbury, or 860-206-0316 Hartford.

Students who violate the standards of conduct described above may be subject to verbal, written warnings, (probation notices), being dismissed for the day, suspension, and or termination. Ace Cosmetology and Barber Training Center will notify students of any changes made to catalog.

Mandatory class attendance is required when receiving federal financial aid. If you withdraw or stop attending before completing 60% of the term, you may be required to repay a portion or all of the federal aid that you have received. The amount of federal aid that you must repay is determined by the federal formula for Return of Title IV funds (Section 484B of the Higher Education Act, the full text of which is available at <http://www2.ed.gov/policy/highered/leg/hea98/sec485.html>). This law also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded, starting with the loan programs.

You may be required to make a repayment when financial aid funds has been disbursed from financial aid funds, in excess of the amount of aid that your earned (based on the date of your total withdrawal) during the term. The amount of Title IV aid earned is determined by multiplying the total Title IV aid for which you qualified by the percentage of time during the term that you were enrolled.

If less aid was disbursed than was earned, you may receive a late disbursement for the difference.

If more aid was disbursed than was earned, the amount of Title IV aid that you must return ( i.e. not earned) is determined by subtracting the earned amount from the amount actually disbursed.

The responsibility for returning unearned Title IV aid is shared between the school and you. It is allocated according to the portion of disbursed aid that was used to cover school charges, and the portion that was disbursed directly to you once those charges were covered. The school will return the unearned aid back to the Title IV program as specified by law. You will be billed for the amount that you owe to the Title IV programs, as well as any amount due to the school as a result of Title IV funds that were returned that would have been used to cover school charges.

#### **Occupations available**

For licensed professionals jobs include Salon/ Spa/Barbershop ownership or management, Full or Part-time work as a Hairstylist, Color specialist, Barber in a Salon/Spa/Barbershop/Chain salon, Instructor (at least two years Professional experience required), Inspectors

Other areas include: Hair, Nail or Makeup artistry for Film ,Theater, Photography studio or Department store, Product manufacturer , Marketing or Educational Support Representative, Manicurist, Skin care specialist

### **Important Addresses/Phone Numbers**

(NACCAS) National Accrediting Commission of Career Arts & Sciences  
3015 Colvin St.  
Alexandria, VA 22314  
Telephone (703) 600-7600

**1-888-442-4551 (VA Benefits)**

The State of Connecticut  
Department of Public Health  
410 Capital Avenue  
PO Box 340308  
Hartford, CT 06134  
Telephone (860) 509-7603

Executive Director  
Office of Higher Education  
61 Woodland Street  
Hartford, CT 06105  
Telephone (860) 947-1816  
Fax (860) 947-1310  
[www.ctohe.org/studentcomplaints.shtml](http://www.ctohe.org/studentcomplaints.shtml)

### **Alcohol & Drug Abuse Policy**

Ace Cosmetology and Barber Training Center does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage drinking laws. In addition, Ace Cosmetology and Barber Training Center does not permit the possession, use, or sale of illegal drugs by its employees and/or students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination, and/or arrest.

- The Department of Education requires a school to certify that it has adopted a program to prevent drug and alcohol abuse by its students, employees and officers, in accordance with the "Drug Free Workplace Act" School authorities will take action against a student, officer or faculty member, who violates these policies. Any student that is convicted of any offense during a period of enrollment for which the student is receiving title IV HEA grant or loan...
  1. Standards of conduct that clearly prohibit unlawful possession, use or distribute drugs or alcohol by students and employees on school property.
  2. The unlawful possession and use of drugs or alcohol.
  3. Disciplinary action will be taken consistent with local, state & federal laws. Termination will be imposed on students, employees and officers who violate this policy.

The Drug and Alcohol help line is listed here ... **CT Drug Abuse Hotline** - 800-501-9330 **AA Hotline** 800-260-4014

### **Drug and Alcohol Programs**

Students requiring or requesting information about drug abuse treatment should contact the School Director for contact information of local agencies and programs. Employees requiring information about drug abuse treatment should contact the Human Resources Department at (562) 945-2211, or the Employee Assistance Program (EAP) at (800) 854- 1446 for English; (877) 858-2147 for Spanish; or go online at: [www.lifebalance.com](http://www.lifebalance.com).

Additional helpful information and resources may be found by contacting the following organizations:

**U.S. Department of Health and Human Services  
Substance Abuse and Mental Health Services  
Administration**

**1-800-662-HELP (1-800-662-4357)**

<http://dasis3.samhsa.gov/>

**National Council on Alcoholism and Drug Dependence  
1-800-NCA-CALL (1-800-622-2255)  
<http://www.ncadd.org>**

### **Campus Crime and Security Policy**

According to a federal law known as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" our school is required to disclose "statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a "Campus Security Authority."

The law defines: "Campus Security Authority" as: "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." An example would be a dean of students who has significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. Clerical staff, as well, is unlikely to have significant responsibility for student and campus activities.

The criminal offenses for which we are required to disclose statistics are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle thief, arson, liquor law violations and weapons: carrying, possessing, etc. We also require to report statistics for bias-related (hate) crimes for the following offenses: murder/non-negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated

assault, burglary, motor vehicle theft, vandalism, intimidation, simple assault, and damage/destruction/vandalism of property.

We are required to disclose statistics for offenses that occur on campus, in or on non campus buildings or property owned or controlled by our school, and public property within or immediately adjacent to our campus.

Our school has a responsibility to notify its community about any crimes which pose an ongoing threat to the community, and, as such, campus security authorities are obligated by law to report crimes to the police department.

Ace Cosmetology and Barber Training Center shall request on an annual basis, a crime statistics report from local and state law enforcement agencies. This report shall be disclosed and maintained.

### **Reporting of Criminal Offenses**

Ace Cosmetology and Barber Training Center, strives to provide a safe environment for both its students and employees. In order to achieve this goal, Ace Cosmetology and Barber Training Center requires both its employees and students to immediately report criminal activity or other emergencies to the School Director or nearest available school official and/or in the event of an emergency or serious threat to the campus community to directly contact the local law enforcement agency or other emergency response agency by dialing 911.

### **Security Awareness & Crime Prevention**

Ace Cosmetology and Barber Training Center does not offer regularly scheduled security awareness or crime prevention programs other than at orientation where all of Ace's policies and regulations are properly disclosed to students and employees. All students and employees are encouraged to be responsible for their own security and the security of others. Ace Cosmetology and Barber Training Center, does provide updated campus crime statistics on an annual basis (for the previous three calendar years) within the Annual Security Report. This report will be available in our catalog each year as of October 1<sup>st</sup>. A paper copy of the Annual Security Report is available at the campus, upon request.

All proceedings and records will be confidential to the extent permitted by law. However, both parties will be notified, in writing, concurrently about the outcome of the complaint. If the alleged victim of a crime of violence or non-forcible sex offense is deceased as a result of the crime or offense, the results of the disciplinary proceedings shall be provided, upon request, to the next of kin of the alleged victim.

### **Security of and Access to Facility**

During business hours, Ace Cosmetology and Barber Training Center is open to students, employees, guests, and approved vendors and contractors. During non-business hours, our school is secured with door locks and security cameras and is accessible only by designated key holders. Ace Cosmetology and Barber Training Center may also have regular inspections and preventative maintenance work performed by approved vendors to ensure that such security measures remain in working order.

### **Emergency Notifications and Evacuations**

The school director is responsible for ensuring the school is prepared in an emergency situation. Fire drills will be conducted on an annual basis in order to familiarize the students and staff with fire and emergency procedures. An evacuation procedure and emergency numbers sheet must be posted at the school.

The school director will ensure that all staff and students are immediately contacted through text, phone or face book without delay in an emergency.

Ace will also attempt to contact students and staff members not present on school grounds via reasonable means to inform them of any threat to the health and safety of students or employees occurring on school grounds. Ace will also use such means to contact students and staff in the event of campus closures due to inclement weather or other emergencies. Ace will also use media in case of school delays and inclement weather.

### **Timely Warnings**

Upon notification and identification of a Clery Act reportable crime, that occurs at or surrounding the school's geographic area and represents a serious or continuing threat to the health and safety of students and employees, the school director will issue a Timely Warning Notification to the students and staff as soon as pertinent information is available. This notification will take the form of a verbal announcement during a school assembly and will ensure that all classes, students and staff are notified of the warning.

### **Sexual Harassment & Sexual Violence**

Ace Cosmetology and Barber Training Center is committed to providing an educational, employment, and business environment free of sexual harassment and sexual violence. During orientation, students and staff are provided with information regarding the definitions of sexual harassment and sexual assault, who to report harassment or assault to, the reporting process that should be followed, and the availability of local and national support services. Contact information for

local and national rape and sexual assault support services, along with other various local and national support services for other types of issues and occurrences, are posted and available for viewing by students and staff.

Sexual harassment and acts of sexual violence, including rape, acquaintance rape, and other forcible and non-forcible sex offenses are not tolerated by Ace Cosmetology and Barber Training Center. Any student who feels that he or she is the victim of sexual harassment and/or sexual violence has the right to seek redress of the grievance through the Grievance Procedure, as indicated below. This may take place informally, through the mediation of designated officials at Ace, or formally, through the established Grievance Procedure. These steps are offered to assist you in seeking redress but such steps are not mandatory.

A student who feels they are the victim of sexual harassment may attempt to resolve the matter informally by bringing a complaint to the School Director. Upon receipt of the complaint, the Director will inform the complainant of their formal recourse, that informal mediation will not be used to resolve sexual violence complaints, and that they have the right to file a separate criminal complaint for allegations relating to sexual violence. The

Director will, with the permission of the complainant, attempt to resolve the conflict informally by informing the individual alleged to have caused the grievance that the complaint has been filed, seek to find out the facts, and if both parties desire it, arrange a meeting to try to resolve the differences. In the event that an attempt at informal resolution is unsuccessful, or if the complainant deems that informal resolution is undesirable, the Director will stop the informal resolution process and assist the complainant in filing a formal complaint.

In the event of sexual violence, a formal complaint process will be used. The complainant will address their complaint to the Director stating in detail the nature of the complaint, any relevant dates, and the names of any potential witnesses. In a situation deemed to be an emergency by the Director the individual alleged to have caused the grievance or complaint may be temporarily transferred pending the outcome of the case.

Anyone who feels they have been the victim of a sexual offense should notify the proper school official immediately. The alleged victim also has the option to notify appropriate law enforcement authorities, including local police. The School Director or other school official will assist in notifying these authorities, if requested. Notification of the alleged offense should occur immediately due to the importance of preserving evidence for the proof of a criminal offense.

All proceedings and records concerning sexual harassment and sexual assault complaints shall be confidential to the extent permitted by law. In the event of a formal complaint in writing, the school officials receiving the complaint will initiate an investigation within two weeks to determine whether there is a reasonable basis for taking action. Ace officials need not wait for the conclusion of a criminal investigation or criminal proceeding to begin their own investigation and, if needed, may take immediate steps to protect the student in the educational setting. The alleged victim also has the right to change their academic situation after an alleged sex offense occurs, if requested and reasonably available.

Both the accused and the accuser are entitled to the same opportunities to have others present during a school disciplinary proceeding and to be informed of the outcome of any school disciplinary proceedings with respect to the alleged sex offense. Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. Alleged sexual violence against another may also constitute a crime resulting in additional, independent law enforcement investigation outside Ace's Grievance Procedure. In addition, complainants who make accusations of sexual harassment or sexual violence in bad faith may be subject to equivalent disciplinary action.

#### **Drug-Free Campus and Workplace Policy**

Ace Cosmetology and Barber Training Center is committed to providing a school environment free of abuse and of the illegal use of alcohol and other drugs. In order to promote a safe, efficient educational and work environment, the Drug-Free Campus and Workplace policy Statement has been adopted to supplement existing policies, practices and procedures. Implementation of this policy statement is subject to restrictions contained in all local, state and federal laws. This policy statement is in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

#### **Standard of Conduct:**

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol by students or employees is prohibited at any time on school property. No employee who is impaired by an illegal drug or by alcohol will report to work or will work or be present in the workplace. No student who is impaired by illegal drugs or alcohol will attend class or any school activity.

#### **Disciplinary Sanction:**

Students who violate the school's prohibitions against drugs are subject to disciplinary action up to and including termination of their enrollment and referred to civil authorities for prosecution. Employees who violate the prohibitions against drugs and alcohol are subject to disciplinary action up to and including immediate termination and referral of their violation for prosecution.

#### **Disciplinary Procedures**



Ace Cosmetology and Barber Training Center, reserves the right to enforce its established Disciplinary Procedures as necessary. A student can be written up for any of the following policies regarding, but not limited to, Satisfactory Progress for Attendance, Academic Progress, Tardiness, Cell phone use during certain hours.

Additional Disciplinary Procedures will be enforced for the following reasons.

1. Ace Cosmetology and Barber Training Center may dismiss any student who breaks any of the Rules and Regulations stated in this Catalog
2. Unprofessional Behavior is unacceptable and will not be tolerated.

Temporary Dismissal can result from

- a. Refusal to participate in the classroom / clinic responsibilities or client refusal.
- b. Vulgar language / threatening any person for any reason.
- c. Disruption of the classroom (Tardiness / Cell Phone use, etc.).
- d. Being Abusive towards other Students or Faculty, or Client
- e. Failure to follow established rules as stated in this catalog list

Permanent Dismissal can result from any of the following reasons.

1. Being on the Ace Cosmetology and Barber Training Center grounds while under the influence of a controlled substance (including Alcohol, Drugs or Prescription drugs).
2. Theft of any kind (from either the school or another person)
3. Physically fighting with another person.
4. Any form of Harassment / Bullying
5. Not meeting Satisfactory Progress.
6. Continued violation of the Rules and Regulations.

Disciplinary Action Procedure is as follows.

**1<sup>st</sup> offense:** verbal / written warning (re Advisory Form)

**2<sup>nd</sup> offense:** written warning with a 1 Day Suspension.

**3<sup>rd</sup> offense:** written warning with a 3 Day Suspension.

Any days missed due to disciplinary reason are considered days that need to be made up by (you) the student and are subject to overtime charges if they apply.

### **Grounds for Terminations**

Ace Cosmetology and Barber Training Center may terminate a student for non-compliance with their contract or rules & regulations of the school, non-payment, improper conduct or causes bodily harm to any person, willful destruction of school property, theft, drug/alcohol use or any illegal act, and last, failure to meet required satisfactory progress.

**Student:**

- Agrees to comply with all Standards of Conduct, General Policies and educational requirements.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to comply with dress code and project a professional image.
- Any act of violence that the school deems a risk to other students
- Understand that a minimum attendance and grade requirement must be maintained for satisfactory progress of 70%.
- Understands that he/she is responsible for the state licensing exam fee, licensing fee and other related expenses.
- Students may be terminated who do not maintain satisfactory progress or for violations of the Student Guidelines. In case of termination or withdrawal, the following refund policy will apply. Please be advised that there will be a \$100.00 withdrawal fee.

### **Whistleblower (Disclosure of Wrongful Conduct)**

The Whistleblower Policy protects employees, faculty and students from reprisal if they make good faith disclosures of School-related misconduct. All employees, students and faculty are encouraged to report any School-related misconduct, including, but not limited to bribery, theft of ACE COSMETOLOGY AND BARBER TRAINING CENTERS, property, fraud, discrimination, unlawful harassment, violation of ACE COSMETOLOGY AND BARBER TRAINING CENTERS policies and other misconduct. Reports can be made at by emailing [acecosmetology@yahoo.com](mailto:acecosmetology@yahoo.com). Reports can also be made to the Office of Inspector General through their website [www2.ed.gov](http://www2.ed.gov). Faculty and staff are also encouraged to report school-related misconduct to their immediate supervisor. Students may report misconduct to their instructor, Director of Financial aid, Annette Lipwich, or Associate Director of Financial aid, Veronica Presuto-Bladykas, or the owner, Gary Olmstead. The School will promptly investigate reports of misconduct and take appropriate action. Faculty, staff and students who report School-related misconduct are protected under the policy against any retaliation for having made a good faith report of any misconduct.

Please refer to the whistleblower addendum you received with your signed enrollment agreement for full details.

## ACE BARBER KIT

Item	Description	Cost
1130	Aristocrat Barber comb 7.5" thin taper	4.75
C16	Champion Cutting comb Equalizer 8.5"	2.00
C61	Champion Barber comb 7.5" wide/fine coarse	2.25
132	Aristocrat 8.5" clipper comb-black	4.25
M-4	Marvy Opal Shave Mug/Soap Holder 3.5"	4.95
SC9162	Salon chic rubber base styling brush	4.95
660	Celebrity Ryan Deluxe Bearded 20" manikin	49.00
NY995	City Light Xlg Deluxe Tote W/telescopic handle	55.00
SB-15	Scalpmaster shaving brush boar w/wood handle	6.00
Bab2800	Babybliss Pro Porcelain ceramic dryer	50.00
SC-7901	Scalpmaster replacement blades SC-7900 10/box	20.00
SC9164	Salonchic 1 ¼ Ceramic round brush	5.95
SC9163	Salonchic Ceramic cushion paddle brush	3.95
SNS-37	Soft n style hand held square mirror	4.25
E152	Celebrity Tina Ethnic Nanikin 19-22" Brown	45.75
V-10	Aristocrat styling comb narrow ruled (12)	5.00
V-20	Aristocrat rattail comb fine teeth	5.00
8081	Wahl 5 star detailer trimmer	70.00
8147	Wahl 5 star legend clipper	70.00
MO644	Milady 2017 Barber text, workbook, exam books	243.00
NJ-DUO2	Ninja Swordsman 7.5" duo set shears	55.00
A12750	Andis Cool Care Plus (2)	10.00
A17150	Andis Profoil Lithium Ion Battery Shaver	68.00
Men-head	Celebrity Mr Sam Manikin 19" brown	40.00
134smx	Soft n style roller rack 12 dozen	9.99
SNS-195	Soft n style super grip clips large 4/pk	2.75
B98	Continuous mist spray bottle 5oz./150ml	4.79
H-555	Celebrity Adjustable Manikin Tripod to 70"	32.00
3017	Scalpmaster Nylon Barber Cloth snap black	14.95
HTL1110	Hot Tools Spring Grip Iron 85w 1 ¼" mega	34.00
	Curl Sponge	10.00
	Gold tone razor	8.00

Total 900.53

\*\* You can purchase this kit on your own if you chose to do so. You do not have to purchase from the school. Please see page 2 of Enrollment agreement\*\*

## DIPLOMA/CERTIFICATE

Attach a copy, or a sample copy, of each diploma/certificate, educational credential or statement of achievement, which your school will issue to students upon successful completion of their program of study.

Indicate below the school's policy regarding documentation given to students who:  
(a) withdraw in good standing prior to program completion or  
(b) who complete the program but do not meet graduation requirements.

Check appropriate response(s):

A transcript is issued

A letter (attendance, accomplishment, etc.) is issued - attach copy

Other (explain below)

Student who withdraw will receive a drop letter and a copy of their R2T4 calculations. Transcripts nor affidavit of hours will be released until all monies owed to school are paid in full.

Student who graduate but do not meet graduation requirements will receive a copy of their certificate, but their hours will not be released to the state until all requirements are completed.

# *Certificate of Completion*

*This is to certify that on this 10<sup>th</sup> day of May 2019*

*JANE DOE*

*Has complied with all the prescribed requirements, and has diligently pursued the practical Instructions and the theoretical student of the scientific fundamentals in the complete course of Barbering, and has given proof of efficiency by passing the required examinations to the satisfaction of the board of examiners of this institute.*

*Ace  
Cosmetology and Barber*

TRAINING CENTER

\_\_\_\_\_  
*School Director*

\_\_\_\_\_  
*School Owner*

*All of our dreams can come true.....If we have the courage to pursue them.....*

# *Certificate of Completion*

*This is to certify that on this 20<sup>th</sup> day of March, 2019*

*Jane Doe*

*Has complied with all the prescribed requirements, and has diligently pursued the practical instructions and the theoretical student of the scientific fundamentals in the complete course of Cosmetology, and has given proof of efficiency by passing the required examinations to the satisfaction of the board of examiners of this institute.*

*Ace*  
*Cosmetology and Barber*

TRAINING CENTER

\_\_\_\_\_  
School Director

\_\_\_\_\_  
School Owner

*All of our dreams can come true.....If we have the courage to pursue them.....*

## COMPLAINTS/INQUIRIES

Attach a copy of the school's complaint/inquiry policy and procedures which is displayed, or will be displayed, in a clearly visible location at the school and at all branch and additional classroom sites. The policy and procedures must cover, at a minimum, the following:

- (1) a statement that the school does not have any policy nor acts in any manner which discourages or prohibits the filing of inquiries or complaints regarding the school's operation with the Executive Director of Higher Education,
- (2) the school's procedure for resolving complaints regarding the schools operation, and
- (3) the filing of inquiries or complaints, with the Office of Higher Education, 450 Columbus Boulevard, Suite 707, Hartford, CT 06103, (860) 947-1816.

Check here to indicate you have posted the school's complaint policy.

Provide location complaint policy is located: Catalog

## **FEES**

If an applicant intends to charge fees for the products or services of students or instructors to third parties, please provide information below detailing the reasons why such services or production is necessary to provide an adequate experience in the area of instruction that is offered. Indicate below a schedule of such fees. (For example, if a school offers a massage therapy service to a third party for a fee.)

If no such fees are charged, mark here .

Please see attached price menu for clients. We provide services to the public to give our students hand on experience.



## Ace Cosmetology/ Barber Training Center

*All services performed by supervised students.*

*\*Prices may vary based on the length, density, and condition of your hair.*

### *Cosmetology/ Barber Services*

*"Tips are greatly appreciated by our students"*

#### *HairCut*

*Haircut- 10.00 w/enhancements 15.00*  
*Neckline, Beard or Bang Trim -5.00*  
*Edge-up head or beard - 8.00*  
*Haircut and Shampoo. - 15.00*  
*Haircut Shampoo and \*Scalp /Hair treatment- 20.00*  
*Hot Shave - 6.00*

#### *\* Hair Services*

*(starting prices for shoulder length)*

*Roller Set 8.00*  
*Conditioning Scalp/ Hair Treatment -- 10.00*  
*Shampoo ;\*Blow dry Style- 20.00 and up*  
*\*Thermal add - on 5.00 and up*

*Dreadlocks Box Braids Sm. \$75.00 up*  
*Med. \$50.00 up Large \$40.00 up*  
*Weave enhancements \$60.00 and up*  
*Braided styles 15.00 and up*  
*Feed in Braids \$40.00 and up*  
*Cornrows - \$25.00 and up*  
*\*Dreadlocks - 50.00 and up*  
*Dread locks retouch -- 35.00 and up*

#### *\*Chemical Texture Service*

*Basic Perm- 25.00*  
*Specialty Pernis- 40.00 and up*  
*Relaxer -- 30.00 and up*  
*Relaxer retouch -- 25.00 and up*

*Services performed depending on students scope of practice*

#### *\*Hair Color\**

*Total Color -- 25.00*  
*Color Retouch- 20. add 10 for refresh*  
*Color Glaze -- 20.00*  
*(\*Extra bowls 6.00 total 2oz )*  
*Corrective Color per consultation*

#### *\*Hi lights / Low lights / Lightener Services*

*Partial Foils -- 30.00 and up*  
*Full foil Foils- 50.00 and up*  
*Each Foil 5.00*  
*Balayage Technique -45.00*  
*Fantasy color per consultation*  
*Manicures \$8.00 and up*

#### *Wax Services*

*Eye Brow Shaping- 10.00*  
*Eyes, Lip, Chin Wax 5.00*  
*Makeup application \$20.00*  
*Updo's 30.00 and up*  
*Lashes \$10.00 and up*

*Keratin 125.00 full head and up*  
*Keratin retouch 85.00 and up*

## ADVERTISING

Attach sample copies of the school's current, or in the case of a new school, proposed advertisements.

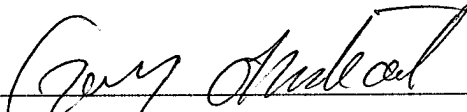
- (1) Regulations demand that advertisements comply with requirements of Federal and State Unfair Trade Practices Act, that they are factual and that they meet generally accepted standards for professional conduct.
- (2) It is prohibited to imply that the school operates under State supervision or is recommended by any state agency. However, the use of the phrase "approved by the Executive Director of the Office of Higher Education," is allowed.
- (3) Advertising for the school shall include the complete and correct name, address of the school on its certificate of authorization, and phone number. If training is to be conducted at a different location other than the location of the school itself, that location shall be identified.
- (4) School advertisements, of any type, shall not indicate or imply the availability of programs at schools or branch facilities where such programs of instruction are not available.
- (5) No school shall use "blind," "help wanted," or employment columns for advertising. Illustrations in all advertising matter shall be related solely to the school or be clearly designated otherwise.
- (6) If school advertising includes endorsements by manufacturers, business firms, organizations or individuals the school shall be able to present written evidence of such endorsement and shall include the date and location of such endorsement in printed advertising.

**AFFIDAVIT OF NON-DISCRIMINATION**

THE SCHOOL AGREES AND WARRANTS THAT IT WILL NOT DISCRIMINATE OR PERMIT DISCRIMINATION AGAINST ANY PERSON OR GROUP OF PERSONS ON GROUNDS OF RACE, COLOR, RELIGIOUS CREED, AGE, MARITAL STATUS, NATIONAL ORIGIN, SEX, MENTAL RETARDATION, MENTAL DISABILITY OR PHYSICAL DISABILITY.

**AFFIDAVIT:**

I, GARY OLMSTEAD, do swear or affirm that the statements made are complete and correct to the best of my knowledge and belief.

Signature:  Title: OWNER

Print name: GARY OLMSTEAD

Attested: Sworn/affirmed and subscribed before me this 29 day of JANUARY, 2020

Notary Public:  ID# \_\_\_\_\_

Date of commission expiration: VERONICA A. PRESUTO-BLADYKAS  
**NOTARY PUBLIC**  
MY COMMISSION EXPIRES NOV. 30, 2022

## AFFIDAVIT OF REQUIREMENTS FOR SCHOOL CLOSURE

The School Owner, School Director and Campus Director must **each** complete this form if they are different individuals. *Duplicate as appropriate.* This affirmation is required to affirm the school administration's knowledge of their responsibilities in the event of a school closure.

Name of School: ACE COSMETOLOGY AND BARBER TRAINING CENTERS

Name of School Owner: GARY OLMSTEAD

Name of School Director: SUZANNE GALVIN

Name of Campus Director: VERONICA PRESUTO-BLADYKAS

(a) A postsecondary career school shall notify the executive director, in writing, at least sixty days prior to closure of such school. The school shall provide evidence prior to closing that:

- (1) All course work is or will be completed by current students at the school; (2) there are no refunds due any students; (3) all student records will be maintained as prescribed in section 15 of this act; (4) final payment has been made to the private occupational school student protection account; (5) a designation of service form has been filed with the executive director; and (6) the certificate of authorization has been returned to the executive director.

(b) Any postsecondary career school that fails to meet the requirements outlined in subsection (a) of this section shall be fined not more than five hundred dollars per day for each day of noncompliance and, pursuant to subdivision (6) of subsection (a) of section 10a-22c of the general statutes, as amended by Public Act 11-48, shall be ineligible to be issued a certificate of authorization upon application to operate a postsecondary career school. Funds collected pursuant to this subsection shall be placed in the private occupational student protection account established pursuant to section 10a-22u of the general statutes, as amended by Public Act 11-48.

(c) If the executive director revokes a school's certificate of authorization, such school shall comply with the requirements of subsection (a) of this section. Failure to comply shall result in further penalties at the discretion of the executive director.

### AFFIDAVIT:

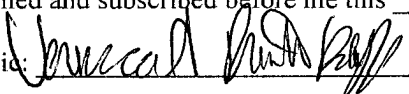
I have read the above statement, understand my responsibility as school owner, and agree to comply with the statute.

Signature:  Title: OWNER

Print name: GARY OLMSTEAD

Attested:

Sworn/affirmed and subscribed before me this 9 day of JANUARY, 2020

Notary Public:  ID# \_\_\_\_\_

Date of commission expiration: \_\_\_\_\_

**Office of Higher Education**  
**450 Columbus Boulevard, Suite 707, Hartford, CT 06103**

**DESIGNATION OF AGENT OF SERVICE AND KEEPER OF RECORDS**

Name and Address of School: ACE COSMETOLOGY AND BARBER TRAINING CENTERS  
1231 EAST MAIN ST MERIDEN, CT 06450

Name and Title of Authorized Official: GARY OLMSTEAD

Name and Title of School's Agent of Service: SUZANNE GALVIN


Address of School's Agent of Service: 1231 EAST MAIN ST. MERIDEN, CT 06450

(Agent of Service – contact person responsible for all communication with the Department.)

**A. STATEMENT OF AGENT DESIGNATION**

I, SUZANNE GALVIN, [as Director, President, Secretary, etc.] of the above school do hereby designate the person listed above to be the authorized school's agent of service. As such, he/she will be available at all times at the address noted above to receive certified letters sent by the Office of Higher Education to the school pursuant to Sections 10a-22a thru 10a-22k of the Connecticut General Statutes, as amended by Public Act 11-48, established thereunder.


I further affirm that should another person become the school's agent of service, I shall immediately notify the Office of Higher Education through the submission of a new DESIGNATION OF AGENT OF SERVICE FORM.

SIGNATURE OF AUTHORIZED OFFICIAL:  DATE: 1/29/2020

**B. ACKNOWLEDGMENT OF AGENT DESIGNATION**

I hereby acknowledge that I am the designated agent of service for

ACE COSMETOLOGY AND BARBER TRAINING CENTERS School and agree to comply with all the requirements of Sections 10a-22a thru 10a-22k of the Connecticut General Statutes, as amended by Public Act 11-48, established thereunder.

 DATE: 1/29/2020

**C. MAINTENANCE OF RECORDS**

(a) A postsecondary career school shall maintain, preserve and protect, in a manner approved by the Executive Director of the Office of Higher Education, or the executive director's designee, all school records including, but not limited to: (1) Student or academic transcripts; (2) attendance records; (3) copies of individual enrollment agreements or contracts; (4) evidence of tuition payments; and (5) any other documentation as prescribed by the executive director.

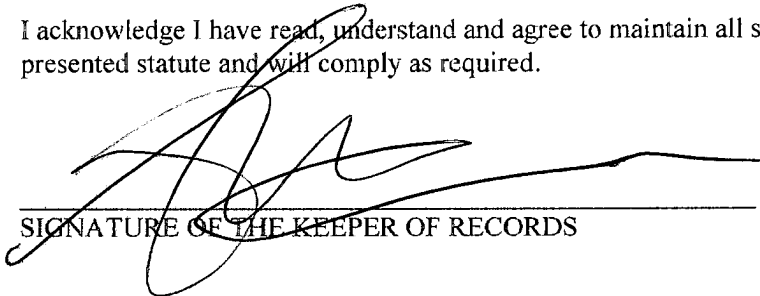
(b) The executive director, or the executive director's designee may at any time during regular business or school hours, with or without notice, visit a school. During such visitation, the executive director, or the executive director's designee, may request an officer or director of the school to produce, and shall be provided with immediate access to, such records or information as are required to verify that the school continues to meet the conditions of authorization.

(c) If a school ceases to operate as a postsecondary career school, it shall keep the executive director advised in writing as to the location and availability of student records or shall file all such records with the commissioner.

(d) Indicate method of student record preservation:

- 1. Fire proof safe  yes  no
- 2. Computer maintenance (disk, CD, hard drive)  yes  no
- 3. Evidence of sprinkler system in the school  yes  no
- 4. Other (indicate) \_\_\_\_\_

I acknowledge I have read, understand and agree to maintain all student records as detailed in the above presented statute and will comply as required.

 1/29/2020

SIGNATURE OF THE KEEPER OF RECORDS DATE:

**SUZANNE GALVIN**

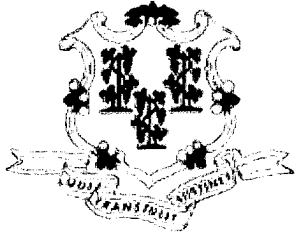
Printed Name

**Contact Information**

Telephone Number: 203-879-9989

Fax Number: 203-879-0736

Email Address: ACECOSMETOLOGY@YAHOO



# State of Connecticut

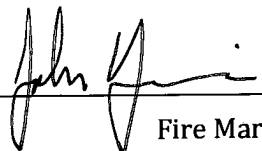
City of Meriden Department of Fire Services  
Fire Marshal's Office  
142 East Main Street  
Room 14  
Meriden, CT 06450

On August 20th, 2020 the Meriden Fire Marshal's Office conducted an inspection of the following premises: **1231 East Main Street - Ace School**

The purpose of this inspection was to determine the degree of compliance with the fire safety requirements of the Connecticut General Statutes Chapter 541 as authorized by Section 29-305 of the statutes. This facility was evaluated as classified as a: **Existing Business** by the CONNECTICUT FIRE SAFETY CODE.

As a result of this inspection, the following conditions were found:

- I. At the time of inspection, no code violations were identified.  
**Certificate of approval recommended.**
- II. At the time of inspection, conditions were discovered to be contrary to be minimum requirements of those codes. An acceptable plan of correction was submitted (see attached information).  
**Certificate of approval recommended.**
- III. At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. No approved plan of correction was submitted (see attached information).  
**Certificate of approval NOT recommended.**
- IV. Based on the extreme hazard to the public safety discovered at the time of this inspection, this office is currently seeking an injunction from the court through our City Attorney for the purpose of closing or restricting usage of this facility by the public (see attached information).  
**Certificate of approval NOT recommended.**

  
\_\_\_\_\_  
Fire Marshal

8/20/20  
\_\_\_\_\_  
Date

ENTITY: Ace Cosmetology

DATE(S) OF VISIT: 09/24/2020

**LICENSING INSPECTION NARRATIVE REPORT**  
**FOR HAIRDRESSING, BARBER SCHOOLS**

An inspection of the establishment was conducted by a representative of the Practitioner Licensing and Investigations Section and the following was identified:

Met	Not Met	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water supply adequate and safe.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hot and cold water under pressure.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved method of sewage disposal.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adequate lighting and ventilation.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cabinets or drawers for clean linen.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cabinets, shelves, etc. free from dust, dirt, or hair.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Covered containers for hair and other waste.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toilet facilities were equipped with handwashing/drying mechanisms. (Liquid soap and paper towels).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ceilings, floors and walls in good repair.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hair brushes, combs and other implements were clean and disinfected.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adequate method for disinfection of hair brushes, combs and other implements.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adequate educational equipment for students.

Signature: Urzula Wiebusch SI  
Urzula Wiebusch, special Investigator  
DPH

- Sue Galvin  
- office manager





CLINICAL/PRACTICAL INSTRUCTORS

NAME OF SCHOOL: Ace Cosmetology + Barber Training Center  
Meriden CT

NAME OF INSTRUCTOR	LICENSE NO.	EXP. DATE
<u>Frank J D'angelo</u>	<u>60233</u>	<u>01/31/2022</u>
<u>Frank J. D'angelo</u>	<u>4792</u>	<u>01/31/2022</u>

November 10<sup>th</sup>, 2020  
Admir Cocunjanin  
346 Main Street  
Middletown, CT 06457

**LETTER OF INTENT: CHANGE OF LOCATION FOR BARBER ACADEMY**

This letter of intent is for changing the location of MC Barber Academy from the address;

346 Main Street  
Middletown, CT 06457

And is moving to;

1427 Berlin Turnpike  
Berlin, CT 06037

The reason for the school moving is larger space, larger parking, and also it is a property that we have purchased. The students that are currently enrolled have been notified and have no issues with the change of location.

**MC BARBER ACADEMY**  
346 MAIN STREET MIDDLETOWN, CT 06457  
203-684-1119  
MCBARBERACADEMY@GMAIL.COM

November 10<sup>th</sup>, 2020  
Admir Cecunjanin  
346 Main Street  
Middletown, CT 06457

**LETTER OF INTENT: NOTIFY STUDENTS OF CHANGE OF LOCATION FOR BARBER  
ACADEMY**

This letter of intent is to notify students for changing the location of MC Barber  
Academy from the address;

346 Main Street  
Middletown, CT 06457

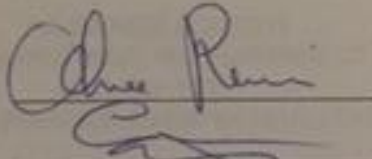
And is moving to;

1427 Berlin Turnpike  
Berlin, CT 06037

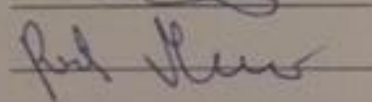
The reason for the school moving is larger space, larger parking, and also it is a  
property that we have purchased. The students that are currently enrolled have  
been notified and have no issues with the change of location.

ENROLLED STUDENT:

AHMED RAMIC



ESMIR MRKULIC



RICH WILLIAMS



MC BARBER ACADEMY  
346 MAIN STREET MIDDLETOWN, CT 06457  
203-684-1119  
MCBARBERACADEMY@GMAIL.COM



# Town of Berlin

## Planning and Zoning Department

240 Kensington Road  
Berlin, Connecticut 06037  
www.town.berlin.ct.us

Planning and Zoning Commission  
Zoning Board of Appeals  
Conservation Commission  
Historic District Commission

October 27, 2020

Mr. Merhan Cecunjanin  
1427 Berlin Turnpike  
Berlin, CT 06037

**RE: Notice of Decision – Planning and Zoning Commission**

**Application:** Special Permit with Site Plan  
**Project Name:** MC Barber Academy  
**Address:** 1427 Berlin Turnpike (16-3-142-51A)  
**Zone:** Berlin Turnpike 1 (BT-1)  
**Applicant:** Merhan Cecunjanin  
**Owner:** MC Barber Shop LLC  
**Proposal:** Barber shop and barber academy (Vocational school – for profit)

Dear Mr. Cecunjanin:

At a regular meeting held on September 3, 2020 the Planning and Zoning Commission reviewed and considered the above referenced application and took the following action:

Upon a motion to approve the special permit and site plan amendment made by Commissioner Wollman and seconded by Commissioner Jorsey the following resolution was unanimously adopted. (Voting in favor: Veley, Holtman, Jorsey, Rogan, Wollman, Zigmont, Biella, Jr.)

Whereas, The Planning and Zoning Commission held a public hearing on September 3, 2020; and,

Whereas; a special permit with site plan application was submitted to operate a vocational school including barber shop for MC Barber Academy at 1427 Berlin Turnpike in the BT-1 zone pursuant to Berlin Zoning Regulations Sections VI, XII, and XIII.; and,

Whereas, the 1.01-acre site on the northbound side of the Berlin Turnpike is improved with an existing 1800 s.f. building, parking and drives. And a concrete slab sits to the east of the building where a portion of the former restaurant burned and there is no proposal to rebuild or increase floor area with this application; and,

Whereas, the site is serviced by public water and sewer; and,

Whereas, the existing building has nonconforming front and north side setbacks; and,

Maureen K. Gusti, AICP, Acting Town Planner/ZEO. 860-828-7060. mgusti@town.berlin.ct.us  
Adam D. Levitus, PE, Zoning Enforcement Officer. 860-828-7008. alevitus@town.berlin.ct.us  
Frances Semnowski, Land Use Administrator. 860-828-7066. fsemnowski@town.berlin.ct.us



**Central  
Connecticut  
Health  
District**

2040 Silas Deane Highway, Suite 100, Rocky Hill, CT 06067

Phone: (860) 783-8380 Fax: (860) 783-8533  
www.ccthd.org

PUBLIC HEALTH for BERLIN, NEWINGTON, ROCKY HILL, & WETHERSFIELD

September 14, 2020

Merhan Cecunjanin  
492 Kennedy Road  
Windsor, CT 06095

Re: MC Barber Academy (new buildout- plan review)  
1427 Berlin Turnpike  
Berlin, CT 06037

**COPY**

Dear Mr. Cecunjanin:

The Central Connecticut Health District (CCHD) has reviewed the submitted revised (dated 7/16/20) which was received on 9/9/20 for the above referenced hair salon. Based on our review, the plan is approved with the following conditions:

1. Contact the Building, Fire, Planning and Zoning departments for review and approval of your submitted plans. All applicable permits must be obtained prior to interior construction.
2. Consult with building official regarding ventilation and bathroom ADA requirements. Hand sink in restroom shall have hot water not exceeding 115F.
3. The proposed Rheem natural gas tankless water heater shall provide hot water at the employee hand sink no less than 110F.
4. The employee hand sink shall have hot water no less than 110F, dispensed soap, dispensed paper towel and a trash receptacle.
5. The shampoo bowls and pedicure chair shall have an adequate backflow protection device(s). Consult with Berlin Water Department. (860-828-7065)
6. The utility sink shall be large enough to completely submerge all utensils being cleaned. Must supply counter space or shelving above sink to place cleaned utensils.
7. The wall material behind the all sinks should be a non-absorbent material.
8. Provide a mop hanger near the mop sink to drip dry wet mop heads over the drain.
9. The flooring in the hair-cutting and shampoo area shall be durable.
10. Wall to floor junctures shall have commercial cove base molding installed or 4" wood trim panel.
11. Clean linen shall be stored inside a covered cabinet or in a similar fashion.
12. Provide a covered receptacle for soiled towels and gowns.
13. Provide a covered trash receptacle for hair clippings and other waste materials.
14. Must have an adequate means of refuse storage outside.
15. Shaker tops containers shall be provided for the dispensing of lotions and powders.
16. Food for patrons shall be limited to bottled beverages or from a dispenser, self-contained coffee maker and commercially prepackages foods.
17. Each hairstylist shall post their State Hairdressers license at their workstation in public view.
18. Contact the Central Connecticut Health District within 24 hours in advance for a final inspection.

Sincerely,  
  
Jeffrey S. Vecchitto  
Registered Sanitarian

Applicant's Signature of Agreement:

Date: 9/14/2020



STATE OF CONNECTICUT

On 10.29.2020, the Office of the Berlin Fire Marshal conducted an inspection of MC BARBER SCHOOL located at 1427 BERLIN TPK in BERLIN to determine the degree of compliance with the fire safety requirements of Connecticut General Statutes Chapter 541 as authorized by Section 29-305 of the statutes. This facility was evaluated as a(an) NEW BUSINESS OCCUPANCY as classified by the *CONNECTICUT FIRE SAFETY CODE*. As a result of this inspection, the following conditions were found:

- I.  At the time of inspection, no code violations were identified. **Certificate of approval recommended.**
- II.  At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. An acceptable plan of correction was submitted. (See attached information) **Certificate of approval recommended.**
- III.  At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. No approved plan of correction was submitted. (See attached information) **Certificate of approval NOT recommended.**
- IV.  Based on the extreme hazard to public safety discovered at the time of this inspection, this office is currently seeking an injunction from the court through our Town/City Attorney for the purpose of closing or restricting usage of this facility by the public. (See attached information) **Certificate of approval NOT recommended.**

Steven Waznia  
Fire Marshal

A handwritten signature in blue ink, appearing to read "S. Waznia", written over a horizontal line.

10/29/2020  
Date

City or Town: Berlin

November 10<sup>th</sup>, 2020  
Admir Cecunjanin  
346 Main Street  
Middletown, CT 06457

LETTER OF INTENT: CHANGE OF LOCATION OF 1000 HOURS BARBERING  
PROGRAM

This letter of intent is for changing the location of MC Barber Academy 1000 hours  
program from the address;

346 Main Street  
Middletown, CT 06457

And is moving to;

1427 Berlin Turnpike  
Berlin, CT 06037

The reason for the school moving is larger space, larger parking, and also it is a  
property that we have purchased. The students that are currently enrolled have  
been notified and have no issues with the change of location.

MC BARBER ACADEMY  
346 MAIN STREET MIDDLETOWN, CT 06457  
203-684-1119  
MCBARBERACADEMY@GMAIL.COM

MC BARBER ACADEMY  
346 MAIN ST  
MIDDLETOWN, CT 06457  
860-346-6855

ENROLLMENT AGREEMENT

This AGREEMENT is made and entered into on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between MC Barber Academy and (Student Name) \_\_\_\_\_ whose address is \_\_\_\_\_ Email \_\_\_\_\_ and whose telephone number is \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_, age \_\_\_\_\_, birth date, \_\_\_\_\_, Social Security No. \_\_\_\_\_ (herein referred to as Student).

WITNESSETH

That for in consideration for the fee described hereafter, the Academy agrees to instruct the \_\_\_\_\_ Barber Stylist (1000) \_\_\_\_\_ OR \_\_\_\_\_ transfer hours /re-entry hours accepted (if applicable). The program shall commence on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Your scheduled calculated graduation date will be on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Academy Program 7 hours 4:00 pm- 9:00 pm Monday through Friday and 10:00 am- 3:00 pm Saturday.

COST OF EDUCATION

TUITION	\$10,000.00
APPLICATION FEE (NON-REFUNDABLE)	\$30.00
REGISTRATION FEE (NON-REFUNDABLE)	\$100.00
KIT	\$400.00
BOOKS	\$300.00
TOTAL COST	\$10,830.00

TYPES OF PAYMENTS EXCEPTED; CHECK, CREDIT CARD, CASH OR MONEY ORDER.

STUDENT IS RESPONSIBLE FOR PAYING THE STATE EXAM FEE OF \$65.00 AND LICENSING APPLICATION FEE OF \$100.00, THESE FEES ARE NOT INCLUDED IN THE TUITION.

Refund Policy: In the event of transfer, withdrawal or dismissal, a student will be charged or receive a refund in accordance with the following:

1. Any monies due, the applicant or student shall be refunded within forty-five (45) days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

a) An applicant is not accepted by MC Barber Academy. The applicant shall be entitled to a refund of all monies paid less the non-refundable application fee.

b) A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back should submit a letter in writing, within three (3) business days of signing this agreement, shall be entitled to a refund of all monies less the non-refundable application fee and non-refundable registration fee



c) A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment after three (3) business days, prior to entering classes, shall be entitled to a refund of all monies paid less the non-refundable application fee, non-refundable registration fee and kit.

d) A student notifies the institution of his/her withdrawal.

e) A student on an approved leave of absence notifies MC Barber Academy that he/she will not be returning. The date of withdrawal shall be earlier of the date of expiration of the leave of absence or the date the student notifies MC Barber Academy that the student will not be returning. Official notification form the student should be submitted in writing and presented to a MC Barber Academy official.

f) A student withdraws or is terminated by MC Barber Academy. If in violation, a termination fee of \$150.00 will be charged.

g) In type b, c, d or e official cancellations or withdrawals, the cancellation date will be determined by date of notification the information is delivered to an MC Barber Academy official in person.

2. For the student who enroll in and begin classes, the following will be applied to refunds; the school shall retain the stated cost of textbooks, kits and other fees, which you have accepted plus a percentage of the total program tuition as indicated below. Notice of withdrawal may be made in writing but the official date of withdrawal for the purpose of refund shall be the last verifiable date of attendance.

Percentage	Time to Total Scheduled Time of Course
0.01% to 04.9%	- 20% Tuition owed
5% to 09.9%	- 30% Tuition owed
10% to 14.9%	- 40% Tuition owed
15% to 24.9%	- 45% Tuition owed
25% to 49.9%	- 70% Tuition owed
50% to over	- 100% Tuition owe

3. Enrollment is defined as the time elapsed between the actual starting date and the date of the student's last verifiable date of attendance at MC Barber Academy.

4. Any monies due a student who unofficially withdraws from MC Barber Academy shall be refunded within 45 days of a determination by MC Barber Academy that the student has withdrawn without notification. Unofficial withdrawals will be monitored and determined by MC Barber Academy at the times it normally monitors attendance, based on the MC Barber Academy attendance policy.

5. In case of illness, disabling accident, death in the immediate family or other circumstances beyond the control of the student, MC Barber Academy will make a settlement that is reasonable and fair to the parties.

6. If MC Barber Academy is permanently closed and is no longer offering instruction after a student has enrolled or completion of the course, the student shall be subject to a prorated refund.

7. If the barbering program is cancelled subsequent to a student's enrollment, MC Barber Academy shall at its option.

- Provide a full refund of all monies paid.
- Provide completion of the course.

## TERMINATION POLICY

The school reserves the right to dismiss a student on any of the following grounds; failure to pay charges when due, unsatisfactory academic progress, failure to maintain a records of attending at least 80% of the delivered hours of instruction, and non-conformity with our rules and policies regarding the use and possession of alcohol or controlled substance while on school property, violating the law on school property so as to damage or jeopardize the school's reputation, intentional disruption or obstruction of teaching, administration, meetings or programs, or any other official school activity, and deliberate dishonesty including cheating, plagiarism, giving false information, or altering institutional documents.

Graduation Requirements: A candidate for graduation must satisfy the following requirements:

- Satisfactorily complete assignments and 1000 clock hours based on their program.
- Pay any tuition and fees owed to MC Barber Academy.

Completion Award: Upon successful completion of all graduation requirements of the Barbering Program the students will receive a certificate of completion.

A criminal record may be a barrier of employment.

**\*DISCLAIMER\*** While the school may assist with placement, the school does not guarantee employment following graduation.

I acknowledge and have read the terms of the agreement between MC Barber Academy. I have obtained a copy of the school catalog and this enrollment agreement. I agree to the terms set forth herein by applying my signature below.

\_\_\_\_\_ Student's Signature/Date

\_\_\_\_\_ Parent's Signature/Date

School Official: \_\_\_\_\_ Title: \_\_\_\_\_

Acceptance Date: \_\_\_\_\_

**MIDDLETON REQUIREMENTS - Becoming a Barber**

The Barber Academy will train you and prepare you for challenging and rewarding careers in the field of barbering. You will receive hands-on training and all the skills needed for an education at the MC Barber Academy should be ready. Our students are confident that this is the best professional opportunity for them. With this training, our students may become and become more professional and provide quality service to their clients. They will be able to handle the skills, knowledge and the attitude that will enable them to become involved in the barbering profession of their choice. Graduates, becoming a barber, can obtain employment in the very best of the profession with a greater salary. For further information visit our website or call our office.

**MC BARBER ACADEMY  
BARBERING 1000 HOUR PROGRAM  
(2019-2020)**

**346 MAIN STREET  
MIDDLETOWN, CT  
860-346-6855**

**[mbarberacademy@gmail.com](mailto:mbarberacademy@gmail.com)**

- 1) Provide skills and knowledge to the student with the necessary foundation to enter the profession.
- 2) Create the best learning environment for the student, including all the necessary equipment, program and staff of "barbering" school.
- 3) Assist each student in their learning to reach their goals.
- 4) Assist graduates to become employed in the field of work for which they have been prepared and to maintain employment while in work as much as possible.
- 5) Respond to the requests of business, industry, and other agencies for specific training needs and educational programs and to evaluate and assess programs when appropriate.
- 6) To obtain a reasonable profit, which will benefit educational improvement in the schools, staff, facilities and equipment.

Becoming a barber will have nothing to do with the things that will challenge and reward you for years to come.

**ADMISSION REQUIREMENTS**

- Grad of High School Program, GED or High School Diploma
- Submit a copy of Driver's License, State issue ID or Birth Certificate that is legible
- A copy of your age must be submitted
- Personal interview with School Director
- Submitting an application does not guarantee admission.
- Upon completion of 1000 hours, student will receive a certificate of completion.
- A student's school may be a barrier to employment.

## MISSION STATEMENT – Becoming A Barber

MC Barber Academy will train men and women for challenging and rewarding careers in the field of Barbering Arts and Sciences. Our philosophy has grown out of the simple belief that an education at the MC Barber Academy should be useful. Our mission, as a school, therefore is to provide optimum educational opportunities and guidance. With this mission, our students may formulate and achieve their professional and personal goals, as well as develop the skills, knowledge and the attitude that will enable them to become involved, contributing members of their business communities. Graduates, becoming a barber, are able to assume roles at the entry level in the profession with a greater potential for future advancement either by further education or practical experience.

## SCHOOL GOALS

*It is our aim to:*

- 1) Produce skilled and knowledgeable professionals who will be prepared with the necessary fundamentals to enter the Barber Industry.
- 2) Create the best learning environment available by emphasizing short-term progress, individualized attention, progressive teaching methods, and relevant equipment of "hands-on" education.
- 3) Assist each student in achieving his or her own professional aspirations by helping to match these aspirations with existing personal, technological and economic conditions.
- 4) Assist graduates to become employed in the technical areas for which they have been prepared and to maintain a placement office to carry on such assistance.
- 5) Respond to the requests of business, industry and other agencies for specific training needs and education programs and to evaluate and revise programs when appropriate.
- 6) Produce a reasonable profit, which will insure growth and improvement in the students, staff, facilities and equipment.

Becoming a barber will be an exciting new change, that will challenge and reward you for years to come!

## ADMISSION REQUIREMENTS

- Copy of High School Diploma, G.E.D or High School Transcript
- Submit a copy of Driver's License, State issue ID or Birth Certificate that is legible
- A copy of your sign social security card
- Personal interview with School Director
- Submitting an application does not guarantee admission
- Upon completion of 1000 hours, student will receive a certificate of completion.
- A criminal record may be a barrier of employment.

#### Attendance Policy:

Students are encouraged to strive for an attendance rate of 80% out of 100%. Attendance is monitored monthly. A time clock is the official method of verification of time accumulated in the Barbering Program at MC Barber Academy. It is solely the student's responsibility to clock in/out correctly as well as sign in/out for breaks and school attendance. MC Barber Academy reserves the right to request documentation to support any tardy, absence or early dismissal from the student before permitting the student to return to school.

#### Grading Policy:

Students must maintain a written grade average of 80% and pass a written and practical exam prior to advancing to the next academic level (i.e., basic, intermediate, and advanced). Students must make up failed or missed tests and incomplete assignments. Grading is based upon the following scale:

- 90 – 100 A/ Pass/ Yes/ Excellent
- 80 – 90 B/ Good/ Satisfactory
- Below 80 U/ Fail/ Unsatisfactory

**Maximum Time for Completion:** maximum time (which does not exceed 125% of the course length) allowed for students to complete the barbering program at satisfactory academic progress as stated below:

- Class A Barber (Full-Time)- 8 months/ 1000 hrs
- Barbering (Part-Time)- 12 months/ 1000 hrs

#### Progress disciplinary Procedure:

**Warning:** Students not making satisfactory progress in either area during an unofficial grading period will receive a warning that his/her performance does not meet the required level. Students who fail to meet minimum requirements for attendance and/or academic progress during an evaluation period are placed on warning and considered to be making satisfactory progress 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 financial assistance.

**Probation:** Students who fail to meet minimum requirements for attendance and/or academic progress after the warning (evaluation) period may be placed on probation and considered to be making satisfactory progress while during the first probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be on probation. The student will be advised in writing on the actions required to attain satisfactory progress by the next evaluation. If at the end of the probationary period, the student has not met both the attendance and academic requirements, he/she will be determined as not making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive financial assistance and may be terminated from MC Barber Academy.

#### Appeal Procedure:

If a student is not determined to be making satisfactory academic progress, the student may appeal the determination. Appeals must be submitted in writing to MC Barber Academy along with the supporting documentation stating the reason(s) why the determination should be reversed. A final determination will be issued to the student after the appeal has been evaluated by the Appeals Committee. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and financial assistance will be reinstated, if applicable. If an appeal is denied, the student will continue to follow the Progressive Disciplinary Procedures as outlined.

Graduation Requirements: A candidate for graduation must satisfy the following requirements:

- Satisfactorily complete assignments and 1000 clock hours based on their program.
- Pay any tuition and fees owed to MC Barber Academy.

Completion Award: Upon successful completion of all graduation requirements of the Barbering Program the students will receive a diploma.

Conduct: Students are expected to conduct themselves in a manner appropriate to a professional work environment. Violations of MC Barber Academy's student conduct policy include, but are not limited to, the following:

- Destroying or damaging MC Barber Academy property
- The sale, possession, use or distribution of any illegal drugs or alcohol while on MC Barber Academy property.
- The appearance, smell or being under the influence of a controlled substance (i.e., marijuana, alcohol, etc.)
- Cheating on a school examination
- Engaging in any unlawful or improper action.
- Exhibiting violence, insubordination or inappropriate language toward any school staff or another student.
- Cell phone usage on the school premise.
- Sitting or lounging in the barber chairs.
- Exhibiting violence, insubordination or inappropriate language toward any school staff or another student. Violations can result in termination from the program.

Dress Code: A clean uniform (provided by MC Barber Academy) must be worn at all times. A student will not be permitted on the premises without a uniform. Students will be sent home who

Barbering or the Practice of Cutting, Trimming, Shaving, Waxing & Styling  
Cuts, Shaves, Trimmings & Shaves - 10 hours  
Manicure & Pedicure Treatments - 10 hours  
Cosmetics - 10 hours  
Shampooing - 10 hours  
Styling - 10 hours

do not have on proper uniform, proper attire and or proper shoes. All uniforms are the expense of the students. MC Barber Academy reserves the right to modify the rules and regulations.

**MC BARBER ACADEMY COURSE OUTLINE STUDENT POLICIES AND PROCEDURES**

**CLASS A BARBER CURRICULUM TOTAL- 1000 HOURS**

**Theory 150 hours**

Anatomy, physiology and histology- 55 hours  
Bacteriology, Sterilization and Amp; Sanitation- 35 hours  
Disorders of the Skin, Scalp & Amp; Hair- 10 hours  
Salesmanship -5 hours  
Barbershop Management -5 hours  
Chemistry- 5 hours  
Shaving- 5 hours  
Scalp, Hair Treatments and Skin -5 hours  
Sanitary Professional Techniques- 4 hours  
Scientific Fundamentals of Barbering- 4 hours  
Cosmetic Preparations- 3 hours  
Shampooing & Amp; Rinsing- 2 hours  
Cutting & Amp; Processing Curly & Amp; Overly-Curly Hair -2 hours  
Haircutting-Male & Amp; Female- 2 hours  
Theory of Massage of Scalp, Face & Amp, Neck- 2 hours  
Hygiene & Amp, Good Grooming -1 hour  
Barber Implements- 1 hour  
Mustaches & Amp, Beards- 1 hour  
Facial Treatments- 1 hour  
Electricity and light therapy- 1 hour  
History of barbering -1 hour

**Instruction in Practical Work- 850 hours**

Dressing the Hair- 500 hours  
· Haircutting  
· Mens Childrens Haircutting  
· Women's Haircutting  
· Razor Cutting  
Shaving -70 hours  
Styling- 35 hours  
Bleaching and Dyeing of the Hair- 20 hours  
Shampooing & Rinsing -30 hours  
Waving Hair- 28 hours  
Straightening -15 hours  
Cleaning- 20 hours  
Professional Ethics- 20 hours  
Scientific Fundamentals of Barbering- 10 hours  
Barbering Implements -10 hours

Haircutting or the Process of Cutting, Tapering, Trimming, Processing & Molding,  
Scalp, Hair Treatments, & Tonics - 10 hours  
Massage & Facial Treatments 1-0 hours  
Arranging- 10 hours  
Singeing- 7 hours  
Manicuring- 10 hours

Barbershop Management 20 hours  
Hair Weaving and Hair Pieces 10 hours  
Processing 10 hours  
Clipping 10 hours  
Beards & Mustaches 10 hours  
Shaping 10 hours  
Dressing 10 hours  
Curling 10 hours  
First Aid & Safety Precautions 15 hours

#### HOURS OF OPERATION

MONDAY-FRIDAY 10 AM- 9 PM  
SATURDAY 10 AM- 3 PM  
SCHOOL PROGRAM ? HOURS  
MONDAY-FRIDAY 4:00 PM- 9:00 PM  
SATURDAY 10AM-3PM

School will be closed for the following holidays;

MEMORIAL DAY, 4  
TH  
OF JULY, LABOR DAY, THANKSGIVING DAY, CHRISTMAS  
DAY, AND NEW YEARS DAY



#### COST OF EDUCATION

TUITION \$10,000.00  
APPLICATION FEE (NON-REFUNDABLE) \$30.00  
REGISTRATION FEE (NON-REFUNDABLE) \$100.00  
KIT \$400.00  
BOOKS \$300.00  
TOTAL COST \$10,830.00

TYPES OF PAYMENTS EXCEPTED: CHECK, CREDIT CARD, CASH OR MONEY ORDER.

STUDENT IS RESPONSIBLE FOR PAYING THE STATE EXAM FEE OF \$65.00 AND LICENSING APPLICATION FEE OF \$100.00, THESE FEES ARE NOT INCLUDED IN THE TUITION.

#### Refund Policy:

In the event of transfer, withdrawal or dismissal, a student will be charged or receive a refund in accordance with the following:

1. Any monies due, the applicant or student shall be refunded within forty-five (45) days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
  - a) An applicant is not accepted by MC Barber Academy. The applicant shall be entitled to a refund of all monies paid less the non-refundable application fee.
  - b) A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back should submit a letter in writing, within three (3) business days of signing this agreement, shall be entitled to a refund of all monies less the non-refundable application fee and non-refundable registration fee.
  - c) A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment after three (3) business days, prior to entering classes, shall be entitled to a refund of all monies paid less the non-refundable application fee, non-refundable registration fee and kit.
  - d) A student notifies the institution of his/her withdrawal.
  - e) A student on an approved leave of absence notifies MC Barber Academy that he/she will not be returning. The date of withdrawal shall be earlier of the date of expiration of the leave of absence or the date the student notifies MC Barber Academy that the student will not be returning. Official notification from the student should be submitted in writing and presented to a MC Barber Academy official.
  - f) A student withdraws or is terminated by MC Barber Academy. If in violation, a termination fee of \$150.00 will be charged.
  - g) In type b, c, d or e official cancellations or withdrawals, the cancellation date will be determined by date of notification the information is delivered to an MC Barber Academy official in person

2. For the student who enroll in and begin classes, the following will be applied to refunds; the school shall retain the stated cost of textbooks, kits and other fees, which you have accepted plus a percentage of the total program tuition as indicated below. Notice of withdrawal may be made in writing but the official date of withdrawal for the purpose of refund shall be the last verifiable date of attendance.

**Percentage Time to Total Scheduled Time of Course**

- 0.01% to 04.9% - 20% Tuition owed
- 5% to 09.9% - 30% Tuition owed
- 10% to 14.9% - 40% Tuition owed
- 15% to 24.9% - 45% Tuition owed
- 25% to 49.9% - 70% Tuition owed
- 50% to over - 100% Tuition owed

3. Enrollment is defined as the time elapsed between the actual starting date and the date of the student's last verifiable date of attendance at MC Barber Academy.

4. Any monies due a student who unofficially withdraws from MC Barber Academy shall be refunded within 45 days of a determination by MC Barber Academy that the student has withdrawn without notification. Unofficial withdrawals will be monitored and determined by MC Barber Academy at the times it normally monitors attendance, based on the MC Barber Academy attendance policy.

5. In case of illness, disabling accident, death in the immediate family or other circumstances beyond the control of the student, MC Barber Academy will make a settlement that is reasonable and fair to the parties.

6. If MC Barber Academy is permanently closed and is no longer offering instruction after a student has enrolled or completion of the course, the student shall be subject to a prorated refund.

7. If the barbering program is cancelled subsequent to a student's enrollment, MC Barber Academy shall at its option.

- a. Provide a full refund of all monies paid.
- b. Provide completion of the course.

**Leave of Absence (LOA):** A student is allowed (2) leaves of absence unless mitigating circumstances require more. A student is responsible for contacting the director by phone or in person to seek approval. A student's contract will be extended by the same number of days in the leave of absence. A leave of absence may range from one week to six months however it cannot exceed six months throughout the entire program.

**Interruptions, Course In-Completes:** 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 contact period 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. Student who withdraw prior to completion of the

course and wish to re-enroll within six months of the withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

#### TERMINATION POLICY

The school reserves the right to dismiss a student on any of the following grounds; failure to pay charges when due, unsatisfactory academic progress, failure to maintain a records of attending at least 80% of the delivered hours of instruction, and non-conformity with our rules and policies regarding the use and possession of alcohol or controlled substance while on school property, violating the law on school property so as to damage or jeopardize the school's reputation, intentional disruption or obstruction of teaching, administration, meetings or programs, or any other official school activity, and deliberate dishonesty including cheating, plagiarism, giving false information, or altering institutional documents.

Complaint Procedure: The student, staff or interested party must file a written complaint (addressed to the School's Director) against the institution and should specify the nature of the complaint. The institution's Director will meet with the complainant within ten business days of receipt of the complaint. If the complaint cannot be resolved, then the complaint will be addressed with a committee and a decision will be made and a letter of notification sent. If the complainant is no satisfied with the decision they are encouraged to contact;

CT Office of Higher Education  
450 Columbus Blvd, Suite 707  
Hartford, CT 06103  
860-947-1816

MC BARBER ACADEMY  
1427 BERLIN TURNPIKE  
BERLIN, CT 06037  
860-259-6124

ENROLLMENT AGREEMENT

This agreement is made on \_\_\_\_\_, by and between MC Barber Academy and \_\_\_\_\_ whose address is

\_\_\_\_\_  
Email \_\_\_\_\_ and whose telephone number is

\_\_\_\_\_  
Age\_\_\_\_, birth date, Social Security number \_\_\_\_\_

WITNESSETH

That for in consideration for the fee described hereafter, the MC Barber Academy agrees to instruct Barber Stylist (1000 hours)\_\_\_\_\_or \_\_\_\_\_transfer hours accepted. Your program should commence on \_\_\_\_\_. Your scheduled calculated graduation date will be on \_\_\_\_\_. Academy program hours are Monday- Saturday 9am- 8pm.

COST OF EDUCATION

TUITION	\$10,000.00
APPLICATION FEE (NON-REFUNDABLE)	\$30.00
REGISTRATION FEE (NON-REFUNDABLE)	\$100.00
KIT AND BOOKS	\$1,000.00
TOTAL COST	\$11,130.00

TYPE OF PAYMENT ACCEPTED; CHECK, CREDIT CARD, CASH OR MONEY ORDER.

STUDENT IS RESPONSIBLE FOR PAYING THE STATE EXAM FEE OF \$65.00 AND LICENSING APPLICATION FEE OF \$100.00, THESE FEES ARE NOT INCLUDED IN THE TUITION.

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- b) A student cancels his/her enrollment and demands his/her/ money back should submit a letter in writing, within three business days of signing this agreement, shall be entitled to a refund of all monies less the non-refundable application fee and non-refundable registration fee.
  - c) A student cancels his/her enrollment after three business days, prior to entering classes, shall be entitled to a refund of all monies paid less the non-refundable application fee, non-refundable registration fee and kit.
  - d) A student notifies the institution of his/her withdrawal.
  - e) A student on an approved leave of absence notifies MC Barber Academy that the student will not be returning. Official notification from the student should be submitted in writing and presented to a MC Barber Academy official.
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PERCENTAGE TIME TO TOTAL SCHEDULED TIME OF COURSE

0%-5%= 20% TUITION OWED  
 6%-10%=30% TUITION OWED  
 11%-15%= 40% TUITION OWED  
 16%-25%=45% TUITION OWED  
 26%-50%= 70% TUITION OWED  
 51% TO OVER= 100% TUITION OWED

- 3. Enrollment is defined as the time elapsed between the actual starting date and date of the student's last verifiable date of attendance at MC Barber Academy.
- 4. Any monies due to a student who unofficially withdraws from MC Barber Academy shall be refunded within 45 days of a determination by MC Barber Academy that the student has withdrawn without notification. Unofficial withdrawals will be monitored and determined by MC Barber Academy at the times it normally monitors attendance, based on the MC Barber Academy attendance policy.

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6. If MC Barber Academy is permanently closed and is no longer offering instruction after a student has enrolled or completion of the course, the student shall be subject to a prorated refund.
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  - a. Provide a full refund of all monies paid.
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**GRADUATION REQUIREMENTS:** A candidate must satisfy the following requirements:

- satisfactory complete assignments and 1000 clock hours based on their program
- pay any tuition and fees owed to MC Barber Academy

**COMPLETION AWARD:** Upon successful completion of all graduation requirements of the barbering program the student will receive a certificate of completion.

A criminal record may be a barrier to employment.

**\*DISCLAIMER\*** While the school may assist with placement, the school does not guarantee employment following graduation.

I acknowledge and have read the terms of the agreement between MC Barber Academy. I have obtained a copy of the school catalog and the enrollment agreement. I agree to the terms set forth herein by applying my signature below.

\_\_\_\_\_ STUDENT SIGNATURE/DATE

\_\_\_\_\_ PARENT'S SIGNATURE/DATE

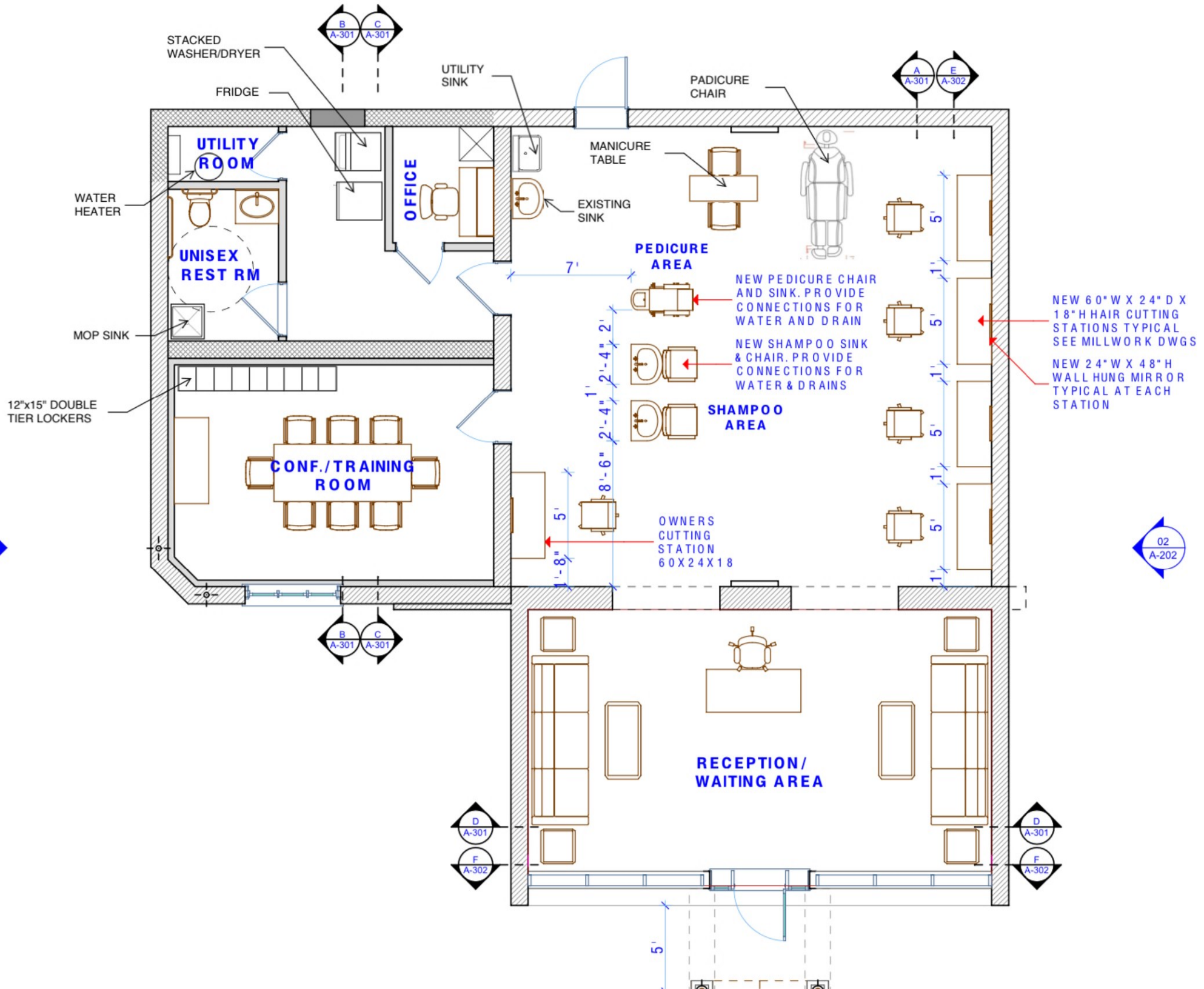
SCHOOL OFFICIAL: \_\_\_\_\_ TITLE: \_\_\_\_\_

ACCEPTANCE DATE: \_\_\_\_\_

The MC Barber Academy school instructor is Merhan Cecunjanin, who has been the instructor since the academy opened in 2019. The school is also named after Merhan who is world champion recognized master cutter as well as educator. I have also attached his barber/cosmetology license.

Admir Cecunjanin  
School Director  
203-684-1119





**Sec. 20-262. Schools for instruction. Approval. Change of location or ownership.** Minimum curriculum requirements. Election to instruct in certain occupations. (a) Schools for instruction in hairdressing and cosmetology may be established in this state. All applicants for a license as a registered hairdresser shall have graduated from a school of hairdressing approved by the board with the consent of the Commissioner of Public Health. All hairdressing schools may be inspected regarding their sanitary conditions by the Department of Public Health whenever the department deems it necessary and any authorized representative of the department shall have full power to enter and inspect the school during usual business hours. If any school, upon inspection, is found to be in an unsanitary condition, the commissioner or his designee shall make written order that such school be placed in a sanitary condition.

(b) (1) Schools for instruction in hairdressing and cosmetology shall obtain approval pursuant to this section prior to commencing operation. In the event that an approved school undergoes a change of ownership or location, such approval shall become void and the school shall apply for a new approval pursuant to this section. Applications for such approval shall be on forms prescribed by the commissioner. In the event that a school fails to comply with the provisions of this subsection, no credit toward the fifteen hundred hours of study required pursuant to section 20-252 shall be granted to any student for instruction received prior to the effective date of school approval.

(2) The Commissioner of Public Health, in consultation with the Connecticut Examining Board for Barbers, Hairdressers and Cosmeticians, shall adopt a curriculum and procedures for the approval of hairdressing and cosmetology schools. The commissioner shall post such curriculum on the Department of Public Health's Internet web site.

(c) Any approved school for instruction in hairdressing and cosmetology may elect to provide instruction in the occupation of esthetician, nail technician or eyelash technician, as such terms are defined in section 20-265a, provided such school has notified the Department of Public Health of such election prior to commencing such instruction.

## Hairdresser School Curriculum

The total curriculum shall not be less than one thousand five hundred (1,500) hours of instruction. The first two-hundred (200) hours must be devoted to instruction in the theoretical aspects of all content areas. Practical instruction can be included in this first two hundred (200) hours but supervised practice on a clinic floor cannot.

The remaining thirteen hundred (1,300) hours are to be devoted to supervised practice integrated with ongoing theoretical and practical instruction.

### Instructor Qualifications/Teacher to Student Ratios

Instructors shall be at least eighteen 18 years of age, hold a high school diploma or equivalent, hold a current license as a hairdresser in good standing in Connecticut, and have at least 2 years of licensed work experience (e.g., shop, salon, instructor, etc.)

At no time shall there be a ratio of less than 1 instructor to 15 students for clinical training.

### Minimum Required Instructional Hours

Content Area	Minimum Classroom Hours	Minimum Clinical/Practical Hours
Sanitation and Hygiene	15	20
Anatomy and Physiology	15	0
Chemical Procedures	30	200
Hair Care and Treatment	20	200
Skin Care, Facials, Make-up & Manicuring	30	120
Hair Shaping, Styling & Shaving	75	750
Business and Professional Relations	10	10
State Laws for Hairdressers and EEOC Guidelines	5	0
Total	200	1,300

### Curriculum

#### I. Sanitation and Hygiene

##### A. Hygiene and good grooming

1. Personal hygiene
2. Good grooming

##### B. Sanitation procedures

1. Definition
2. Importance
3. Methods of sanitation
4. Related chemistry

### C. Universal Precautions/Infection Control

1. Blood Borne Pathogens
2. Infectious Diseases (e.g., HIV, Hepatitis C)

## II. Anatomy and Physiology

### A. Properties and Disorders of the Skin

1. Structure, composition and function
2. Blood supply, nerves and muscle function
3. Growth and regeneration
4. Conditions, disorders and diseases
5. Irregularities

### B. Properties and Disorders of the Hair and Scalp

1. Structure, composition and function
2. Blood supply, nerves and muscle function
3. Growth and regeneration
4. Color, texture, elasticity and porosity
5. Conditions, disorders and diseases
6. Analysis
7. Irregularities

### C. Nails

1. Structure, composition and function
2. Growth and regeneration
3. Conditions, disorders and diseases
4. Irregularities

## III. Chemical Procedures

### A. Hair Coloring and Lightening

1. Purpose and results
2. Materials, implements and supplies
3. Classifications
4. Safety measures
5. Procedures
6. Scalp and hair analysis
  - a. Hair porosity
  - b. Hair texture

- c. Hair elasticity
- d. Hair density
- e. Hair length
- 7. Corrective measures
- 8. Fillers
- 9. Removal of artificial color
- 10. Special effects
- 11. Related chemistry

## B. Chemical Waving

- 1. Purpose and results
- 2. Materials, implements and supplies
- 3. Scalp and hair analysis
  - a. Hair porosity
  - b. Hair texture
  - c. Hair elasticity
  - d. Hair density
  - e. Hair length
- 4. Classifications (types) of products
- 5. Safety measures
- 6. Procedures
- 7. Corrective measures
- 8. Special effects
- 9. Special hair problems
- 10. Related chemistry

## C. Chemical Hair Relaxing

- 1. Purpose and results
- 2. Material, implements and supplies
- 3. Scalp and hair analysis
  - f. Hair porosity
  - g. Hair texture
  - h. Hair elasticity
  - i. Hair density
  - j. Hair length
- 4. Classifications (types) of products
- 5. Safety measures
- 6. Procedures
- 7. Special hair problems
- 8. Related chemistry

## IV. Hair Care and Treatment

### A. Shampoos and Rinses

- 1. Purpose and results
- 2. Materials, implements and supplies
- 3. Types

4. Procedures
5. Safety measures
6. Related chemistry

## B. Scalp and Hair Care

1. Purpose and results
2. Materials, implements and supplies
3. Procedures
4. Safety measures
5. Related chemistry

## V. Skin Care, Facials, Make-up and Manicuring

### A. Skin Care, Facials and Make-up

1. Purpose and results
2. Materials, implements and supplies
3. Function of nerves and muscles
4. Procedures
5. Facial cosmetics
6. Special problems
7. Eyebrow arching
8. Lash and brow tinting
9. Safety measures
10. Related chemistry

### B. Manicuring and Pedicuring

1. Purpose and results
2. Preparation
3. Materials, implements and supplies
4. Types
5. Procedures
6. Safety measures
7. Related chemistry

## VI. Hair Shaping, Styling and Shaving

### A. Hair Shaping

1. Purpose and results
2. Materials, implements and supplies
3. Procedures
4. Designing and techniques
  - a. Traditional barber styles (fine taper)
  - b. Contemporary styles
5. Safety measures

### B. Hair Styling

1. Purpose and results
2. Materials, implements and supplies
3. Techniques
  - a. Finger waving and shaping
  - b. Curl formation
  - c. Pin curls
  - d. Rollers
  - e. Comb-out techniques
4. Safety measures

#### C. Thermal Techniques

1. Hair and scalp analysis
2. Materials, supplies and implements
3. Hair pressing
4. Thermal curling
5. Thermal and waving
6. Safety measures

#### D. Care and Styling of Wigs

1. Types of Wigs
2. Cleaning and conditioning
3. Fitting and adjusting
4. Styling
5. Safety measures

#### E. Shaving

1. Beard and mustache grooming

### VII. Business and Professional Relations

#### A. Professional attitude/ethics and salesmanship

1. Personality
2. Salesmanship
3. Patron relations
4. Telephone techniques

#### B. Salon management

1. Business practices
2. Employer-employee relations
3. Salon development
4. Professional ethics
5. Public relations

### C. Safety Measures/Client protection

1. Pertaining to shop patrons
2. Pertaining to shop operators
3. Equipment
4. Materials
5. Precautions relative to various services including hair straightening
6. Precautions for electrical devices

VIII. State laws and rules and regulations concerning barbering and Equal Employment Opportunity Commission guidelines for employment



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August 17, 2020

Examining Board for Barbers, Hairdressers and Cosmeticians  
410 Capitol Avenue  
P.O. Box 340308  
Hartford, CT 06134-0308  
Attn: Frank Manna

Proposal:

Temporary Hairdresser/Cosmetician License for Cosmetology school graduates directly affected by COVID-19 outbreak.

Rationale:

A number of students completed all requirements currently in place for licensure in the State of CT, with the exception of the licensing examination. This was directly due to testing locations being closed by Executive Order of Governor Lamont. Students were therefore placed in the predicament of not being able to secure employment in this field, and no temporary remedy in place. Once the testing locations were reopened, priority was given to those deemed as essential (i.e. healthcare workers). IIC has 19 graduates at writing who have not taken their licensing exam because at minimum the dates available for the Hairdresser/Cosmetician licensing test in April, May and June were cancelled.

Conclusion:

We believe that a temporary Hairdresser/Cosmetician license for students who graduated amidst the COVID-19 pandemic and were unable to take their licensing examination due to circumstances wholly beyond their control is fair and necessary. IIC's recommendation is a six-month temporary license, provided an affidavit of hours and required application is furnished to the Department of Public Health.

We thank the Board for their attention to this proposal, and for its continued support.

With respect and appreciation,

A handwritten signature in blue ink, appearing to read "Martin Gugliotti", is written over a horizontal line.

Martin Gugliotti  
Owner, International Institute of Cosmetology