



FOLLOW YOUR DREAMS AND FIND THE
CAREER YOU HAVE BEEN LOOKING FOR IN
THE HEALTH AND BEAUTY INDUSTRY



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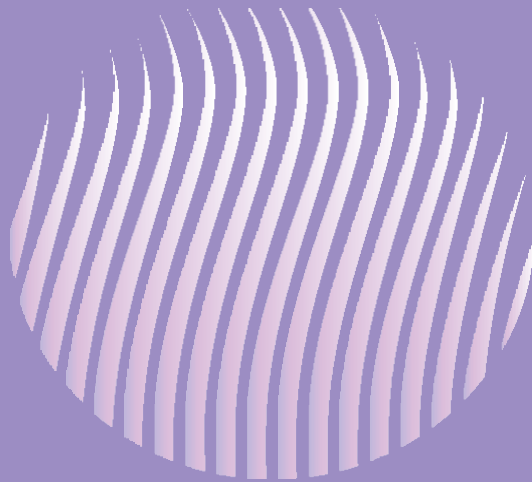
NORTHWEST COLLEGE
SCHOOL OF BEAUTY

STUDENT CATALOG

Volume 14.1
(Effective July 2026 -June 2027)

www.nwcollege.edu

Follow Your
Dreams
& find the career you've
been looking for.



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**Welcome to
Northwest
College School of
Beauty**

**Statement of
Purpose & Goals**

**Northwest
College School of
Beauty Locations
& Hours of
Operation**

**Northwest
College School of
Beauty Staff**

**Admissions &
Enrollment**

Financial Aid

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Ownership, Accreditation, and Licensing
Northwest College School of Beauty is owned by J2D, LLC and managed by Dwight D. Cummings, President

Northwest College School of Beauty is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS)
3015 Colvin Street
Alexandria, Virginia 22314
(703) 600-7600
Status: Accreditation on Probation

Northwest College School of Beauty is licensed by the Oregon Higher Education Coordinating Commission
3225 25th Street SE
Salem, Oregon 97302
(503) 947-5716
The Oregon Health Licensing Office inspects Northwest College School of Beauty
1430 Tandem Avenue NE, Suite 180
Salem, Oregon 97301

All campuses are owned by J2D, LLC doing business as Northwest College School of Beauty

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WELCOME TO NORTHWEST COLLEGE SCHOOL OF BEAUTY

Dear Student,

Congratulations on taking the first step in your exciting new career. Spa and salon professionals—hair stylists and colorists, barbers, facial estheticians, advanced estheticians, and nail technicians—are in great demand. It is no wonder more and more people are discovering the benefits of health, wellness, and beauty services to not only look better, but also feel better, as they go about their busy lives.

Congratulations, too, on considering Northwest College School of Beauty for your education and training program. Our college has been training cosmetology professionals since 1972, growing right along with the industry we serve. Today, we are continuing to meet the rising demand for health and beauty professionals with updated, learner-centered programs. Our small-group format, extensive one-on-one instruction and hands-on clinic experience fully prepare you for state licensing exams and an exciting career.

The profession offers so many opportunities: You can choose to work in an established salon, specialize as a colorist or esthetician, open your own spa or salon, become a product representative, and teach others valuable skills—the list goes on.

No matter which career path you choose, Northwest College School of Beauty is committed to giving you the best foundation for success. Our programs in hair design, barbering, esthetics, advanced esthetics, cosmetology, nail technology, and teacher training are accredited by the National Accrediting Commission of Career Arts & Science (NACCAS). NACCAS is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, electrology, and massage.

To find out more about our career programs, please visit our website, nwcollege.edu or contact one of our campuses to speak with an admissions representative.

Dwight Deen Cummings, President
Northwest College School of Beauty



ABOUT NORTHWEST COLLEGE SCHOOL OF BEAUTY

Mission Statement

Interest in health, wellness and beauty continues to grow, creating a rising demand for skilled salon and spa specialists. At Northwest College School of Beauty, our mission is to offer this expanding industry a select group of health, wellness, and beauty professionals who “perform with knowledge and confidence.” To attain that goal and to ensure the success of our graduates, Northwest College School of Beauty offers progressive and learner-centered programs. As a student, you can expect your education to prepare you for state licensing exams and a rewarding career as a salon and spa professional.

Educational Objectives

Northwest College School of Beauty has been educating cosmetology professionals since 1972. We offer vocational career training programs that provide our students with the technical skills, theoretical knowledge, and professional and personal attitudes necessary for a successful career in the salon and spa industry. We know that college and technical education require an investment of time, energy, and money. That is why we provide you with the training and skills to achieve your goals. Students attending Northwest College School of Beauty receive:

- Milady Standard curriculum
- Instruction from registered professionals that are certified in the fields of practice that they teach and oversee.
- Clean and safe environments at competitive prices
- Simulated salon experiences

This Student Catalog and all courses at Northwest College School of Beauty are taught in the English language. All students must be able to read, speak and write in English to enroll in school.

Northwest College School of Beauty Locations

All of our campuses are conveniently located making it possible for anyone in the Portland Metro Area or Southern Oregon to attend. All schools have client parking. Northwest College School of Beauty also advertises to attract clients to ensure guided hands-on practice.

All campuses utilize a computerized testing program to prepare students for the state board exams. We encourage prospective students to visit our campuses anytime during regular business hours. For more detailed descriptions and photos of Northwest College School of Beauty locations, please refer to the campus pages on our website.

www.nwcollege.edu

Beaverton Campus

4200 SW Watson Avenue

Beaverton, OR 97005 | 503-649-1388

Our Beaverton Campus is located just east of the MAX line at The Round. This location has more than 10,500 square feet of educational space and is fully equipped for hands-on education. Clinic equipment, implements, and products are comparable to those used in the industry.

Medford Campus

2241 Tower East

Medford, OR 97504 | 541-772-8937

Our Medford location has more than 6,900 square feet of education space and is fully equipped for hands-on education. Clinic equipment, implements and products are comparable to those used in the industry.

Springfield Campus

3150 Gateway Loop

Springfield, OR 97477 | 541-344-0397

Our Springfield Campus is located just off I-5 and the 569 Beltline Highway in Springfield near Gateway Mall. This location has more than 14,000 square feet of educational space that includes modern equipment, a library and is fully equipped for hands-on education. Clinic equipment, implements and products are

comparable to those used in the industry.

Tualatin Campus

8345 SW Nyberg Street

Tualatin, OR 97062 | 503-218-2265

Our Tualatin Campus is located just off I-5 and I-205 in Tualatin. This location has more than 11,000 square feet of educational space and is fully equipped for hands-on education. Clinic equipment, implements and products are comparable to those used in the industry.

Student Library

Northwest College School of Beauty keeps information in the school library (or testing room) including periodicals, videos, and industry publications. The library also provides students with a quiet place to study.

HOURS OF OPERATIONS

Hours of Operation

Beaverton campus hours:

Mondays 5 p.m.–10 p.m.

Tuesday–Friday from 8 a.m.–10 p.m.

Saturdays from 8 a.m.–5 p.m.

Sunday – Closed

Client hours- 9:00 am- 9:30 pm

Tualatin campus hours:

Tuesday–Saturday 8 a.m. – 5 p.m.

Sunday and Monday – Closed

Client hours- 9:00 am- 3:30 pm

Medford campus hours:

Monday–Friday 8 a.m.–10 p.m.

Saturdays 8 a.m.–5 p.m.

Sunday – Closed

Client hours- 9:00 am- 9:30 pm

Springfield campus hours:

Monday–Friday 8 a.m.–10 p.m.

Saturdays 8 a.m.–5 p.m.

Sunday-Closed

Client hours- 9:00 am- 9:30 pm

School Closures

Closures may be scheduled as needed for staff training and school repairs. In the event of inclement weather conditions, Northwest College School of Beauty will remain open for students, unless otherwise notified.

If it is determined an inclement weather closure is necessary, notifications will be made to students via the Northwest College School of Beauty Facebook Page and Email or text message alerts (carrier message and data rates may apply).

If the instructional staff has reported to work during inclement weather, NWC allows students to report to school, if students can do so safely.

Students that live in outlying areas should use their best judgement when determining if traveling to school is safe and follow proper call-in procedures if they are unable to make it.

If there are additional school related closures due to inclement weather, school repairs or staff training, the closure hours will be removed from the students' schedules and the hours will not count against students as an absence.

School Holidays

The campuses are closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Day

NORTHWEST COLLEGE SCHOOL OF BEAUTY STAFF

Administrative Personnel

President	Dwight Cummings
Human Resources.....	Julie Stodghill
Director of Operators	Teresa Strub
Director of Education	Vacant Position
Accounting Manager	Heather Andrew
Financial Aid Manager	Rachael Chittim
Compliance Manager	Vacant Position
Title IX Coordinator	Julie Stodghill
Admissions Director	Chelsi Warren

Beaverton Campus

Admissions Representative	Jenna Black
Campus Manager	Jaclynn Mathis
Instructor	Adrianna Barajas
Instructor	Alisha Martin
Instructor	Jeramiah West
Instructor	Daniel Pichardo
Instructor	Adrianna Aguilar
Financial Aid Administrator	Jonah Morris

Medford Campus

Admissions	Chelsi Warren
Campus Manager	Shannon McEwen
Instructor	Johnita Moore
Instructor	Chelsea Hollibaugh
Instructor	Wanda Martin
Instructor	Brenda Wandling
Instructor	Makayla Valentino
Instructor	Danica Coble
Instructor	Karissa Henderson
Instructor	Mckenzie Williams
Advanced Esthetics Instructor.....	Vacant Position
Financial Aid Administrator	Jessica Spalinger

NORTHWEST COLLEGE SCHOOL OF BEAUTY STAFF

Springfield Campus

Admissions Representative.....	Tiffany Daly
Campus Manager.....	Shannon Pyle
Lead Instructor.....	Deana Ulbricht
Lead Instructor.....	Miranda Canter
Instructor	Jae Burton
Instructor	Debra Kreth
Instructor	Angela Miller
Instructor	Anna Alvarado
Instructor	Max McLaughlin
Instructor	John Madrid
Instructor	Tiffeney Villa
Financial Aid Administrator	Brianna Hutchinson

Tualatin Campus

Admissions Representative.....	Donna Botticelli
Campus Manager.....	Donna Coy
Advanced Esthetics Instructor	Vacant Position
Instructor	Amy Hiva
Instructor	Debra Matthews
Financial Aid Administrator	Jonah Morris



ADMISSIONS AND ENROLLMENT

Admissions Policy and Procedures

To qualify as a student at Northwest College School of Beauty, all applicants must meet the following criteria:

- Be at least 18 years of age
- Have a high school diploma, or its equivalent (GED), or a transcript showing high school completion
- Have evidence of completion of home schooling that the State of Oregon recognizes as a home or private school
- Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency **that is qualified to translate documents into English** and confirm the academic equivalence to a U.S. high school diploma
- Complete the school admission forms and informational tour
- For Teacher Training applicants only – must hold an active practitioner license(s) in the State of Oregon
- *Northwest College School of Beauty does not admit or accept Ability-to-Benefit students.*

Prior to accepting an applicant for admission and enrollment, prospective students and applicants will receive:

- A tour of the school
- Program costs and information
- Disclosure about physical demands of the industry
- The student catalog with all required pre-enrollment information.

This is a time for students to get a full understanding of the beauty industry, and the expectations of Northwest College School of Beauty, to determine if this is the career path that is for you!

Northwest College School of Beauty courses are taught in English. To enroll, students must be able to read, speak, and write in English. Students must complete the Orientation Packet prior to the start of classes.

To complete the enrollment process, the following items are required:

- Proof of high school completion or its equivalent (GED)
- Driver's License, State photo ID card, passport, military ID, or other proof of age (such as a birth certificate)
- Alien registration card, if applicable
- Social Security card
- Pay the \$100.00 registration fee

Acceptable proof of high school completion, or GED:

- Copy of high school diploma
- Official high school transcripts indicating high school completion
- GED certificate
- A GED pocket card
- Signed GED test results from the test site indicating a passing score
- Home school completion certificate from a State or private approved program

Students will be required to enter into our standard Enrollment Agreement. Students will also be required to sign our standard master promissory note. Anyone interested that cannot meet the admissions requirements is encouraged to reapply once they are able to meet these requirements.

If enrolling students are interested in applying for **federal student financial assistance and/or have already done so**, please also bring the following to the interview:

- A completed Free Application for Federal Student Aid (FAFSA) form, or proof of online form completion, for review by a financial aid administrator
- Students applying for federal student aid may be selected for random federal verification; if so, you will need to bring the following to the financial aid administrator at your campus:
- Your official IRS tax transcripts
- Your parents' official IRS tax transcripts if you are under 24 years of age, have no legal dependents, are unmarried, have never been an

orphan or ward of the court, are not a veteran, and are not studying beyond a bachelor's degree.

Enrollment takes place after the campus tour appointment and all required items have been accepted by an admissions representative. Without the required documents, the enrollment process may proceed, however the student will not be allowed to start until the prospective student has provided them in person.

Northwest College School of Beauty enrolls students on a continual basis throughout the year. For more information, please call the Admissions Office at the campus you are interested in or visit our website.

The non-refundable registration fee in the amount of \$100.00 is due before the first day to secure enrollment.

A student must make satisfactory arrangements for payment of all tuition and institutional charges with a financial aid administrator prior to beginning classes, which may involve execution and delivery by the student of one or more promissory notes to and in favor of the school. In the event of a payment default or the occurrence of an event of default under any promissory note executed by a student, and such default continues for a period of 10 days, the school may, within its complete discretion, suspend or terminate the student's enrollment without notice.

Tuition and all school charges must be paid in full prior to graduation.

Missed Start Date Transfers

If a student does not start on the scheduled contracted start date, the student may transfer their contracted starting date to a future date. The \$100.00 registration fee is good for one year. A new enrollment agreement will need to be completed showing the new start and graduation date within the one-year time frame.

Transfer Students

Students with prior training who wish to transfer credits earned at another school

ADMISSIONS AND ENROLLMENT

must first comply with all Northwest College School of Beauty's regular admission requirements. Students with credits from another school must submit a written request to their former school for an official transcript to be mailed or faxed directly to Northwest College School of Beauty. This includes, but is not limited to, an official transcript of training with time accrued from the school previously attended. Northwest College School of Beauty will evaluate and determine how many hours will be eligible for transfer.

Northwest College School of Beauty may evaluate and give up to 500 hours credit for professional teaching experience or any academic training received in a community college or institution of higher education when that academic training contributes to achievement of the total approved Standard Course of Study.

Transfer hours that are applied will reduce the amount of time and hours required to complete the course of enrollment and will reduce the amount of tuition.

For transfer and re-entry students, the remaining hours to complete the course of enrollment will be charged at an hourly rate. Please refer to the *Hourly Rates for Transfer and Re-Entry Students* table on page 8.

Textbook and equipment charges, if applicable, are additional expenses. The transfer student will be evaluated on both academic and practical skills to determine placement. Students with transfer hours from another institution may have those hours counted as both attempted and completed hours towards the student's educational program.

Any veteran receiving GI Bill® benefits while attending Northwest College School of Beauty is required to obtain transcripts from all previously attended schools and submit them to the school for review of prior credit. (*GI Bill ® is a registered trademark of the U.S. Department of Veteran Affairs (VA). Any veteran receiving GI Bill ® benefits while attending Northwest College School of Beauty is required to obtain transcripts*

from all previously attended schools and submit them for review of prior credit).

Re-Entry

If a person has withdrawn or been terminated from their Northwest College School of Beauty training program and wishes to re-enroll at the school, they must request and submit a Petition to Re-enroll Form along with a \$75.00 non-refundable fee. The school's Director of Operations, along with its Review Committee, will review the petition, committee will notify the student in writing within 30 business days of receiving the petition of the school's decision. If the student is approved to re-enroll, the decision letter will include any stipulations thereof. **Any outstanding balance must be paid prior to approval for re-entry.**

Students enrolling in their original program will re-enter the program in the same satisfactory academic progress status they were in at the time of their withdrawal or termination. Students will be given credit for prior training and contracted only for the hours required to complete their program.

Students are hereby informed that prior training hours earned at any Oregon school are valid for only ten years from the date of graduation, withdrawal, or termination of enrollment per OAR 715-045-0200(10).

Textbook and Student Kit Charges

Textbooks and student kits are provided by Northwest College School of Beauty exclusively to enrolled students who have started class and are based on curriculum content and needs.

Students may have the ability to opt out of school issued textbooks and kits¹ if:

- They were previously enrolled in another cosmetology program and the textbooks and workbooks are the same editions and manufacturer as the school issued books
- Contents of the kit and tools are substantially similar in quality and quantity as the school issued kits

- The kit items do not contain another school's branded logo and/or name
- The full kit is accounted for.

A student who wishes to purchase their own textbooks and kits must obtain a copy of the current textbook edition and kit list. A student purchasing their own textbooks must submit the textbooks and workbooks to the Campus Manager for review and must have the required textbooks to begin their program. A student purchasing their own kit items must purchase equipment (such as blow-dryers, shears, or curling irons) of equal or better quality as the school issued kits. For kits that contain cosmetics or chemicals, such as Esthetics and Nail Technology kits, the student must purchase an identical brand and products as supplied in the school issued kits.

All textbook and kit opt-out exceptions are dependent on the approval of the Director of Operations and the Review Committee. Northwest College School of Beauty charges a Kit Evaluation Fee (\$75) to evaluate non-institutional kits for acceptance. Student kits are not available for non-institutional purchase at the price rate and product level provided to enrolled students, so it is strongly recommended that students obtain the program kit from the school. Kits will only be provided to enrolled students who have started their program.

If a student needs to replace a lost book or kit, they may purchase a replacement from the school or they may choose to purchase it from another vendor.

¹*All students enrolled at Northwest College School of Beauty are provided with a two Logo Northwest College School of Beauty t-shirts; this item is required to be worn by all students and must be purchased from the school.*

Withdrawing from School

If a student wishes to withdraw from Northwest College School of Beauty, the student must do so in writing and complete the Withdrawal Form. Within Thirty (30) business days of the written notification being signed, a drop

ADMISSIONS AND ENROLLMENT

calculation under the school's refund policy will be calculated to determine whether the student is entitled to a refund or has any remaining financial obligation to the school.

For a full explanation of the Cancellation and Refund Policy, please refer to pages 22-23 of this catalog. If a student withdraws early, is unofficially withdrawn, or enrollment is terminated, a withdrawal fee of \$25.00 and a transcript fee of \$50.00 will be charged to the student.

Withdrawal Appeals Process

Students who unofficially withdraw or are terminated may appeal this decision. The student must submit a written appeal to the Director of Operations along with any supporting documentation, reasons why the decision to terminate should be reversed, and/or a request for re-evaluation of progress. The Director of Operations must receive this appeal within five business days of withdrawal or termination. ***If a student fails to appeal this decision within five days, the decision to terminate will stand.***

An appeal decision will be made within Thirty (30) business days of receipt of the written appeal. This decision will be made by the Director of Operations, and the Review Committee.

A decision on the student's appeal will be communicated to the student in writing. This decision will be final.

If a student's appeal is successful, the student will automatically re-enter in the course and the financial aid funds will be reinstated to the student (if eligible).

A student will be considered unofficially withdrawn from Northwest College school of Beauty after 14 consecutive calendar days of no attendance.

Schedule of Fees and Program costs

Registration fee	\$100.00
Kit Evaluation Fee	\$75.00
Drop Program Fee	\$25.00
Early Withdrawal/Termination Fee	\$75.00
Transcript Fee	\$50.00
Transcript Evaluation Fee	\$50.00
Petition to Re-enroll Fee	\$75.00
Campus Transfer Fee	\$75.00
Schedule Change Fee	\$50.00
Replacement ID Badge Fee	\$15.00
Replacement T-shirt	\$25.00
Canceled Check Fee	\$36.00
Late Fee (monthly payments not received within [5] days of due date)	5%
Non-Refundable Credit Card Processing Fee (registration fee excluded)	3% credit card fee on tuition payments over \$100

Hourly Rates for Transfer and Re-Entry Students

The **Advanced Esthetics program* is only offered at Northwest College School of Beauty's Tualatin, Springfield and Medford Campuses.

Programs	Hourly Rate
Hair Design, Nail Technology & Esthetics	\$11.00
Hair Design & Esthetics	\$12.00
Nails Technology & Esthetics	\$14.00
Barbering	\$16.00
Hair Design	\$14.00
Nail Technology	\$16.00
Esthetics	\$16.00
*Advanced Esthetics	\$21.00
Teacher Training	\$11.00

ADMISSIONS AND ENROLLMENT

Start Dates and Estimated Graduation Dates by Program – 30 hours per week schedule:

Start Date	Hair Design, Nail Technology & Esthetics (1,835 hours)	Hair Design & Esthetics (1,594 hours)	Hair Design (1,150 hours)	Barbering (946 hours)	Teacher Training (1,000 hours)	Nail Technology & Esthetics (841 hours)	Advanced Esthetics (725 hours)	Esthetics (600 hours)	Nail Technology (281 hours)
7/14/2026	10/27/2027	8/27/2027	5/5/2027	3/13/2027	3/27/2027	2/14/2027		12/15/2026	9/24/2026
7/20/2026							1/22/2027		
8/18/2026	12/1/2027	10/1/2027	6/9/2027	4/17/2027	5/1/2027	3/21/2027		1/19/2027	10/29/2026
9/22/2026	1/5/2028	11/5/2027	7/14/2027	5/22/2027	6/5/2027	4/25/2027		2/23/2027	12/3/2026
10/27/2026	2/9/2028	12/10/2027	8/18/2027	6/26/2027	7/10/2027	5/30/2027		3/30/2027	1/7/2027
12/1/2026	3/15/2028	1/14/2028	9/22/2027	7/31/2027	8/14/2027	7/4/2027		5/4/2027	2/11/2027
1/12/2027	4/26/2028	2/25/2028	11/3/2027	9/11/2027	9/25/2027	8/15/2027		6/15/2027	3/25/2027
2/16/2027	5/31/2028	3/31/2028	12/8/2027	10/16/2027	10/30/2027	9/19/2027		7/20/2027	4/29/2027
3/23/2027	7/5/2028	5/5/2028	1/12/2028	11/20/2027	12/4/2027	10/24/2027		8/24/2027	6/3/2027
4/27/2027	8/9/2028	6/9/2028	2/16/2028	12/25/2027	1/8/2028	11/28/2027		9/28/2027	7/8/2027
6/1/2027	9/13/2028	7/14/2028	3/22/2028	1/29/2028	2/12/2028	1/2/2028		11/27/2027	8/12/2027
7/6/2027	10/18/2028	8/18/2028	4/26/2028	3/4/2028	3/18/2028	2/6/2028		12/7/2027	9/16/2027
8/10/2027	11/22/2028	9/22/2028	5/31/2028	4/8/2028	4/22/2028	3/12/2028		1/11/2028	10/21/2027
9/14/2027	12/27/2028	10/27/2028	7/5/2028	5/13/2028	5/27/2028	4/16/2028		2/15/2028	11/25/2027
10/19/2027	1/31/2029	12/1/2028	8/9/2028	6/17/2028	7/1/2028	5/21/2028		3/21/2028	12/30/2027
11/30/2027	3/14/2029	1/12/2029	9/20/2028	7/29/2028	8/12/2028	7/2/2028		5/2/2028	2/10/2028
1/4/2028	4/18/2029	2/16/2029	10/25/2028	9/2/2028	9/16/2028	8/6/2028		6/6/2028	3/16/2028

Start Dates and Estimated Graduation Dates by Program – 25 hours per week schedule:

Start Date	Hair Design, Nail Technology & Esthetics (1,835 hour)	Hair Design & Esthetics (1,594 hours)	Hair Design (1,150 hours)	Barbering (946 hours)	Teacher Training (1,000 hours)	Nail Technology & Esthetics (841 hours)	Advanced Esthetics (725 hours)	Esthetics (600 hours)	Nail Technology (281 hours)
7/14/2026	1/30/2028	11/16/2027	7/3/2027	5/1/2027	5/18/2027	3/30/2027		1/14/2027	10/8/2026
8/18/2026	3/5/2028	12/21/2027	8/7/2027	6/5/2027	6/22/2027	5/4/2027		2/18/2027	11/2/2026
9/22/2026	4/9/2028	1/25/2028	9/11/2027	7/10/2027	7/27/2027	6/8/2027		3/25/2027	12/17/2026
10/27/2026	5/14/2028	2/29/2028	10/16/2027	8/14/2027	8/31/2027	7/13/2027		4/29/2027	1/21/2027
12/1/2026	6/18/2028	4/4/2028	11/20/2027	9/18/2027	10/5/2027	8/17/2027		6/3/2027	2/25/2027
1/12/2027	7/30/2028	5/16/2028	1/1/2028	10/30/2027	11/16/2027	9/28/2027		7/15/2027	4/8/2027
2/16/2027	9/3/2028	6/20/2028	2/5/2028	12/4/2027	12/21/2027	11/2/2027		8/19/2027	5/13/2027
3/23/2027	10/8/2028	7/25/2028	3/11/2028	1/8/2028	1/25/2028	12/27/2027		9/23/2027	6/17/2027
4/27/2027	11/12/2028	8/29/2028	4/15/2028	2/12/2028	2/29/2028	1/11/2028		10/28/2027	7/22/2027
6/1/2027	12/17/2028	10/3/2028	5/20/2028	3/18/2028	4/4/2028	2/15/2028		12/2/2027	8/26/2027
7/6/2027	1/21/2029	11/7/2028	6/24/2028	4/22/2028	5/9/2028	3/21/2028		1/6/2028	9/30/2027
8/10/2027	2/25/2029	12/12/2028	7/29/2028	5/27/2028	6/13/2028	4/25/2028		2/10/2028	11/4/2027
9/14/2027	4/1/2029	1/16/2029	9/2/2028	7/1/2028	7/18/2028	5/30/2028		3/16/2028	12/9/2027
10/19/2027	5/6/2029	2/20/2029	10/7/2028	8/5/2028	8/22/2028	7/4/2028		4/20/2028	1/13/2028
11/30/2027	6/17/2029	4/3/2029	11/18/2028	9/16/2028	10/3/2028	8/15/2028		6/1/2028	2/24/2028

WELCOME TO NORTHWEST COLLEGE SCHOOL OF BEAUTY

Northwest College School of Beauty Financial Aid and Consumer Information

Students have financial aid resources and options they can use while attending school to help pay some or all the charges of attending school such as tuition, kits, and books.

Financial Aid (if eligible):

Grants, Student Loans

Interest Free Monthly Installment

Payments (or balance pay-off):

Credit/Debit card, check, cash, money order or scholarship.

Other:

Scholarships, Personal or family loans, part-time employment

Of these resources' employment, grants, and scholarships do not require repayment. Scholarships are accepted until the student's graduation day.

Northwest College School of Beauty only accepts external scholarships.

Student loans, like any other type of loan, are loans that must be repaid with interest. When researching possible sources for funding post-secondary education, students would be well-advised to first explore grants, scholarships, and part-time employment sources as none of these sources of financial aid require repayment. If you absolutely must take out a student loan to complete your education, it is advisable to borrow as little as possible from the student loan program.

Students planning to enroll at Northwest College School of Beauty may be eligible to participate in various federal student financial aid programs. With the exception of the federal PLUS Loan programs and the federal Stafford Unsubsidized program, a student must demonstrate financial need to receive federal student financial aid.

Financial need is defined as the difference between the cost of education and the student's (and/or family's) ability to pay the costs.

Northwest College School of Beauty will not impose the following: any penalty or assessment of late fees, the denial of access to classes, the denial of access to libraries or other institutional facilities, or the requirement that a covered individual borrow additional funds on

any covered individual because of the individual's inability to meet his or her financial obligations to Northwest College School of Beauty due to delayed disbursement funding from the VA ***under chapter 31 or 33.***

Payment Options for Cash-Pay Students

Northwest College School of Beauty has several different options available to cash-pay students. Monthly payments can be made directly to the student's campus through the front desk or directly to the corporate office.

These payments can be made by cash, check, or credit card. Please note, there is a 3% service charge for Credit/Debit card payments over \$100.00. For more information, please contact the Financial Aid Office at your campus.

Financial Aid

Northwest College School of Beauty offers several options for the payment of tuition and related expenses. Students who are able to pay for their tuition can be placed on a payment plan. For more information, contact the Financial Aid Office at your campus which can be reached by calling the main campus phone number. Private education loans are available through various financial institutions such as banks and credit unions. The majority of these loans are credit-based. Students who wish to explore this option need to contact the lender from which they wish to borrow funds. The Financial Aid Office will assist in any way reasonably possible.

Northwest College School of Beauty also participates in federal financial aid

programs for eligible students. The majority of these programs are based on a student's financial need as determined by the federal government. Financial need is the difference between the cost of attending school (the cost of attendance) and how much you or your family can be expected to contribute toward your educational expenses (the expected family contribution). Students seeking financial aid assistance must complete

the FAFSA, which is available online at: <http://www.fafsa.ed.gov/>

Federal Student Financial Aid Programs

Federal student financial aid is available to enrolled students who qualify. Students applying for financial aid funding need to complete the FAFSA. The applications online at www.fafsa.ed.gov. It is especially important to fill out the application completely and accurately.

The school will use this application to determine a student's need, expected family contribution (EFC), and eligibility. Absolutely no financial aid estimates will be given without first obtaining the student's EFC.

Northwest College School of Beauty currently participates in the Pell Grant and Direct Stafford Loan programs. Pell Grants are federal financial aid grants that do not have to be repaid. Pell Grant awards are granted based upon need.

Eligibility for this program is determined by a standard formula that is revised and approved every year by the federal government.

Direct Stafford Loans are federally guaranteed student loans. You must repay your student loans. Repayment starts six months after you graduate, when you drop below half-time status, or you terminate your training. There are three types of Direct Stafford Loans:

- Subsidized loans are available to students who demonstrate financial

need. Interest is paid by the federal government while the borrower is in school at least half-time, during the six-month grace period, and in periods of deferment.

- Unsubsidized loans are available to students who do not have financial need. Interest is charged to the borrower from the time the loan is disbursed until it is paid in full.

- PLUS (Parent Loan for Undergraduate Students) loans are available to the parents of dependent undergraduate students. The repayment on PLUS loans differs from subsidized or unsubsidized loans. PLUS loans go into repayment 60 days after the last disbursement of funds and the parents are responsible for repayment of the loan. A detailed description of these programs can be found in *The Guide to Federal Student Aid*. Copies of the guide will be provided to you by the Financial Aid Office.

The student guide is also available in the admissions booklet and online at:

www.studentaid.ed.gov

Additional information will also be provided during loan counseling sessions. Students interested in receiving financial aid assistance must attend an entrance interview with the financial aid administrator prior to any disbursements being made. Students that have received federal financial aid must also participate in an exit interview prior to graduation. Students applying for financial aid must complete all financial aid documents within 30 calendar days of starting or they will be considered cash pay students. Cash pay students must set up a payment plan with financial aid in order to continue attending school.

Disbursement of Funds

All federal student financial aid is disbursed through the Financial Aid Office. Students must be making Satisfactory Academic Progress (SAP) in order to remain eligible for financial aid. To be considered making satisfactory academic progress, students must have a minimum grade point average of 75% and must have 80% attendance rate of their scheduled hours.

Over-Contract Charges, Normal Time, and Maximum Time Frame

Any student who does not finish their program(s) by their contracted graduation date is “over-contract.” As stated in the Enrollment Agreement, a student who exceeds their contracted graduation date will be charged an hourly rate based on the program(s) enrolled in until completion of the program(s) or until the maximum time frame is reached. Refer to the hourly rate table on Page 8.

The maximum time frame is the maximum amount of time given to a student to complete their course of study and will not exceed 125% of the course length. If a student does not complete their program(s) within the 125% maximum time frame, they will lose financial aid eligibility and be withdrawn from their program. Students may petition to re-enroll and complete their course without financial aid. Upon the student’s request, the petition will be provided to the student and returned to the Director of Operations. A non-refundable fee of \$75.00 is due at the time of petition receipt. The Director of Education will evaluate the petition.

The student will be informed in writing of the results within 30 business days of petition receipt. If approved, the student must pay any applicable tuition and fees in advance. If approved, the student will return to the same satisfactory academic progress and attendance status as they were at the time of withdrawal upon the approval of their petition to re-enroll.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An eligible student, under FERPA, is a current student who is 18 years of age or older and attends a postsecondary institution. These rights include:

- The right to inspect and review the student’s education records within 45 Business days after the day Northwest College School of

Beauty received a request for access. A student should submit a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, the official will advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who asks that the school amend the student’s record should write to the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The school may disclose education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interest. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position (including law enforcement, unit personnel, health staff, auditors, and NACCAS

POLICY AND PROCEDURES

representatives), a person serving on the board of trustees, or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

- A student has the right to file a complaint with the U.S. Department of Education concerning the school's alleged failures to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington,
D.C. 20202

Release of Student Files

Northwest College School of Beauty will not release any student files to unauthorized persons without written approval of the student. All students have the right to request a review of their individual files using the process listed in section 1 under FERPA. However, students will not be entitled to inspect their parents' financial information. Written consent is required before student files may be disclosed to third parties, with the exception of an accrediting commission or government agencies authorized by law.

Any student who wishes to inspect and review their education records must do so in writing. This request must be submitted to:

Julie Stodghill, Human Resources

By email to: jstodghill@nwcollege.edu
or by mail to:
Northwest College School of Beauty
8345 SW Nyberg Street
Tualatin, OR 97062

Please note: The school is not required to provide copies of student records under FERPA. Northwest College School of Beauty's FERPA Waivers are valid for 30 calendar days from the date of signature.

Maintenance of School Records

Student records are stored in fireproof filing cabinets and maintained for 6 years (they also may be stored digitally). Transcripts are maintained for 25 years. Financial aid information is maintained for 6 years. Any transcript request needs to be in written form and to be submitted to Northwest College School of Beauty.

There is a \$50.00 fee for requested Transcripts.

Job Placement Rates

Northwest College School of Beauty is immensely proud of its graduation and placement rates. We are required to give placement rates to prospective students before the time of enrollment. You will be provided with the most current rates and the meaning of the data by your admissions representative prior to enrollment. This information is updated annually and posted in the Admissions Office at each campus.

As of 2022, our Institutional Outcomes rate percentages over all campuses are as follows:

- **Graduation Rate: 77%**
- **Licensure Rate: 92%**
- **Placement Rate: 64%**

Placement Assistance

Northwest College School of Beauty does not and cannot guarantee job placement upon graduation; however, the school does provide placement assistance.

Placement assistance consists of identifying employment opportunities and advisement on appropriate means of attempting to realize the opportunities available. Northwest College School of Beauty has a Jobs for Graduates page on

our school website where salons can post open jobs for our students. Jobs are also posted on school bulletin boards on campus.

Applied Effort Policy

Northwest College School of Beauty operates as a hands-on adult learning environment. In order for students to learn, it is necessary for them to contribute to the learning process. This means that all students must apply effort in learning the theoretical and practical principles related to their course of study. In addition, all hours credited to the students must be time that is actually used toward learning, whether it is in the classroom, during technical instruction, or in clinic training. In order to ensure the highest quality of education, students must do their part.

This consists of, but is not limited, to the following:

- Students must attend school during their contracted time and be on time.
- Students must follow all sanitation and safety rules, including the dress code.
- Students must pay the tuition and other charges related to their education.
- Students may never eat or drink in the classrooms, the student salon areas, or the treatment rooms. Water in a clear, sealable container is allowed in these areas.
- Students must follow the directions of all staff members.

Student Services and Advisement

Students seeking support in finding housing, professional counseling, drug and/or alcohol treatment, and other professional services should schedule an appointment with the Campus Manager. There may be occasions when a student wishes to discuss a specific matter with a school official. Students are encouraged to ask a staff person for a time when the problem or issue can be discussed privately. The Campus Manager monitors monthly student attendance and academic progress. Progress reports/report cards and an advising session will be given once a month to discuss student progress and will be documented with the signature

and date of both the student and the advising staff member.

Right to Change Prices

Northwest College School of Beauty reserves the right to change kit contents, products, tuition or fees, and prices to reflect prevailing market prices for any new enrolling students.

Statement of Non-Discrimination

Northwest College School of Beauty, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, as amended in ORS 659.850, and ORS chapter 659A, does not discriminate on the basis of race, color, national origin, ethnic origin, sex, gender, sexual orientation, gender identity, religion, age, marital status, veteran status or physical or mental disability in any of its policies, procedures, or practices. This non-discrimination policy covers students, employees, and prospective students at Northwest College School of Beauty, including but not limited to academic admissions, student financial aid, and educational services. Any student or employee found to be in violation of this policy will have disciplinary action taken against him or her, up to and including termination of enrollment.

Northwest College School of Beauty's policies governing employees will be enforced in situations where instructional staff or other school personnel have been found to have engaged in discriminating behavior. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries. Bureau of Labor and Industries 800 NE Oregon St., Suite 1045
Portland, OR 97232
971-673-0761

Harassment and Discrimination-Free Campus Policy

It is Northwest College School of Beauty's policy and goal to maintain a healthy and positive campus environment free from harassment and discrimination for all of its students and staff.

Harassment and discrimination of any sort, for any reason, including verbal, physical, and visual conduct that may interfere with a student's performance at school or that is intimidating, hostile, or offensive, will not be tolerated. This conduct is not permitted by students, school employees, or volunteers against other students, school employees, volunteers, customers, or other related persons. It is the responsibility of all students to maintain a campus environment free of harassment and discrimination and to report such incidents to the Campus Manager or, if you are not comfortable discussing the incident with him or her, then to an instructor or a member of management. The campus environment includes any Northwest College School of Beauty-sponsored events at other locations. School staff/Managers shall take immediate and appropriate measures to investigate and respond to all known reported instances of harassment by any student and to deter such future conduct. Northwest College School of Beauty's Harassment and Discrimination Free Campus Policy is intended to protect students from harassment by students, employees, volunteers, vendors, and others doing business with the school at all Northwest College School of Beauty locations and school-sponsored events.

- ***Prohibited Conduct***

Harassment of a student, school employee, volunteer, or customer for any reason is prohibited. Harassment and discrimination of a student, school employee, volunteer, or customer because of his or her race, color, national origin, ethnic origin, familial status, religion, sex, sexual orientation, gender identity, age, marital status, former or current service member status, or disability is unlawful and absolutely prohibited at Northwest College School of Beauty. Harassment can take on many forms and includes, but is not limited to, offensive words, slurs, epithets, derogatory or abusive language, jokes, pranks, negative stereotyping, abusive written or

graphic material, threatening, intimidating, or hostile acts, or physical contact that denigrates or shows hostility toward a student. In determining whether a hostile environment has been created, conduct will be evaluated from the perspective of a reasonable person in the alleged victim's position, considering all the circumstances. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. The following are some examples of conduct that have been found to be unlawful harassment or discrimination:

- ***Verbal Harassment***

Verbal abuse, including derogatory or offensive language, slurs or jokes directed at, or made in the presence of, another student based on race, sex, color, age, religion, sexual orientation, gender identity, national origin, or other traits.

- ***Sexual Harassment***

This includes conduct on campus that is unwelcome, including unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that (a) prevents an individual from effectively performing schoolwork; (b) creates an intimidating, hostile, or offensive working environment; or (c) when such conduct is made a condition of academic advancement, either implicitly or explicitly. Conduct is unwelcome if it is not solicited or initiated by the subjected student or if such a student regards the conduct as undesirable or offensive. Sexual harassment includes sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A single or

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isolated incident of sexual violence may create a hostile environment.

- ***Title IX***

Title IX specifically prohibits **sexual** harassment of any nature. Questions or complaints regarding Title IX may be referred to Northwest College School of Beauty's Title IX Coordinator first via the Title IX email, then to the U.S. Department of Education's Office for Civil Rights.

Northwest College School of Beauty's Title IX Coordinator is:

Julie Stodghill
8345 SW Nyberg Street
Tualatin, OR 97062
503-218-2265
TitleIXCoordinator@nwcollege.edu

- ***Nonsexual, Gender-Based, Sexual Orientation or Gender Identity Harassment***

Conduct that is nonsexual in nature, consisting of nonsexual written, verbal, or physical conduct that denigrates or shows hostility toward a student because of the student's gender, is prohibited. Conduct that denigrates or that is hostile or offensive toward a student because of a student's sexual orientation or gender identity is prohibited.

- ***Racial Harassment***

Any conduct that is hostile, offensive, and unwelcome or denigrates another student or employee because of race is prohibited.

Reporting Procedure for Harassment and Discrimination

Any student who is subject to, witnesses, or becomes aware of any act of harassment or discrimination should immediately report it to the Campus Manager. If a student is uncomfortable reporting to the Campus Manager, they may also go to an instructor or a member of management directly to report such prohibited conduct. If the conduct is sexual harassment or discrimination, the student should

complete the Student Complaint Form and email the form to the Title IX Coordinator. **ALL STUDENTS SHOULD NOTE THAT FAILURE TO USE THE SCHOOL'S COMPLAINT PROCEDURE MAY RESULT IN THE DEFEAT OF ANY HARASSMENT CLAIM IF LITIGATED.**

Staff members who receive complaints about harassment or discrimination or who are made aware of conduct that may constitute harassment or discrimination are required to promptly report such information to the Campus Manager or the Title IX Coordinator. The Title IX Coordinator may evaluate requests for confidential reporting. All complaints will be reduced to writing and signed or otherwise verified by the complainant. All complaints of harassment and/or discrimination will be investigated promptly by the Title IX Coordinator. Both the complainant and the alleged offender will be interviewed as part of the investigation. The complainant and the alleged perpetrator shall be permitted the opportunity to present evidence and witnesses. A preponderance of evidence evidentiary standard (i.e., more likely than not that the alleged conduct occurred) shall be applied in evaluating complaints. The person who initiated the procedure and the alleged perpetrator will be informed in writing of the findings and the disposition of the matter at the conclusion of the investigation. For instances of alleged sexual violence, students have the right to file a criminal complaint and a Title IX complaint simultaneously.

No Retaliation for Participation

Northwest College School of Beauty will endeavor to handle all reported complaints of harassment and discrimination directly and with due regard for the privacy of everyone involved. No adverse retaliatory academic action shall be taken against any student making a good faith report of alleged harassment or against any individual who assisted or participated in the investigation or subsequent proceedings.

If a student feels that he or she has been a victim of retaliation under this policy,

the student must notify the Campus Manager or a member of management as soon as possible. Title IX prohibits retaliation. The school shall take immediate effective action to stop reported and known instances of harassment or discrimination.

Remedial Action

After thorough investigation of the complaint, Northwest College School of Beauty will, in its discretion, take appropriate measures that are determined to end the harassment or discrimination if found to have occurred, and remedy the discriminatory effects. Remedies may include, but are not limited to:

1. Discipline of the person(s) engaged in harassing or discriminatory conduct, up to and including termination of enrollment.
 2. Communication to, and/or training of, all students about the school's harassment free and anti-discrimination policies.
- Re-issuance of the Harassment and Discrimination Free Campus Policy to all students.

Interim Measures

Interim measures may be taken to protect students in the educational setting. During an investigation, the alleged offender may be suspended from the premises or program. At the complainant's request, he or she may have changes made to his/her schedule as needed or other steps taken to ensure safety.

Sources of Counseling, Advocacy and Support

Students are encouraged to contact the Title IX Coordinator for counseling, advocacy, and support resources.

Reaffirmation of Policy

Although Northwest College School of Beauty cannot eliminate all forms of prejudices of its students and employees, it will take reasonable measures to control or eliminate the overt expression of those prejudices in the campus environment of which it is aware. Northwest College School of Beauty intends to provide an environment that is pleasant, healthful, and free from intimidation, hostility, or offenses for all its students.

Harassment and discrimination of any sort will not be tolerated at Northwest College School of Beauty.

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Reasonable Accommodation of Disabilities

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, Northwest College School of Beauty will provide reasonable accommodation for qualified applicants and students with disabilities who need such an accommodation to participate in the programs offered. All requests for accommodation will be considered and Northwest College School of Beauty will work with the student or applicant to identify the most suitable accommodation that will allow the applicant or student to participate in educational programs. Applicants and students who believe they need reasonable accommodation should contact their Campus Manager and let their Admissions Representative know immediately. Northwest College School of Beauty may request that written documentation from a medical provider be provided.

Applicants and students should refer to the Physical Demands of the Profession on pages 35-36 of this Catalog.

Northwest College School of Beauty will work with a student to provide necessary academic and program adjustments whenever possible unless a particular adjustment would alter or remove essential academic requirements; fundamentally alter the nature of a service, program, or activity; violate federal or state guidelines, regulations, laws and/ or rules; or result in undue financial or administrative burdens on Northwest College Administration and Staff.

Discrimination against qualified persons with disabilities is prohibited at Northwest College School of Beauty. No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity offered at Northwest College School of Beauty.

Reasonable Accommodation for Religious Observance or Practice

Northwest College School of Beauty will provide reasonable accommodation for the religious practices or needs of students. Religious practice or need is broadly defined and includes moral or ethical beliefs as to what is right and wrong that are sincerely held by the individual student with the strength of traditional religious views.

Students who believe they need reasonable accommodation should contact their Campus Manager.

Drug and Alcohol Policy

Northwest College School of Beauty is committed to preserving a campus that is free of substance abuse and its negative consequences. This policy, which includes components for deterrence and detection, will be enforced uniformly with respect to all students. Any violation of this policy may subject the student to discipline, up to and including immediate termination of enrollment from school. Violations of this policy may be reported to appropriate law enforcement officials. We have adopted this policy for the following reasons:

- To establish and maintain a safe, healthy campus for our students
- To limit errors and accidental injuries to persons or property
- To limit absenteeism and tardiness, and to improve productivity
- To limit the increased risk of student dishonesty posed by substance abuse
- To facilitate rehabilitation assistance for any student who seeks help before a violation of this policy has occurred
- To protect the reputation of Northwest College School of Beauty and the morale of its students

Definitions

As used in this policy,

- “alcohol” means any alcoholic beverage that may be legally sold and consumed
- “drug” means any substance other than alcohol, including without limitation prescription drugs and illegal drugs capable of altering an individual’s academic or job performance, perception, alertness, coordination, or judgment
- “prescription drug” means any substance prescribed for a student’s

own consumption by a licensed medical practitioner that is not illegal under federal law (medical marijuana is illegal under federal law and excluded from this definition)

- “illegal drug” means any drug or controlled substance the possession, sale, or consumption of which is illegal under federal or state laws (despite the passage of Measure 91 in Oregon, marijuana is still an illegal substance under federal law)
- “impaired” means that a student’s academic performance, perception, alertness, coordination, or judgment has been decreased in any perceptible manner. It includes having any detectable level of prohibited drugs or alcohol present in the student’s system if a test is administered in accordance with this policy.

Policy Rules

The following rules apply to all students:

- All students are prohibited from being impaired by drugs or alcohol during school hours; provided, however, that the school will make reasonable accommodation for prescription drugs as defined above used strictly in accordance with directions, if they are necessary to treat or mitigate the effects of a student’s disability and such an accommodation does not (1) cause an undue hardship to the school; (2) present a direct threat to the student third parties; (3) violate federal law; or (4) prevent the student from performing essential job functions. All students must notify their campus manager as soon as possible if prescribed drugs that may affect their performance at school.
- The use, sale, possession, transfer, or purchase of illegal drugs or illegal drug-related paraphernalia on the school’s property or while engaging in school activities in any other location is strictly prohibited. “Use” of illegal drugs is defined to include the student having any detectable amount of an illegal drug or alcohol in his or her body.

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- No alcohol may be brought or consumed on the school's premises or as part of school activities. Under no circumstances may a student conduct business or operate vehicles on behalf of the school if impaired by alcohol or any other drug or substance. No prescription drug may be brought to the school's premises by any person other than the one for whom it is prescribed. Medical marijuana may not be brought onto the school's premises and may not be used while conducting our business. Other prescription drugs may be used on our premises or while conducting school business only in the manner, combination, and quantity prescribed. Any other use of any prescription drug will be considered a violation of this policy. If authorized use of any prescription drug will result in impairment while a student is learning, the student is responsible for contacting the Campus Manager to discuss whether reasonable accommodation can be provided.
- If a student's off-duty use of illegal drugs or alcohol results in violation of the school's attendance standards, or is the cause of errors, accidents, poor work performance, or inability to cooperate with and show courtesy to others, the student may be disciplined, or enrollment terminated from the school. If a student wishes to obtain rehabilitation treatment for substance abuse, the request for accommodation must be made before a violation of this policy occurs.
- Students are considered to be in possession of substances prohibited by this policy if the substances are found in the student's personal belongings, work areas, assigned storage areas, or in vehicles brought onto the school's property, as well as when they are found on the student's person. (See below for additional details regarding the school's right to conduct searches).
- Students must fully disclose any convictions under a state or federal

criminal drug statute to the school within 3 days after such conviction.

- Convictions which are part of a student's expunged juvenile record will not be disclosed. A conviction will not automatically result in discipline or termination of enrollment. The school will determine the appropriate response after considering all the circumstances. Failure to report a conviction may subject a student to discipline or termination of enrollment.
- ***Students must notify the school of any criminal drug offense conviction of a violation that occurred on campus or during an off-site school activity no later than 5 business days after such conviction. The school will determine the appropriate response after considering all the circumstances. Failure to report a conviction may subject a student to discipline up to and including termination of enrollment.***
- It is a violation of this policy to fail to fully cooperate with any aspect of its enforcement, including without limitation refusal to submit to or interfering with required testing, searches, professional evaluation for drug/alcohol abuse or dependency, or treatment plans prescribed by rehabilitation counselors.
- Northwest College School of Beauty complies with all federal, state, and local laws regarding drug and alcohol use, including without limitation 20 U.S.C. § 1101i.

Possible Drug Testing

Northwest College School of Beauty reserves the right to conduct drug tests in the following circumstances:

Reasonable Suspicion

A student may be tested for drugs and/or alcohol after a school-related accident or significant error (testing will not be required if the school concludes that drugs or alcohol were clearly not a factor causing the accident or error). When a student shows signs of impairment at school, including without

limitation: excessive absenteeism or tardiness, frequent absences on or prior to weekend, frequent accidents or errors, observance of drug paraphernalia, suspected contraband and/or alcohol, erratic or bizarre behavior, declining performance, unusual speech, appearance, or odors, or other credible information or indications that create a reasonable suspicion that a student may be in violation of this policy.

Random Drug Testing

Northwest College School of Beauty may require random drug testing on any student.

Students who have entered a treatment program for substance abuse and students who test positive for substance abuse may be randomly retested, or retested without prior notice, at any time within 24 months after entry into the treatment program or the date of a positive test result.

Process

Northwest College School of Beauty will obtain written consent from each student prior to a drug and/or alcohol screening test. A student who fails to submit to testing may be subject to discipline, up to and including termination of enrollment.

Northwest College School of Beauty will pay for the cost of administering all tests conducted pursuant to this policy.

Any student who cannot provide a valid or suitable urine specimen due to a medical condition should notify the Campus Manager so that accommodation to testing procedures can be identified.

Conducting Searches

Northwest College School of Beauty reserves the right to conduct searches of all personal items that are carried onto or removed from its property. Searches may be conducted when the school determines, at its discretion, that there is reasonable cause to believe that there has been a violation of this policy. This includes the right to search lockers, drawers, equipment, vehicles brought onto our property, packages, bags, lunch boxes, and other items. No student or other person will be forcibly searched or detained; however, refusal to cooperate with searches will be considered evidence of a violation of this policy. Any illegal drugs or related paraphernalia found in or on the school's

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property may be released to a law enforcement agency.

Northwest College School of Beauty will use qualified medical personnel, facilities, and procedures to conduct drug screening tests in order to ensure a high degree of accuracy and integrity in testing and analysis of samples. The detectable presence of any drug in the system will constitute a “positive” test. All positive drug test results will be confirmed at a clinical laboratory licensed by the State of Oregon.

If Northwest College School of Beauty has reasonable grounds to believe that an individual is under the influence of alcohol, it may require the administration of a blood alcohol content test by a qualified third party or a “breathalyzer test,” in accordance with applicable laws. An alcohol concentration of .02 or greater will constitute a “positive” test.

Test results and other information concerning investigations of policy violations will be treated as confidential to the extent we determine that it is practical. Test results will be provided to the tested student in accordance with applicable laws. Vehicles used to transport illegal drugs may be seized and forfeited under federal and/or state law. Alcohol is an illegal drug for those under 21. For drivers under the age of 18, any detectable amount of alcohol is grounds for losing their driver’s license until they are 18. Recreational marijuana is an illegal drug in Oregon for those under 21 and is an illegal drug, no matter the age of a student, under federal law. A drug-related criminal conviction may bar a student from his or her chosen career path.

Revisions

Northwest College School of Beauty may revise this policy from time to time as it deems appropriate. Its efforts to maintain a drug free campus are not intended to be limited exclusively to this policy. It may take other steps which are lawful and appropriate to detect and eliminate substance abuse on campus.

Internal Complaint Procedure

As our students are adults, state regulations and national accrediting commission policies for students **aggrieved by action of the school** should attempt to resolve these problems with appropriate school officials. If a complaint or problem remains unresolved at the school level, and

student has brought the action forward, it may then be considered at the state agency level. If you bypass your school and go directly to the State with a complaint, they will contact your school and ask if you tried to seek resolution of the problem through the school procedures.

Discuss the action taken towards you with your instructor. If this does not resolve the action, go to the Campus Manager to discuss the issue. If, after you have spoken with the Northwest College School of Beauty staff at your campus, you feel that your problem has not been resolved, proceed as follows:

1. A student at Northwest College School of Beauty may file a complaint with the Campus Manager or a Director of the company. The complaint must be in writing and should outline the allegation or nature of the complaint.
2. The Campus Manager will telephone or meet with the complainant within ten calendar days of receipt of the written complaint. If, after evaluation, the problem cannot be resolved through discussion to the satisfaction of the complainant, the problem will be referred to the school’s Review Committee.
3. The school will document this meeting in writing.
4. The Review Committee will meet within 21 calendar days of receipt of the complaint and review the allegations. If more information from the complainant is needed, the student will be notified outlining the additional information necessary.
5. If no further information is needed the Review Committee will send a letter to the complainant within 15 calendar days stating action will be taken to correct the problem or information to show the allegation was not warranted or based on fact.
6. If the complainant is unsatisfied with the results of the Committee’s review, he or she may choose to take the matter to the state licensing agency that licenses the school.

Complaint forms may be obtained from the Campus Manager. **Students aggrieved by the action of the school should attempt to resolve these problems with the appropriate school officials.**

Should this procedure fail, students may contact:

Oregon Higher Education
Coordinating Commission
3225 25th Street SE
Salem, OR 9730
2 (503) 947-5751

After consultation with appropriate staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of Oregon Administrative Rules 715-045-0001 through 715-045-0210, the commission’s executive director will begin the complaint investigation process as defined in OAR 715-045-0023, Appeals and Complaints. Any person unlawfully discriminated against as described in ORS 345.240 may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries. Students may contact: Bureau of Labor and Industries 800 NE Oregon St., Suite 1045
Portland, OR 97232
Telephone: (971) 673-0761

Northwest College School of Beauty Campus Security Policy

All students and employees must report any criminal actions or other emergencies occurring on campus or at any off-campus college activities to the Campus Manager immediately after it occurs. Criminal activity includes, but is not limited to, the crimes listed below:

Criminal Offenses

- Criminal homicide: murder, non-negligent manslaughter, and manslaughter by negligence
- Sexual assault: rape, fondling, incest, and statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor Vehicle Theft
- Arson

Hate Crimes

Consisting of the above offenses, and any incidents of

- Larceny-theft
- Simple assault
- Intimidation
- Destruction, damage, and/or vandalism of property

Violence Against Women Act (VAWA)

Offenses

- Domestic Violence
- Dating Violence
- Stalking

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Arrests and Referrals for Disciplinary Action

- Weapons law violations
- Drug abuse violations
- Liquor law violations

The Compliance Manager will report to the local police agencies any criminal activity on campus or off-campus student activities. All college property is off-limits to students after regularly scheduled hours unless accompanied by a staff or faculty member who has been authorized by the Campus Manager to open the designated area for a school activity. Any unauthorized entry will be immediately reported to the local police. The college is equipped with an electronic security system that automatically dispatches a police officer when unauthorized entry occurs. Statistics will be compiled concerning the number of arrests for the crimes listed above occurring on campus. These statistics will be compiled in accordance with the definition used in the uniform crime reporting system of the Federal Bureau of Investigation.

Notice to all faculty and students: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) (20 U.S.C. § 1092(f); 34 C.F.R. § 668.46), requires that this college publish and distribute an annual security report and Statement of Campus Security Policy.

All faculty and students are encouraged to speak directly with the Campus Manager for directions and guidance pertaining to any of the information disseminated in this disclosure.

Satisfactory Academic Progress Policy

Northwest College School of Beauty's Satisfactory Academic Progress ("SAP") Policy is to be fair and consistent in effectively evaluating the student's measurable progress toward successfully completing their chosen program of study. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences ("NACCAS"). This policy also meets the requirements as

established by the U.S. Department of Education and the Higher Education Coordinating Commission ("HECC") in Oregon. The Satisfactory Academic Progress Policy applies to every student enrolled in a NACCAS-Approved program. All students are provided with this Policy prior to enrollment in any of the school's currently offered programs in their Orientation Packet.

The Satisfactory Academic Policy ("SAP") hereinafter referred to as SAP, is applied consistently to all students enrolled in our programs regardless of the program they are enrolled in, whether full-time or part-time, or their method of payment (i.e., federal student financial aid, other loans, self-pay, etc.). Students receiving funds under the Federal Title IV Financial Aid Program must maintain minimum SAP standards to maintain eligibility for such funds; and to avoid interruptions of Financial Aid. Students will be notified of any negative evaluation that will impact the student's eligibility for financial aid.

SAP requires that each student maintain a minimum cumulative grade point average of 75% and maintain attendance of at least 80% of their scheduled hours. Students who meet the minimum requirements will be considered making satisfactory academic progress (SAP) and able to complete the scheduled course within the maximum time frame.

Student Training is Measured and communicated by:

Attendance - A quantitative measure where students are required to meet 80% attendance of their entire scheduled hours; and

Academic Grades - A qualitative measurement of Maintaining a 75% GPA on class written and practical grades, floor testing requirements including but not limited to CBC, practical exams, introductory packets, and senior practical's where applicable in the students chosen program.

The school's academic year is defined as 900 clock hours over at least 26 academic weeks of instruction.

For students enrolled in programs 900 clock hours or longer, each full academic year will be divided into two equal evaluation periods and the remainder of the program that is not a full academic year (900 hours) will be treated either:

As a single evaluation period if the remaining clock hours are 450 hours or less; OR
the remaining clock hours will be divided in half if the remaining clock hours are over 450 hours.

For students enrolled in programs 900 clock hours or less, program hours will be divided in two equal evaluation periods. This also applies to transfer and re-enrolling students with less than 900 hours to complete program hours. Students will need to apply for all FA awards years as applicable.

SAP will be evaluated at the conclusion of each evaluation period. Northwest College School of Beauty has elected to omit evaluations at the conclusion of the last evaluation period within a program. All evaluations for meeting SAP standards will be reviewed within 7 school business days following the actual SAP period date. SAP evaluations will be uploaded to student records/SMART (marked i.e., SAP 450, SAP 900, etc.).

For Students who are considered not meeting SAP Standards, their evaluation results will be reviewed with the student by a staff member, and the student will sign and receive a hard copy of their SAP Evaluation Report(s) along with a SAP Warning within seven (7) school business days of the student's scheduled evaluation date. The signed original report along with supporting communications documents will be placed in the student's financial aid file, and a copy will be placed in the students' academic advisement folder

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and uploaded to SMART (marked i.e., SAP 450, SAP 900, etc.). If a student is found to be out of SAP at a SAP evaluation period Student will be placed in Cash pay status.

SAP Evaluation Periods by Program

Northwest College School of Beauty is not currently enrolling in any Combination of Technology programs, Hair, nails, Esthetics, Hair and Esthetics etc. In addition, the Advanced Esthetics Course.

Students are evaluated for compliance with SAP requirements based on their contracted school schedule. SAP compliance will be audited per program at the following scheduled hours evaluation periods:

Transfer students are evaluated for compliance at the midpoint of the contracted clock hours or the established evaluation periods, whichever comes first.

Hair Design, Nail Technology & Esthetics (1,835 clock hours)* Not currently offered

Evaluation Periods	30 hours/week	25 hours/week
1 st Evaluation Period Ends	450 Clock Hours and 15 weeks	450 Clock Hours and 18 weeks
2 nd Evaluation Period Ends	900 Clock Hours and 30 weeks	900 Clock Hours and 36 weeks
3 rd Evaluation Period Ends	1350 Clock Hours and 45 weeks	1350 Clock Hours and 54 weeks
4 th Evaluation Period Ends	1800 Clock Hours and 60 weeks	1800 Clock Hours and 72 weeks

Hair Design & Esthetics (1,594 clock hours) *Not currently offered

Evaluation Periods	30 hours/week	25 hours/week
1 st Evaluation Period Ends	450 Clock Hours and 15 weeks	450 Clock Hours and 18 weeks
2 nd Evaluation Period Ends	900 Clock Hours and 30 weeks	900 Clock Hours and 36 weeks
3 rd Evaluation Period Ends	1200 Clock Hours and 42 weeks	1200 Clock Hours and 48 weeks
4 th Evaluation Period Ends	1500 Clock Hours and 52 weeks	1500 Clock Hours and 60 weeks

Hair Design (1,150 clock hours)

Evaluation Periods	30 hours/week	25 hours/week
1 st Evaluation Period Ends	450 Clock Hours and 15 weeks	450 Clock Hours and 18 weeks
2 nd Evaluation Period Ends	900 Clock Hours and 30 weeks	900 Clock Hours and 36 weeks
3 rd Evaluation Period Ends	1150 Clock Hours and 38 weeks	1150 Clock Hours and 46 weeks

Barbering (946 clock hours)

Evaluation Periods	30 hours/week	25 hours/week
1 st Evaluation Period Ends	450 Clock Hours and 15 weeks	450 Clock Hours and 18 weeks
2 nd Evaluation Period Ends	900 Clock Hours and 30 weeks	900 Clock Hours and 36 weeks

Teacher Training (1,000 clock hours)

Evaluation Periods	30 hours/week	25 hours/week
1 st Evaluation Period Ends	450 Clock Hours and 15 weeks	450 Clock Hours and 18 weeks
2 nd Evaluation Period Ends	900 Clock Hours and 30 weeks	900 Clock Hours and 36 weeks
3 rd Evaluation Period Ends	1000 Clock Hours and 33 weeks	1000 Clock Hours and 40 weeks

Nail Technology & Esthetics (841 clock hours)

Evaluation Periods	30 hours/week	25 hours/week
1 st Evaluation Period Ends	420.5 Clock Hours and 14 weeks	420.5 Clock Hours and 17 weeks
2 nd Evaluation Period Ends	841 Clock Hours and 28 weeks	841 Clock Hours and 34 weeks

Advanced Esthetics (725 clock hours) * Not currently offered

Evaluation Periods	30 hours/week	25 hours/week
1 st Evaluation Period Ends	362.5 Clock Hours and 12 weeks	362.5 Clock Hours and 15 weeks
2 nd Evaluation Period Ends	841 Clock Hours and 24 weeks	841 Clock Hours and 29 weeks

Esthetics (600 clock hours)

Evaluation Periods	30 hours/week	25 hours/week
1 st Evaluation Period Ends	300 Clock Hours and 10 weeks	300 Clock Hours and 12 weeks
2 nd Evaluation Period Ends	600 Clock Hours and 20 weeks	600 Clock Hours and 24 weeks

****Not currently being offered at any location***

Grading Procedures

Grades are given for both practical and theoretical work. Numeric grades are given in academics and attendance; pass/no pass is given in the clinic/lab.

The school uses a numerical grading system with 75% recognized as the minimum passing score.

Northwest College School of Beauty's grading scale is defined as:

90-100%	A
Outstanding Performance	
80-89%	B
Very Good Performance	
75-79%	C
Satisfactory Performance	
74 or Less	F
Unsatisfactory Performance	

Northwest College School of Beauty uses the following basic grading scale for all academic grades:

75% and above = meeting satisfactory academic progress standard

74% or less = not meeting satisfactory academic progress standard

Maximum Time Frame

The maximum time frame is the maximum time a student has to complete their contracted course. All minimum course lengths are established by the Oregon Board of Cosmetology. Students exceeding the maximum time frame of 125% of the course length are no longer eligible to receive financial aid and ***shall be withdrawn from school*** and allowed to re-enroll, the student would return as a cash paying student.

The maximum time frame allowed for transfer students who need less hours to complete than the full course requirements are evaluated based on their actual contracted hours at Northwest College School of Beauty only.

***Hair Design, Nail Technology and Esthetics (1,835 clock hours) 61.0 weeks 73.4 weeks**

Maximum Time Frame	30 hours/week	25 hours/week
2293.75	76	92

***Hair Design & Esthetics (1,594 clock hours)**

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53.0 weeks 64.0 weeks

Maximum Time Frame	30 hours/week	25 hours/week
1992.5	66	80

Barbering (946 clock hours)

31.5 weeks 38.0 weeks

Maximum Time Frame	30 hours/week	25 hours/week
1182.5	39	47

Teacher Training (1000 clock hours)

33.3weeks 40.0 weeks

Maximum Time Frame	30 hours/week	25 hours/week
1250	42	50

Nail Technology & Esthetics (841 clock hours)

28.0 weeks 34.0 weeks

Maximum Time Frame	30 hours/week	25 hours/week
1051.25	35	42

***Advanced Esthetics (725 clock hours)**

24.0 weeks 29.0 weeks

Maximum Time Frame	30 hours/week	25 hours/week
906.25	30	36

Esthetics (600 clock hours)

20.0 weeks 24.0 weeks

Maximum Time Frame	30 hours/week	25 hours/week
1182.5	25	30

**Not currently being offered at any location*

Evaluations

Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress required. Sap evaluations will occur following the evaluations per program. With at least one evaluation by midpoint of contracted hours.

Students meeting the minimum requirements for academics 75% and attendance 80% at the evaluation are considered to be making SAP until the next scheduled evaluation.

Students deemed not maintaining SAP may have their Title IV funding interrupted.

Attendance is evaluated on a cumulative basis and based on contracted, scheduled hours the student was contracted to attend. At each evaluation point, cumulative attendance percentage is calculated as the students' actual hours attended divided by the student's scheduled hours for the same period, expressed as a percentage. Added to the attendance from the preceding periods to determine whether the student will complete the course within the maximum time frame established in this policy. Total hours earned beginning the first day of course commencement and ending the last day of the completed period (phase) divided into the student's scheduled hours beginning the first day of their respective program and ending the last day of the completed period (phase).

Student's actual hours attended / scheduled hours = cumulative % of attendance.

A student must maintain a minimum cumulative attendance of 80% of scheduled hours to meet the quantitative SAP standard. If the student is not meeting the minimum SAP requirements at the conclusion of a scheduled evaluation period, additional steps and action are required.

Warning

A student who fails to meet SAP standards at a scheduled evaluation for the first time is placed on Financial Aid Warning for ONE evaluation period. During the warning period the student may continue enrollment and, if applicable, continue to receive Title IV financial aid. SAP Warning following these steps:

Meet with the student and review/explain what SAP Warning status means and ensure the student understands negative SAP determinations may impact their Title IV eligibility (loss of federal financial aid).

An education plan will be provided for the student with advisement on how to regain SAP standards by the next evaluation period, retained in student file.

The student has until the conclusion of the next scheduled evaluation period to reinstate SAP.

If the student does not meet SAP standards at the end of the Warning period, the student is determined to have failed SAP and must file an appeal to continue enrollment as a cash pay student.

If at the end of the warning period the student has reinstated SAP, no further action is required.

Appeals

A student who fails to meet SAP standards at a second scheduled evaluation must file an appeal to continue enrollment as a cash pay student; Appeals must be submitted a minimum of ten (10) calendar days of receiving notice of the second failed SAP evaluation.

Acceptable grounds for appeal include, but are not limited to, the death of an immediate family member, documented personal injury or illness, or other documented special circumstances beyond the student's control. The appeal must include a written statement explaining the circumstances that lead to the SAP failure and describing what has changed that will allow the student to meet SAP standards going forward, together with supporting documentation such as death certificate, medical records, or other verifying documentation.

All appeal documentation, including student's written statement and any supporting documentations such as death certificate or medical records, is retained in the student's permanent academic file.

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Approved Appeals Probation

If the appeal is approved, the student is placed on probation for one evaluation period. Probation is granted only when the school determines, based on the appeal and the student's circumstances, that the student will be able to meet SAP standards by the end of the next evaluation period, or that the student is following an approved education and academic plan that, if followed, will allow the student to meet SAP standards by a specified point. The education and academic plan are developed with a school administrator, documented in writing, and retained in the student's file. It specifies the attendance and academic benchmarks the student must achieve at each subsequent evaluation point.

Education and payment plans will be retained in the student's file. The education plan will include; action plan to regain SAP by next evaluation period. The school does not reinstate Title IV financial aid following the warning period. A Student whose appeal is approved continues enrollment on a cash-pay basis under an approved education and academic plan.

If at any time the student is not meeting the requirements set in the education and payment plan, the student will be withdrawn from their program.

Failed Appeals

Students who fail to file an appeal will be withdrawn from school. Students will have the opportunity to petition to re-enroll, once students have satisfied any past due amount owed to the institution. Upon approval for re-entry Students must complete an updated master promissory note prior to continuing their education. Students will be required to complete the following step with the Financial Aid Administrator assigned to the campus.

Re-entry

Students must meet with the campus Admissions Representative and submit a

petition to re-enroll along with the associated fees.

Students must sign a new contract with Admissions upon approval. Upon approval for re-entry Students must complete an updated master promissory note prior to continuing their education. Students will be required to complete the following step with the Financial Aid Administrator assigned to the campus.

The Financial Aid Administrator will complete these steps:

Generate a Self-Pay payment plan and Master Promissory Note ("MPN");
Sign new MPN and collect first payment; and
Review monthly payment schedule with student.

Once the student has completed this process, they are able to return to school.

Students are still required to maintain self-pay payments for the duration of their education.

Contracted Graduation Date and Maximum Time Frame

If a student is not meeting SAP requirements at their last full-length, scheduled evaluation period, it is highly likely they are going to exceed their contracted graduation date, and their maximum timeframe also.

Students that have transfer hours from an outside institution will have SAP Evaluations based on their contracted, scheduled hours with NW College. No student is allowed more than one period of being out of SAP during enrollment.

Temporary School Interruptions

Withdrawal. In the event the student withdraws, or has another official interruption of school, the student, upon returning to school, maintains the SAP status at the time of departure, if eligible.

Re-Entry. Students who withdraw prior to completion of the course and wish to re-enroll will return to the same satisfactory academic progress status at the time of withdrawal, if eligible. Withdrawals have no effect upon the school's qualitative SAP standard. All hours attempted within a progress report period are used in assessing if the student meets quantitative SAP standard.

Transfers. With regard to SAP, a student's transfer hours accepted by the school will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on ACTUAL contracted hours at the school.

Northwest College School of beauty does not offer Leave of absences as temporary school interruptions.

Non-Credit, Remedial Courses,

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

Leave of Absence Policy

Northwest College School of Beauty does not currently offer leave of absence.

Cancellation and Refund Policy

This cancellation and refund policy applies to all withdrawals or terminations for any reason by either party. Including but not limited to student decision (withdrawal), course or program cancellation, student drops a program(s), or school closures. If a student's contractual enrollment is terminated for any reason by either party (the student or school) prior to the scheduled completion date, the student will be obligated to make remaining

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payments to the school. Remaining payment obligations are calculated and applied by using Northwest College School of Beauty's cancellation and refund policy which follows the Oregon Higher education Coordinating Commission's cancellation and refund policy set forth in OAR 715-045-0036 and, where applicable, the United States Department of Education's rules set forth in 12 C.F.R § 668.22 governing the treatment of Title IV funds when a student withdraws.

Procedures

The student payment obligations and procedures are outlined below:

1. A student may cancel enrollment or request a course cancellation by giving written notice to the school.
2. If, before the commencement of classes, Northwest College School of Beauty does not admit a student, then the student will receive a 100% refund of all monies paid.
3. If a student cancels his or her enrollment and requests his or her money back in writing within five business days of the date of enrollment (defined as the date this Enrollment Agreement/Contract is signed by both the Student and Northwest College School of Beauty, whichever is later), Northwest College School of Beauty will refund all monies collected by Northwest College School of Beauty. If a student cancels after five business days of the date of the enrollment, but before commencement of classes, such cancellation will result in a loss of the registration fee. If a student communicates his or her notice of cancellation to Northwest College School of Beauty by mail, then the cancellation date is deemed to be the date such notice is postmarked. If a student communicates his or her notice to Northwest College School of Beauty (either to the Campus Manager or to Northwest College School of Beauty's management) by hand delivery, then the cancellation date is deemed to be the date received. This policy applies whether or not a student has actually started attending classes.
4. A student is required to pay a registration fee not exceeding \$100.00.
5. A student is charged for scheduled program hours even if the student fails to attend the scheduled course or courses for which the student contracted unless a student is in attendance beyond their scheduled contracted hours by the contractual completion date (graduation date). In which case they will be charged additional tuition for those hours in excess of their contracted completion date. Excused absences may be factored into the overall charge for the student. The amount charged for attendance beyond the contracted hours completion date will be charged at a per hour rate applied to the student's account once the student exceeds the contractual completion date. (See Page 8 of the Student Catalog for rates.)
6. The cost of the kit, books, and some supplies are not included in tuition adjustment computations. The books, kits, and some supplies are not included in tuition cost. They items are the property of a student and are non-refundable once issued.
7. There may be a gap between the amount Northwest College School of Beauty charges a student to attend Northwest College School of Beauty and the Title IV funds paid to the student. A student also may be required to repay some of the funds received in addition to the amount Northwest College School of Beauty must return on Title IV funds. The student may then have an outstanding balance due to the school.
8. Enrollment time for refund purposes is defined as the time elapsed between the student's actual starting date and the date of a student's withdrawal or termination. Any monies due to a student will be refunded within 30 days from the date of a student's withdrawal or termination. If a student fails to provide to Northwest College School of Beauty a notice of cancellation, then Northwest College School of Beauty will deem that the student cancelled the student's enrollment after the student fails to attend classes for a period of 14 consecutive calendar days following the end of any scheduled course or courses for which the student contracted. In such an event, the student will be responsible for any tuition and other fees owing for such 14-day period (with the last day of attendance being deemed the day on which the 14-day period expires).
9. If Northwest College School of Beauty is permanently closed and is no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rated refund of tuition based on the percentage of scheduled program hours in accordance with the State of Oregon's cancellation and refund policy at OAR 715-045-0036.
10. If a course is cancelled subsequent to a student's enrollment, Northwest College School of Beauty shall at its option either (a) provide a refund of all monies paid, or (b) provide a completion of the course by teaching out the students currently enrolled in the canceled program or provide a teach-out plan.
11. Northwest College School of Beauty charges students an early withdrawal fee of \$25.00 to all students who discontinue their training and leave Northwest College School of Beauty prior to completing and graduating from their programs. Northwest College School of Beauty also charges a \$50.00 transcript fee at the time of early withdrawal.
12. If, after terminating, a student still owes any remaining tuition or fees

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(based on the refund policy), Northwest College School of Beauty has the right to turn the account over to a collection agency for the unpaid balance 90 days after withdrawal or termination.

13. A student that withdraws from school may be entitled to a refund for a portion of an educational program that the student has not yet completed. The school bases its determination regarding whether a student is entitled to a refund on the published course scheduled hours (i.e., the student's contracted schedule) for the educational program in which a student is enrolled. If a student withdraws from school after commencement of classes and before completion of 50% of the student's contracted instruction program, the student will be charged according to the school's published class schedule. The student will be entitled to a pro rata refund of the tuition paid when the amount paid exceeds the charges owed to the school. If a student has completed 50% or more of the student's contracted scheduled hours prior to the date of the student's withdrawal, then the student is obligated to pay for the entire educational program in which a student is enrolled and is not entitled to a refund. For purposes of this contract, a student will be deemed to have completed the student's scheduled courses (and the scheduled hours for such courses) as of the date of the student's withdrawal or cancellation even if the student failed to actually attend those scheduled courses (and the scheduled hours for such courses). In other words, calculation of the percentage of the student's completion of the educational program in which a student is enrolled is based upon the student's scheduled hours, not actual hours of attendance. A student has the right to appeal.

14. Northwest College School of Beauty maintains evidence via bank

reconciliation that institutional refunds are made and received in a timely manner in accordance with federal regulations governing any required return of unearned grant or loan assistance for which a student is eligible under Title IV of the Higher Education Act of 1965, as amended. A student earns such aid by payment period or period of enrollment. Under federal regulations governing Title IV aid, if the hours scheduled by a student's last date of attendance are 60% or less of the hours in the payment period or period of enrollment, a portion of aid paid to the student is considered unearned and must be returned to the applicable federal program.

15. When situations of mitigating circumstances are in evidence, Northwest College School of Beauty may provide a refund that exceeds this policy.

Example of Return of Title IV Funds Calculations

To determine the basic amount to be returned, the formula divides the number of hours the student was scheduled to complete by the hours in the payment period. The amount of financial aid awarded is multiplied by this percentage and the result is subtracted from the Title IV aid paid to the student to determine the dollar amount to be returned. The formula is as follows:

$$\text{Amount Returned} = \left(\frac{\text{Hours Scheduled}}{\text{Total Hours in Payment Period}} \right) \times$$

[(Total aid disbursed and amount that could have been disbursed) – (Total aid disbursed)]

The student was scheduled to complete 450 program hours and only attended 180 hours prior to withdrawal.

Total Title IV aid disbursed equaled \$3,000.00.

1. Divide 180 (hours scheduled) by 450 (total hours)
 $\frac{180}{450} = 0.4 \times 100 = 40\%$
2. Multiply the percent calculation from Step 1 (40% or 0.4) by the amount of aid disbursed

(\$3,000.00)

Title IV aid earned = $0.4 \times 3,000 = \$1,200.00$

3. Subtract \$1,200.00 (Title IV aid earned) from \$3,000.00 (Title IV aid disbursed)
Title IV aid to be returned = $3,000 - 1,200 = \$1,800.00$
4. Return to Title IV unearned Unsubsidized Loans
5. Return to Title IV unearned Subsidized Loans
6. Return to Title IV unearned Parent PLUS Loans
7. Return to Title IV unearned Pell Grant
8. All unearned Title IV funds will be refunded within 45 days of the date of determination. If there is a credit balance, it will either be refunded to lower the student's federal loans or sent to the student within 14 days.

Attendance

Attendance is especially important in any higher learning setting because it determines how quickly students may proceed through their education. Students are required to clock in upon entering the school and clock out upon leaving the school. Remaining on the clock while the student is "off campus" is a falsification of time records and is considered time clock fraud.

Northwest College School of Beauty considers "on campus" to be inside the facility and outside in designated break areas. Areas where a student is unavailable, such as sitting in a car, are considered "off campus."

Violations of the time clock policy could lead to disciplinary action, up to and including termination of enrollment from Northwest College School of Beauty. The clock-in procedure is necessary to document hour requirements for Oregon State Completion Requirements and Title IV Funding eligibility.

Breaks:

- Day students are scheduled to take an hour lunch break.
- Night students are given a 15-minute break.

Students do not have to clock out for breaks and lunch periods while remaining on school premises. However, if the student is "off campus" for any reason they are required to clock out and clock back in upon returning to school. If the student remains clocked in during a break, they may be called to take

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appointments. Refer to the *Refusing a Client* paragraph (rule 15 in *Appropriate Student Conduct* of the *Students Rules and Regulations* section on page 27).

Course lengths are calculated based on perfect attendance. Timely attendance is critical as staff, students and clients depend on you. Students must maintain at least 80% attendance in order to be in satisfactory academic progress and to receive federal student financial aid. Northwest College School of Beauty expects attendance to be at a rate of no less than 80% (please refer to the Satisfactory Academic Progress policy, pages 18-20). This is the minimum percentage of time students must attend in order to remain in satisfactory academic progress.

While 80% attendance is the minimum attendance requirement, the student could accrue over-contract charges if the student attends less than 100% of their scheduled contract hours. Hours that go over a student's contracted graduation date will be charged at an hourly rate in accordance with the rate table on page 8.

A full-time student is defined as any student who attends class at a minimum of 25 hours per week.

The following are some, but not all, reasons a student will be approved to miss time and make up hours missed:

- A written doctor's note
- A death in the family
- A court appearance supported by evidence such as a jury summons.
- A vacation prearranged at least four weeks in advance.

If a student is tardy (late) by five minutes or more to school, the student who is in class may not be allowed to enter the classroom if entering late will disrupt the other students' classroom education, test taking, demonstration, etc., until after the first break of class. The student must remain on campus in the breakroom, studying, and re-enter class at such a time it does not cause disruption.

Students who are on the salon floor and tardy (late) by 5 minutes will be counseled to arrive on time for their scheduled shift and corrective action may be taken as below in the Disciplinary

consequences. Students who are late and a client is waiting will receive a Written Warning.

The lost time due to absenteeism and/or tardiness must be made up at a future time prior to the student's scheduled graduation date.

If a student does not show up on time OR is late consistently (or leaving early), the student may be required to repeat the class, if in class, and may receive corrective action if on the salon floor. They may also incur over contract charges.

A student must call in or email one **(1) hour prior** to being late to the reception desk to notify the school if he or she is going to be late or absent. The student is required to notify the school prior to the beginning of his or her scheduled school shift (9:00 a.m. for day students and 5:00 p.m. for night students.). If the student fails to call in 1 hour prior to their scheduled school shift, he or she will be considered a "no call/no show."

Any student that is a "no call/no show" will be considered in violation of the attendance policy and contract obligated schedule. Violations may result in, being sent home upon late arrival, in-school suspension, out-of-school suspension, or even termination of enrollment. All continued unexcused absences of 14 calendar days or more will mean unofficial withdrawal, termination of the student's contract, refund calculation of tuition according to Northwest College School of Beauty's refund policy.

Students who are terminated for violations of the attendance policy may apply for re-admission.

Disciplinary actions for attendance policy violations are as follows*:

- Documented verbal warning to be placed in the student's file
- Written warning to be placed in the student's file
- One (1) day of out-of-school suspension
- Three (3) days of out-of-school suspension
- Suspension – duration to be determined based on violation

- Referral to Review Committee for further action

**Disciplinary actions may skip depend on the severity of the infraction.*

If you are unlocatable for an appointment and cannot be found after the third walk through, you will be clocked out by an instructor. This is considered an unexcused absence. All unexcused absence hours must be made up outside of your normally scheduled time. If you are absent or tardy, you will be expected to report the reason to the Campus Manager. Students may not take off more than two consecutive Fridays or Saturdays. All absences, both excused and unexcused, count toward the calculation of the student's attendance rate.

POLICY AND PROCEDURES

The following agencies will provide information for students and faculty seeking counseling services in this area:

Beaverton and Tualatin

Non-Emergency:
503- 629-0111

Medford

Non-Emergency:
541-776-7206

Springfield

Non-Emergency:
541-682-4141

Sexual Assault 24 Hour Hotline:

1-800-656-HOPE
1-800-656-4673

National Domestic Violence 24 Hour Hotline:

1-800-799-SAFE
1-800-799-7233

Alcohol and Drug Help Line:

1-800-923-4357

In Case of Any Emergency

Evacuate the area immediately.

Evacuation routes and meeting areas are posted throughout your campus and are covered in new student orientation.

Walk to the nearest exit. If you are with a client or if you have a client, take the client with you. Stay calm.

Call the fire department, police or ambulance using 911. The person at the reception desk should find the nearest telephone and place the call immediately, but only after leaving the building if there is an immediate threat.

Give the following information:

Beaverton Campus

1. Your name
2. School address:
4200 SW Watson Avenue Beaverton, OR 97005
3. The school telephone number:
503-649-1388
4. Nature of the call: Fire, First Aid, etc.

Medford Campus

1. Your name
2. School address:
**2241 Tower East.
Medford, OR 97504**
3. The school telephone number:
541-772-8937
4. Nature of the call: Fire, First Aid, etc.

Springfield Campus

1. Your name
2. School address:
**3150 Gateway Loop
Springfield, OR 97477**
3. The school telephone number:
541344-0397
4. Nature of the call: Fire, First Aid, etc.

Tualatin Campus

1. Your name
2. School address:
**8345 SW Nyberg Street
Tualatin, OR 97062**
3. The school telephone number:
503-218-2265
4. Nature of the call: Fire, First Aid, etc.

You will be asked to stay on the line if at all possible. It is especially important that you do this, as the 911 operator will need to get as much information as possible in order to provide the maximum help needed at the scene. Do not hang up unless told to do so by the 911 personnel.

Fire Procedures

First follow emergency procedures on the left. If no staff member is available, persons closest to the fire extinguisher should:

1. Take the fire extinguisher from the wall bracket.
2. Hold the extinguisher upright and pull the ring pin, snapping the plastic seal.
3. Stand back eight to ten feet from the fire and aim at the base of the fire.
4. Keeping the extinguisher upright, squeeze the handles together to

discharge and sweep from side to side.

5. Move closer as the fire is extinguished, but not so close as to scatter the burning material.
6. Evacuate and ventilate the area immediately after use—the fumes and smoke from any fire may be hazardous and can be deadly.

STUDENT RULES AND REGULATIONS

Appropriate Student Conduct

Northwest College School of Beauty requires all students to conduct themselves with maturity, integrity, and professionalism, and to always treat others with dignity and respect.

The students shall work in harmony with each other and with the institution. Under no conditions will one student criticize the work of another student in front of clients or publicly.

If you have an issue with another student, begin resolution by taking it to that student. If it cannot be resolved, take it to the instructor; if further intervention is necessary, the Campus Manager will become involved. We expect students to act like the professionals they are becoming.

Conduct that is unprofessional, physically threatening, bullying, dishonest, taunting, rude, vulgar, discriminatory, or sexually inappropriate is prohibited and may result in disciplinary action, which may include termination of enrollment from school. Such conduct is prohibited regardless of the motivation for the conduct.

Northwest College School of Beauty strongly discourages romantic relationships between students. Failed romantic relationships between students can lead to hurt feelings, gossip, unprofessional behavior, a hostile and/or uncomfortable environment, and disrupts the educational process.

Northwest College School of Beauty expects nothing but professional conduct from its students. A professional does not arrive late. A professional treats clients, instructors and fellow students with courtesy and awareness. A professional constantly takes the time to follow the rules of good grooming and proper sanitation. To promote professionalism, Northwest College School of Beauty expects its students to adhere to the following rules. The rules are not arbitrary. They reflect the level of conduct students will be expected to maintain throughout their career.

Students must understand that violations of any of these policies may result in NWC taking disciplinary action against

the student, which may result in the student's termination of enrollment.

1. Dress Code: Uniform and Attire

- All students will be expected to always dress professionally. Students are expected to arrive at school looking professional (they are not to change clothing at school). Part of looking professional is following good hygiene and grooming routines which include regularly bathing, having clean and styled hair, makeup applied prior to school, etc.
- School issued T-shirts are to be worn at all times. Students must wear a Northwest College School of Beauty issued T-Shirt when on campus.
- Advanced Esthetics students must wear school issued scrubs while on campus.
- Dresses, skirts, and shorts including jean shorts should be longer than fingertips with arms down your side while standing, anything above that is considered too short.
- No sleeveless dresses, blouses, or shirts are to be worn (this includes tank tops). Armpits should not be visible.
- No bare midriffs, pectoral cleavage, gluteal cleavage, or bare backs. It is considered "too revealing" and unprofessional.
- It must be clear and apparent at all times that students are wearing a school issued T-shirt.
- Open-toed or backless shoes and sandals are not allowed. This includes flip-flops, crocs, or shoes that have holes of any kind.
- Students may wear tennis shoes only if they are clean and without holes or tears.
- If students choose not to wear socks or stockings, they must agree that they do so at their own risk.
- Blue jeans are allowed; free of rips, tears, holes, or fraying.
- Any attire with a hood is allowed. Only worn under school T-shirts.
- Sweatpants, bike shorts, leggings and other workout attire are not permitted.
- Spandex of any kind is strictly prohibited.

2. Drugs and Alcohol

- No drugs or alcoholic beverages are allowed on the premises of the school. Any student found in violation of this rule could have their enrollment terminated. Any student arriving to school intoxicated or under the influence of alcohol or drugs could have their enrollment terminated. Students will not be allowed to attend school under the influence of prescribed medications if the medication in any way impairs the student.

3. Food

- No food or chewing gum is permitted at any time (except in the student breakroom). Drinks are allowed on the clinic floor and classrooms in a closeable container.

4. Theft

- Any student found to be involved in theft will be subject to termination of enrollment and possibly legal prosecution.
- School staff may contact law enforcement if a student is found to be involved in theft on school premises.

5. Vandalism

- Any student guilty of willful destruction of school property will be dismissed immediately. If a student damages or breaks school property, he or she will be required to replace the damaged property or to pay for the damage.

6. Cellular Devices

- Students may not engage in texting, video games, movies and/or phone conversations during class time or when on the clinic floor. Calls should be returned while on a break and students must step outside to return calls and send text messages. If there is an emergency, let your emergency contact know they are to call the front desk, and a message will be delivered to you.
- At no time is a student authorized or allowed to record audio, take video, or to take still photos on campus, both inside and outside of the facility on company property.
- With instructor direction, a student may take pictures of their work with

STUDENT RULES AND REGULATIONS

an authorized model release form signed by the person in the photo(s).

7. **School Phones**

- School phones are to be used for school business. No student is allowed to use any school phone for personal calls. If a client is to be called, the front desk person or instructor will make the call. Students will not be called to the desk for personal calls. If there is a personal or family emergency, the front desk will deliver a message to you. In the case of an emergency, a student may use a school phone to call 911.

8. **Lockers**

- Each student is provided locker space. If students use their own combination or key locks on their lockers, the combination or a copy of the key must be kept in their file. Students are not to share their locker combinations with anyone other than their locker partner. Lockers are for personal storage and are locked for security purposes. Revealing lock combinations breaks down this security. Under no circumstances are students to store used files, chemicals, drinks, or food of any type in their lockers. The school reserves the right to inspect lockers at any time as they are the property of the school – this space is on-loan to students. Locks must be returned to the Campus Manager upon completion of a course or if a student takes a leave of absence.

9. **Sanitations**

- Sanitation duties are assigned by instructors and are checked by the instructors, or a teacher trainer. The State of Oregon gives credit for sanitation and clock hour training is required in this area for all Northwest College School of Beauty programs.

10. **Cleanliness**

- Students will be responsible for the cleanliness of their work areas, making sure they are clean and sanitized at the end of each service as well as the end of the day. This includes wiping down salon chair bases, cleaning mirrors and sanitizing chairs, tables and station/counter.

11. **Front Desk**

- Only the student assigned to the front desk with the receptionist can occupy the front desk. Any other students will be asked to leave. Only staff members can handle payment and cash transactions.
- All appointment bookings must be made through the front desk, students may not schedule appointments through the front desk for anyone other than immediate family members.

12. **Travel Cards**

No student is allowed to perform services without a travel card (outline of services) from the desk. A student in violation of this rule may be sent home for the day.

13. **Appointments**

- The receptionist, instructors, and Campus Managers are the only people allowed to reschedule or cancel appointments.

14. **Checking Campus for Students**

- Northwest College School of Beauty will make 3 attempts to locate a student on campus. Any student who is unable to be located and is still clocked in (an indication of being on the school premises) will be clocked out for the remainder of the day by an instructor or the Campus Manager, the student may be subject to in or out of school suspension immediately. School premises include inside the building or outside in a designated break area. Northwest College School of Beauty does not consider a car in the parking lot on school premises.

15. **Refusing a Client**

- Any student who has refused a client for services may be clocked out and asked to leave for the remainder of the day. If the student is argumentative with the desk person, receptionist or instructor, the student may be subject to in or out of school suspension immediately. Always remember that your client should be foremost in your concerns and actions. The minimum required services are the minimum required by the State of Oregon.
- Completing the minimum requirements does not make the

student exempt from performing services. This is a learning environment, and every service is a learning experience in soft skills and technical skills required to be a successful industry professional.

16. **Hours and Operations**

- All students must complete the State required hours and operations mark-offs to graduate from school. Per requirements, these mark-offs must be completed on “live people” a minimum of 75% of the time to graduate.

17. **Instructor/Employee Direction**

- Any student who acts in direct violation of the direction of an instructor or school employee may be suspended immediately, as long as the direction given is in accordance with school policy.

18. **Student Kit, Equipment and Textbooks**

- All students must have approved kits, equipment, and textbooks with them while at school. The school will not be responsible for stolen property. We recommend that students utilize their locker to store all personal items and mark all their equipment and personal belongings with their name and phone number. Kits must contain the required quantities and brands of items.

19. **Tests**

- In freshman class, tests are given at the completion of each appropriate class module. Salon Floor and Freshman class testing is completed utilizing a computerized testing program. No cell phones, cameras, notebooks, or other items that could be used for recording test questions and/or answers or are allowed in the testing room at any time. If a student is found breaking this rule and/or cheating on tests, the student will be disciplined in accordance with the Corrective Action and Discipline for policy violations section listed on page 29 of this catalog.

20. **Passing Grades / Make Up Tests Program Requirements**

- A student must have a passing grade of 75% or higher in all subjects. If a

STUDENT RULES AND REGULATIONS

student misses a test, a make-up test will be required. If a student does not pass or misses a test, he or she will be allowed to retake or makeup that test. Both making up and retaking a test due to not passing or missing must be scheduled with the student's instructor within two weeks of missing or initially taking the test.

- Students must wait a minimum of 24 hours before retaking a test.
- Regardless of the actual passing grade, the highest score awarded to a student for a re-take will be 75%.
- Students are given a written and practical school final examination. Successfully passing this exam requires at least a grade of 75% in each section.
- Upon completion of the course(s) the student has been contracted for (including the required hours in the course[s], completion of each module of study, lab work, practical applications, and ledger balance), the student is certified to take the Oregon State Board of Cosmetology examination and his or her transcripts are forwarded to the Oregon State Board of Cosmetology.

21. **Changes in Rules, Policy, Tuition, Kits, Services and Fees**

- The school reserves the right to make any changes to these rules and regulations at any time. Students will be notified of any changes via in-class announcement, bulletin board posting, or school meetings. It is the responsibility of the student to attend any additional meetings required for program success

22. **Visitors**

- All visitors need to enter the building through the main entrance and sign in with the receptionist. The receptionist will direct visitors to the correct destination. Visitors may not disrupt the learning process on the salon floor, classrooms or loiter in student and/or staff areas (including break and lunchrooms) for any reason.
- For safety reasons, only students, staff and salon clients are allowed on the salon floor. Only visitors with scheduled appointments will be allowed on the salon floor or in classrooms; this includes models for

student practicals and demonstrations. All visitors must sign out with the receptionist upon leaving.

23. **Offsite Practice**

- Students are not allowed to practice and/or perform services outside of school. A licensed instructor must oversee all students' work. Performing services outside of school could lead to disciplinary action and fines from the Oregon Health Licensing Office ("HLO"). A copy of the rule is listed below.
- OAR 817.090.0035
The Office has adopted the following presumptive penalty schedule for the 1st, 2nd, and 3rd violation of practitioner licensing laws and rules. This schedule applies, except at the discretion of the Office pursuant to ORS 676.992 (Civil penalties). For the 4th and subsequent offenses, the provisions of ORS 676.992 (Civil penalties) apply.
Performing, attempting to perform, or purporting to perform services in a field of practice without proper certification, freelance authorization, temporary practitioner registration, or demonstration permit is a violation of ORS 690.015 (Prohibited acts)(2)(a) or ORS 690.015 (Prohibited acts)(2)(e). Fines for never held or expired certification, freelance authorization, temporary practitioner registration, and/or demonstration permit is as follows:
1st offense: \$1,000.00
2nd offense: \$2,500.00
3rd offense: \$5,000.00

24. **Clocking In and Out**

- All students should clock in upon arrival at school and departure from campus at the time/schedule stated in their contract. Any time a student is "off campus", they must clock out and back in upon return. Under no circumstance is a student allowed to either clock-in or clock-out anyone other than themselves. It is against state, federal, and school policy for a student to do so for another student. Any student who violates this policy may be immediately terminated. Sitting in a car is considered off campus. Northwest College School of Beauty considers "on campus" to be inside the facility and outside in

designated break areas. Areas where a student is unavailable, such as sitting in a car, are considered "off campus."

25. **Late Arrival and Early Departure**

- Students are expected to arrive at school no later than their contracted schedule. Should students arrive late or not be prepared for a client at their scheduled start time, corrective action may be taken. In addition, if a student leaves early, prior to the contracted scheduled end time, corrective action may also be taken.
- Students in class **may not** request late arrive or early dismissal so as to not miss important instructional information necessary for program skills.
- Students out of SAP may also not request late arrival or early dismissal.

Make Up Hours

Students who miss scheduled hours/days may be allowed to come in at additional times other than their regularly scheduled hours, to make up these hours to stay on track and remain/get back into Satisfactory Academic Progress (SAP). To make up hours, students must meet one of the following reasons to obtain approval:

- A written doctor's note;
- A death in the family;
- A court appearance supported by evidence such as a jury summons;
- A vacation prearranged at least four weeks in advance that is less than 14 days; and
- Extenuating circumstances beyond the student's control.

Students must follow the Attendance Policy of this Catalog and disciplinary action may occur should the student not comply. These make-up hours will be requested and approved by the Campus Manager and based on Instructor coverage. **At no time may a student do additional hours outside their contracted schedule without approval.**

STUDENT RULES AND REGULATIONS

Attendance Corrections

All students are required to use the biometric timeclock daily and keep a written attendance log. ***Attendance logs must be signed by a staff member no later than 15 minutes after clocking in or out.*** If a student believes there is an error in their recorded attendance, they must complete the student attendance correction request form and submit their original written attendance log to the Campus Manager within 30 days for review.

Corrective Action and Discipline for Policy Violations

Corrective action focuses on clearly communicating an expectation of change and improvement when student performance or behavior is not congruent with the school's policies. The goal of corrective action or discipline is to correct the situation and to avoid further policy violations. The corrective action taken will depend on the circumstances and severity of the situation or violation. The school may impose disciplinary actions for any violation of a school policy set forth in this Student Catalog, including without limitation, a violation of the Student Rules and Regulations for General School Policies.

The Campus Manager has the authority to discipline students for violations of school policies. Such discipline may include but is not limited to verbal warning, written warning, in-school suspension, suspension, disciplinary probation, and termination of enrollment. If a student receives a verbal warning, written warning, or in-school suspension, then the student will be required to sign an acknowledgment that the student received the warning/suspension; signing the acknowledgement does not indicate the student agrees with the disciplinary action. All disciplinary actions will be documented and placed in the student's file. The school will provide written notice to the student of its decision to suspend the student, place the student on disciplinary probation, or terminate the student's

enrollment. Disciplinary actions for most policy violations are as follows:

- Documented verbal warning to be placed in the student's file
- Written warning to be placed in the student's file
- One (1) day of out-of-school suspension
- Three (3) days of out-of-school suspension
- Suspension – duration to be determined based on violation
- Referral to Review Committee for further action

****Disciplinary actions depend on the severity of the infraction.***

The disciplinary option selected will depend upon the severity of the violation, regardless of the number of prior warnings the student has received (if any) and is at the school's sole discretion to determine what level of discipline is appropriate in any given circumstance. Any questions regarding disciplinary action may be addressed to the Campus Manager.

Out-of-School Suspension, Disciplinary Probation and Termination of Enrollment

Students may receive up to 3 out-of-school suspensions before being referred to the committee to continue their education; however, a student who commits a policy violation may be terminated at any time at the discretion of Northwest College School of Beauty.

The school reserves the right to place students returning from suspension on disciplinary probation for any length of time. Disciplinary probation will include specific terms for continued enrollment and may result in suspension or termination of enrollment for violation of those terms at the discretion of the Campus Manager, the President, and/or any of the school's directors.

No student will be allowed more than two periods of disciplinary probation during enrollment without demonstrating to the school's satisfaction that the student will comply

with the school's policies going forward. If, after two periods of probation, the student has not demonstrated to the school's satisfaction compliance with the school's policies moving forward, the student may be terminated at the discretion of the Campus Manager, the President, and/or any of the school's directors.

Suspension and disciplinary probation will not affect the student's status (full-time or part-time) or the school's obligations with respect to any financial aid for the student. However, if the student fails to make up these hours after being suspended and, consequently, the student fails to meet the minimum SAP requirements at a scheduled SAP evaluation period, then the school will follow the procedures for non-compliance with SAP listed in the SAP Policy on pages 18-20 of this catalog. Termination of enrollment may result in a no-trespass order, which prohibits the former student from contacting the school, its staff, and its students.

Termination of Enrollment

A nonexclusive list of behaviors could result in immediate termination of enrollment is as follows:

- sexual harassment or discriminatory behavior of any type or target
- use of controlled substances, marijuana, or alcohol (or being under the influence of any controlled substance while on school property)
- theft
- insubordination
- falsification of records
- willful damage to school property
- physical violence

The school's termination of a student's enrollment will result in the loss of the student's financial aid and may require the student to repay a portion of the aid previously received.

Student Accidents

If an accident occurs and there is a reasonable suspicion that a student was

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under the influence of a controlled substance, a drug test will be required.

A student that is terminated has the right to appeal the termination decision. For more information about the appeals process, see the section entitled *Withdrawal Appeals Process* on page 8.

Any student that has been terminated may petition to re-enroll 90 business days after the date of termination. For more information about the re-entry process, see the section *Re-Entry* under *Admissions and Enrollment* on page 7.

Student Progress Reports

The student's progress report is available for review by the student at any time.

Progress reports are monitored monthly and reviewed with the student at that time. During the progress report meeting with the student, an instructor or Campus Manager will review the student's SAP standing, attendance and hours, academic tests and lab-mark-offs that still need to be completed.

Freshman Class Repeating

A student must repeat that portion of the course in which he or she received an incomplete or non-passing grade and must do so within the original contracted length of the student's program of study. Upon successfully passing or completing that portion of the course he or she originally failed, the student will receive a passing grade of 75%. Until this occurs, the failing grade/incomplete will affect the grade point average (GPA). If after the third attempt a student is still unable to receive a passing grade in freshman class he or she could be terminated from Northwest College School of Beauty.

If a student misses the time equivalent of more than two days in freshman class, they may be required to re-take the class. If there are mitigating circumstances, and the student can demonstrate minimum required competency, the Campus Manager may grant an exception.

Grading Procedures and Testing

Numeric grades are given for academic and practical work.

The school uses a numerical grading system with 75% recognized as the minimum passing score. Satisfactory academic progress is based on a 75% cumulative grade point average which consists of academic and practical exams. Any test in which a student receives less than 75% must be retaken prior to completing freshman class/graduation after the student failed the test. A student is allowed to retake a failed examination, but the maximum score a student can receive on a retaken exam is 75%. Students must wait 24 hours before retaking exams.

Northwest College School of Beauty uses the following basic grading scale for all academic and practical grades:

- 75% and above = meeting satisfactory academic progress standard
- 74% or less = not meeting satisfactory academic progress standard

Scale:

- 90-100% = A Outstanding Performance
- 80-89% = B Very Good Performance
- 75-80% = C Satisfactory Performance
- 74% or less = F Unsatisfactory Performance

Temporary School Interruptions/Withdrawal

In the event the student withdraws, or has another official interruption, the student, upon returning to school, maintains the same SAP status as of the time of departure.

Students who withdraw prior to completion of the course and wish to re-enroll will return to the same satisfactory academic progress status as at the time of withdraw.

- A. ***Withdrawals and Incompletes*** have no effect upon the school's qualitative SAP standard. All hours attempted within a progress report

period are used in assessing, if the student meets quantitative SAP standard, Northwest College may require students to repeat courses not successfully complete and Northwest College does not offer remedial or English as a Second Language (ESL) courses.

- B. ***Non-Credit, Remedial Courses, Repetitions:*** Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards
- C. ***Re-establishing eligibility:*** Students who withdrew prior to completion of the course and wish to re-enroll will return to the same SAP status as at the time of withdrawal.

Northwest College School of Beauty Graduation Requirements

In order to graduate from a program and receive a diploma, the student must successfully satisfy all graduation requirements:

1. A student must complete the State required clock hours and minimum operations as agreed to in the student's Enrollment Contract.

Hair Design: 1150 clock hours and 455 practical operations.

Barbering: 946 clock hours and 545 practical operations.

Nail Technology: 281 clock hours and 70 practical operations.

Esthetics: 600 clock hours and 220 practical operations.

Advanced Esthetics: 725 clock hours and 130 practical operations.

2. Students must take and pass all written and practical examinations for the program(s).
3. A student must maintain an academic average of 75% or higher for all examinations.
4. Students are required to take and pass all final written examinations and

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practical examinations at Northwest College School of Beauty before the student may graduate and subsequently take the State of Oregon's licensing examination.

5. Students are required to pay all tuition and fees, in full on or before the scheduled graduation date that is due to Northwest College School of Beauty.
6. To be considered a graduate and receive a diploma, the student must have satisfied 1,2,3,4 and 5. The student must attend an exit interview with the Campus Manager.
7. If the student has utilized federal student aid, they must also attend a second exit interview with the financial aid administrator at the campus in order to graduate.
8. Any student who has completed all hours and course requirements but have not satisfied item 5 above, will be considered a program completer but not a graduate of Northwest College School of Beauty.

If all of the steps are met and the student is considered a graduate of NWC the transcripts will be issued and faxed or emailed in accordance to the Oregon State Board of Cosmetology within thirty (30) business days of the student completing all graduation requirements 1-5, including exit interviews with the campus manager and financial aid representative. Students are required to pay all Oregon State Board of Cosmetology examination and licensing fees.

Students who completed except the student's financial obligation (step 5.), may request their transcripts by filling out the NWC transcript request form, and paying any applicable transcript request fees.

Northwest College School of Beauty does NOT guarantee the successful completion of the State of Oregon's licensing examination. All graduates will be provided with the Licensing Examination Blueprints which outline the specific

domains and number of questions on each written licensing examination.

Students exceeding the maximum time frame of 125% of the course length are no longer eligible to receive financial aid and ***shall be terminated from school*** and allowed to re-enroll, should a student be able to make payments as a cash paying student.

Oregon Health Licensing Office

The Board of Cosmetology of the State of Oregon's Health Licensing Office administers written, multiple-choice examinations in Safety/Sanitation, Barbering, Hair Design, Esthetics, and Nail Technology. The American Board of Laser Surgery proctors the written examination for Certified Advanced Esthetics on behalf of the Oregon Health Licensing office.

The state exam does not include a practical. However, The Board of Cosmetology requires that the school administers a final written and practical exam prior to certifying the student's eligibility to take the state's exam.

For information about the Oregon Health Licensing Office, write or call:

*Oregon Health Licensing Office
1430 Tandem Avenue NE, Suite 180
Salem, Oregon 97301*

Telephone: 503-378-8667

TDD: 503-372-3117

URL: www.oregon.gov/oha/hlo/pages/index.aspx

For information about the American Board of Laser Surgery, write or call:
*American Board of Laser Surgery, Inc.
55 Corporate Drive, 3rd Floor
Trumbull, Connecticut 06611
Telephone: 203-332-2507*

A certificate in Barbering, Hair Design, Nail Technology and/or Esthetics allows you to work in various positions within the Cosmetology Industry. Some of the career opportunities include working in salons, spas, barbershops, education positions, retail sales positions, manufacturer or distributor positions, and other corporate positions. In addition to these positions, a certificate in Advanced Esthetics allows you to work in various medical settings such as

dermatology clinics, plastic surgery clinics, and Medi-spas performing advanced non-ablative esthetics services.

For information about examination fees and examination information bulletins, please visit:

www.oregon.gov/oha/hlo/pages/index.aspx

1. Click "I want to..." and select "apply for a license."
2. Select the field of practice (Barbering, Esthetics, Nail Technology, Hair Design, or Advanced Esthetics).
3. Scroll down to the written examinations section.

Out-of-State Licensing and Lapsed Licenses

Northwest College School of Beauty can assist out-of-state stylists who wish to become licensed in Oregon, or Oregon stylists with licenses lapsed more than five years. Northwest College School of Beauty administers practical exams for cosmetologists wishing to take the results to the state board for licensing qualifications.

The fees for taking exams are as follows:

- **Hair Design, Nail Technology & Esthetics \$700.00**
- **Hair Design and either Nail Technology or Esthetics \$600.00**
- **Nail Technology & Esthetics \$500.00**
- **Hair Design or Barbering \$450.00**
- **Nail Technology or Esthetics \$450.00**
- **Advanced Esthetics \$700.00**
- **Skill Assessment fee \$200.00**
(in addition to the practical fee(s) above)

Applicants must furnish their own live model, supplies, implements, and tools for the completion of the test. Any course over 149 hours or that leads to licensure must be approved by NACCAS.

Cleanliness and Sanitation

Each student will be responsible for his or her own workstation, including its cleanliness, general sanitation, and preparedness for use. Each student must clean everything he or she has used that day before leaving the school.

The following sanitation and cleanliness guidelines must be adhered to at all times:

STUDENT RULES AND REGULATIONS

Workstation and Equipment

- Students must leave their workstation and equipment in a clean and orderly condition. All equipment must be ready for use when students arrive on the next school day.
- Students are required to clean their mirrors, wipe down their counter tops and chairs (including bases), and sweep the entire area surrounding and under their stations. All equipment, implements, and/or supplies that belong to the school (that students have used) must be cleaned, disinfected and returned to their proper places.

Implements

- All implements must be sanitized and disinfected according to Oregon Safety and Sanitation Rules.

Supplies

- Any supplies used in common areas must be returned to their proper place and left in a clean and orderly condition, including books, mannequins, clamps, etc.
- All books, texts, and personal possessions must be stored in each student's locker individually. Stations should be free of personal items, implements, tools, and supplies when not in use.

Common Areas

- Everyone is obligated to maintain common areas at all times. In the school, this includes the reception area, dryer area, dispensary, student breakroom, hallway, shampoo area and locker areas.
- With everyone cooperating in this manner, the people who are the last to leave have only their own workstations and items that they have been using to clean.

Dispensary Duty Assignments

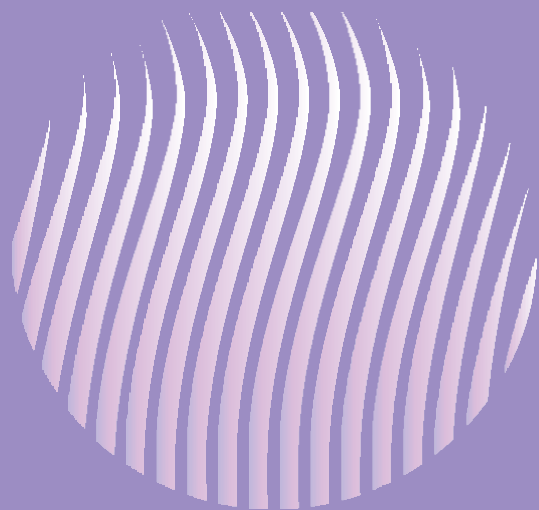
- Students will be given dispensary duty assignments. If the student assigned is absent or cannot for some reason participate, the student will not

be reassigned until his or her name comes up again on the roster. A student will not graduate until the required rotation in dispensary is completed. Dispensary rotations also count toward the Safety and Sanitation training required by the State of Oregon. It is imperative that students have this experience if they are to compete in today's job market.

Dispensary Duties to Be Performed

- Check sanitizer and disinfectant. It must be available at all times, free of debris and foreign materials, must be kept clean.
- Wash, dry, fold and put away towels. Use ¼ ounce of industrial strength detergent for each load. Collect soiled towels throughout the day and remind students to bring in soiled implements to dispensary when not in use, especially in the afternoon. All dispensary duties should be caught up by 4:00 p.m. and 9:00 p.m.
- Assist instructor and student operator with mixing and preparing all color formulas. Use only Black/Navy towels for all color services.
- Keep all shelves and drawers clean and organized. Each day, an inventory sheet will be handed to the Lead Instructor/Manager for this purpose.
- Keep the back bar clean and fill, facial kits, waxing kits, and nail kits, as necessary.
- Wash, dry, and put away all color bowls, bottles, etc. Each student is to remove hair from his or her own combs, brushes, and perm rods before placing them in the dispensary. Wash and dry plastic bags used for perming.
- Sweep and damp mop each evening.
- Take out dispensary trash at the end of each shift.

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exciting careers
in the spa & salon
industries begin.



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PROGRAMS

**Course Hours
and
Course Load
Options**

**Course Goals,
Descriptions
and
Requirements**

Advanced Esthetics

Teacher Training

Hair Design

Nail Technology

Esthetics

Barbering

**Hair Design, Nail
Technology and
Esthetics**

**Hair Design &
Esthetics**

**Nail Technology &
Esthetics**

COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

Schedule:

Beaverton, Tualatin, Medford and Springfield Campuses

At all campuses, the schedule is based on attending class Tuesday–Saturday 9:00 a.m.–4:00 p.m. during the day. Evening classes are held from 5:00 p.m.–10:00 p.m., Monday–Friday (except Tualatin).

Courses not currently offered

Hair Design, Nail Technology and Esthetics
1,835 hours

Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week) *61 weeks / 15 months*
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week) *73 weeks / 18 months*

Hair Design & Esthetics

1,594 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week) *53 weeks / 13 months*
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week) *64 weeks / 16 months*

Nail Technology & Esthetics

841 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week) *28 weeks / 7 months*
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week) *34 weeks / 9 months*

***Advanced Esthetics**

725 hours
Full-time Day (8:30 a.m. - 7:00 p.m. 30 hours/week) *24 weeks / 6 months*

***Advanced Esthetics is only offered at Northwest College School of Beauty's Tualatin, Springfield and Medford Campuses.**

Individual Course Menu

Hair Design (cuts, styling, chemical services)

1,150 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week) *38 weeks / 10 months*
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week) *46 weeks / 12 months*

Barbering (cuts and styling only)

946 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week) *32 weeks / 8 months*
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week) *38 weeks / 10 months*

Nail Technology(not a FAFSA funded program)

281 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week) *9 weeks / 2 months*
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week) *11 weeks / 3 months*

Esthetics

600 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week) *20 weeks / 5 months*
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week) *24 weeks / 6 months*

Teacher Training

1,000 hours
Full-time Day (9:00 a.m. - 4:00 p.m. 30 hours/week) *33 weeks / 8 months*
Full-time Evening (5:00 p.m. - 10:00 p.m. 25 hours/week) *40 weeks / 13 months*

Program Clock Hour Requirements

Course of Study	NWC Course Length	Oregon Minimum Requirement
Hair Design	1,110 hours	1,110 hours
Esthetics	560 hours	220 hours
Barbering	906 hours	746 hours
Nail Technology	241 hours	241 hours
Career Development	20 hours	20 hours
Oregon Laws & Rules	20 hours	20 hours
*Advanced Esthetics	420 hours	500 hours
Mandatory training of Theory	280 hours	280 hours
Mandatory training of Discretionary Hours	25 hours	25 hours
Teacher Training	1,000 hours	1,000 hours

Combination Courses

- Not currently offered at NWC**
The State of Oregon allows a student to take combinations of the three basic courses of Hair Design, Nail Technology & Esthetics. These combinations are listed below. To be fully licensed in the State of Oregon as well as other states, all three basic courses should be completed. In addition to these three basic courses,

students must take courses in Career Development and Safety and Sanitation as required by the State.

Hair, Nails & Esthetics	1835 hours
Hair Design & Esthetics	1594 hours
Nails & Esthetics	841 hour

A state licensed cosmetology school will have curriculum approval to teach all course of student described above. However, schools are free to select the programs or combinations of programs they wish to offer. After you have selected the program(s) in which you intend to enroll, check to see if the school of your choice offers the required courses.

Oregon License Requirements

Oregon cosmetology curriculum requirements are based upon a “segmented license.” The program of study for a full cosmetology license requires the successful completion of the state mandated minimum clock hours of technical education using a state-approved curriculum that includes training in Hair Design, Esthetics, Nail Technology, safety, and sanitation (Oregon Laws and Rules) and career development. Cosmetology schools are licensed, and their curricula are approved by the Oregon Higher Education Coordinating Commission.

Upon completion of cosmetology training, the graduate will be eligible to apply for the Oregon State Board of Cosmetology certificate examination. Upon successful completion of the examination, the graduate will be issued a state certificate to practice professional Hair Design, Esthetics, & Nail Technology within the State of Oregon.

Students may study Hair Design, Esthetics, or Nail Technology as single programs or in combination programs. Students choosing to study one or more of these programs must also study and complete the safety and sanitation (Oregon Laws and Rules) and career development programs. In addition to the full cosmetology requirements outlined above, Oregon also has a Barbering program, which must also include safety

COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

and sanitation (Oregon Laws and Rules) and career development.

Students who wish to learn and practice services such as light energy hair removal, dyschromia reduction, skin rejuvenation, photo rejuvenation, body contouring, cellulite reduction and non-ablative tattoo removal may study Advanced Esthetics once they have successfully completed the basic Esthetics course. Upon completion of

Advanced Esthetics training, the graduate will be eligible to apply for the Oregon Health Licensing Office's Certified Advanced Esthetician written examination. Upon successful completion of the examination, the graduate will be issued a state certificate to practice advanced non-ablative esthetics within the State of Oregon. Once successfully completed, the safety and sanitation (Oregon Laws and Rules) and the career development program segments do not have to be repeated in conjunction with future programs

Physical Demands of the Profession

Your success is our goal! To be successful, it is imperative the student is informed, educated, and understands all the physical, social, and cognitive demands of the cosmetology profession. The following is a list of physical, social, and cognitive demands the student may encounter within their chosen training program and while working in each field of practice within cosmetology.

Advanced Estheticians and Basic Estheticians - Physical Demands

Advanced Estheticians and Basic Estheticians frequently:

- Repeat the same movements.
- Use their hands and/or feet to handle, control, or feel objects, tools, or controls.
- Stand for extended periods of time.
- Sit for extended periods of time.
- Move continuously for extended periods of time.

It is important for Advanced Estheticians and Basic Estheticians to be able to:

- See details of objects that are less than a few feet away.
- Understand the speech of another person.
- Speak clearly so listeners can understand.

- Regularly interact with the general public.
- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Use fingers to grasp, move, or assemble exceedingly small objects.
- Use one or two hands to grasp, move, or assemble objects.
- Adequate arm and finger strength is required for facial massage and operating advanced esthetics devices such as Laser and Body Contouring machines.
- Have good hand and eye coordination.
- Maintain good eyesight, balance, and the ability to consistently perform precise movements while operating advanced esthetics devices.
- Tolerate exposure to many different chemicals and products.
- Learn, retain, and recall essential information such as safety information for chemicals and equipment, contraindications for esthetics services, skin diseases/disorders, treatment and service steps, product knowledge, and laser use.
- Learn physics, laser safety, medical terminology, ingredients, and associated theoretical knowledge for esthetics.
- Use common sense and caution to avoid safety hazards such as chemical burns, laser injury, cuts and abrasions, transmission of communicable diseases and blood-borne pathogens, injury to eyes from chemicals/vapors/fumes, and other physical injuries.

It is not as important, but still necessary, for Advanced Estheticians and Basic Estheticians to be able to:

- See differences between colors, shades, and brightness.
- Make quick, precise adjustments to machine controls.
- Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.
- Bend, lean, stretch, twist, or reach out without back/neck/body fatigue and pain.
- Use stomach and lower back muscles to support the body for extended periods without getting tired.
- Use muscles to lift, push, pull, or carry heavy objects.
- Use muscles for extended periods without getting tired.

- Be physically active for extended periods without getting tired or out of breath. Many services in Advanced Esthetics, such as body contouring, require the esthetician to be active and make precise, repetitive movements for several hours.
- Determine the distance between objects.
- See details of objects that are more than a few feet away.

Barbers and Hairstylists - Physical Demands

Barbers and Hairstylists frequently:

- Repeat the same movements.
- Use their hands and arms to handle, control, or feel objects, tools, or controls.
- Handle hazardous chemicals and sharp tools.
- Stand for extended periods of time.

It is important for Barbers and Hairstylists to be able to:

- See details of objects that are less than a few feet away.
- Understand the speech of another person.
- Speak clearly so listeners can understand.
- Regularly interact with the general public.
- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Use fingers to grasp, move, or assemble small and/or sharp objects and tools.
- Use one or two hands to grasp, move, or assemble objects.
- Adequate arm and finger strength is required for scalp/facial massage.
- Have good hand and eye coordination.
- Stand for extended periods of time while continuously moving your hands, wrists, and arms.
- Have adequate leg mobility for moving while performing services.
- Tolerate exposure to many different chemicals and products.
- Learn, retain, and recall valuable information such as safety information for chemicals and equipment, contraindications for hair services, scalp, hair and skin diseases/disorders, treatment and service steps, product knowledge and ingredients, and associated theoretical knowledge for hair and barbering.
- Use common sense and caution to avoid safety hazards such as chemical

COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

burns, cuts and abrasions, transmission of communicable diseases and blood-borne pathogens, injury to eyes from chemicals/vapors/fumes, and other physical injuries.

It is not as important, but still necessary, for Barbers and Hairstylists to be able to:

- See differences between colors, shades, and brightness.
- Make quick, precise adjustments to machine and/or equipment controls.
- Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.
- Bend, lean, stretch, twist, or reach out without back/neck/body fatigue or pain.
- Use stomach and lower back muscles to support the body for long periods without getting tired.
- Use muscles to lift, push, pull, or carry light to heavy objects.
- Use muscles for extended periods without getting tired.
- Be physically active for long periods without getting tired or out of breath.
- Determine the distance between objects.
- See details of objects that are more than a few feet away.

Nail Technicians - Physical Demands

Nail Technicians frequently:

- Repeat the same movements.
- Use their hands, feet, and arms to handle, control, or feel objects, tools, or controls.
- Handle hazardous chemicals and sharp tools.
- Sit for extended periods of time.

It is important for Nail Technicians to be able to:

- See details of objects that are less than a few feet away.
- Understand the speech of another person.
- Speak clearly so listeners can understand.
- Regularly interact with the general public.
- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Use fingers to grasp, move, or assemble small and/or sharp objects and tools.
- Use one or two hands to grasp, move, or assemble objects.
- Adequate arm and finger strength is required for hand/foot massage.

- Have good hand and eye coordination.
- Sit for extended periods of time while continuously moving your feet, hands, wrists, and arms.
- Have adequate leg mobility for moving while performing services.
- Tolerate exposure to many different chemicals and products.
- Learn, retain, and recall important information such as safety information for chemicals and equipment, contraindications for nail services, nail and skin diseases/disorders, treatment and service steps, product knowledge and ingredients, and associated theoretical knowledge for nail technology.
- Use common sense and caution to avoid safety hazards such as chemical burns, cuts and abrasions, transmission of communicable diseases and blood-borne pathogens, injury to eyes from chemicals/vapors/fumes, and other physical injuries.

It is not as important, but still necessary, for Nail Technicians to be able to:

- See differences between colors, shades, and brightness.
- Make quick, precise adjustments to machine and/or equipment controls.
- Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.
- Bend, lean, stretch, twist, or reach out without back/neck/body fatigue and pain.
- Use stomach and lower back muscles to support the body for extended periods without getting tired.
- Use muscles to lift, push, pull, or carry light to heavy objects.
- Use muscles for extended periods without getting tired.
- Be physically active for extended periods without getting tired or out of breath.
- Determine the distance between objects.
- See details of objects that are more than a few feet away.

Professional Safety Requirements

As a student of cosmetology and as a professional cosmetologist, you will be using and applying hazardous chemical products in the performance of some client

chemical services. The chemicals used in the salon require good ventilation and proper safety procedures. If you have any known allergies to cosmetics or chemical beauty products, ask to review a copy of the Safety Data Sheet (SDS) notebook.

Closed-toe shoes are required while on campus as they provide greater protection from dropped implements or spilled chemicals.

Advanced Esthetics students are required to wear the appropriate laser safety goggles and other personal protective equipment ("PPE") as required by the device manufacturer when operating devices.

Course Goals

Our courses are designed to teach the "entry-level" job skills training, technical knowledge, and personal attitudes necessary for a successful career in the cosmetology industry. Upon successful completion of each course of study, the graduate will be eligible to apply for the Oregon State Board of Cosmetology examination for certification.

Course Teaching Format

Academic and technical skills will be taught at sequential learning skill levels, which are based upon current industry services and performance standards necessary for graduation, state certification, and employment. Theory and technical information will be presented through lesson plans, technical manuals, lectures, guest speakers, digital learning platforms, and technical skill demonstrations.

Practical (technical skill) instruction will be based upon class lectures, demonstrations, and guided practice.

After the successful completion of the first level (freshman) of technical training, students will also be assigned to the school's supervised clinic area where they will perform actual hair, nail and cosmetic services on student salon clients. Student salon equipment, implements and chemical products are comparable to those used in the industry. In the course of study, the student will receive theory instruction, classroom instructor demonstrations/guided practice, and clinic experience under supervision.

The amount of time a student devotes to theory, practice and in the student salon are flexible. However, our rule of thumb is:

COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

- 50% of the student's time is spent working in the school's student salon, where experience is gained through actual practice on live clients.
- 25% of the student's time is spent working on mannequins and projects.
- 25% of the student's time is spent in theory classes and computerized testing.
- The student's time spent working in the student school salon is solely for the student's benefit, both to satisfy the minimum service requirements of the applicable state license the student is seeking, as well as to provide practical experience.
- Students should have experience in a supervised environment so that they can further enhance their skills. The student's time working in the student salon, and the instructors' supervision of the students, is an important and necessary component of the education curriculum of the student's chosen program.
- Students are assigned theory and a minimum number of practical experiences. Academic and theory assignments as well as projects are evaluated as they are completed.
- Designated task or service evaluations may be performed using a clinic client for a model or on mannequin heads. Staff, current or past students, or industry professionals, may not be used as practical exam models. Practical skills will be evaluated as they are completed. Students are required to take and pass a final "practical" examination before graduation.

ADVANCED ESTHETICS | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

Advanced Esthetics Course Topic			Practical Hours	Operations	Theory Hours
1.0	Anatomy, Physiology, and Histology		-	-	25
2.0	Diseases and Disorders		-	-	20
3.0	Safety, Sanitation, and Infection Control		-	-	10
4.0	Oregon Administrative Rules / Revised Statutes		-	-	5
5.0	First Aid, CPR, and Blood Borne Pathogens		-	-	8
6.0	Food and Drug Administration		-	-	2
7.0	American National Standard for Safe Use of Lasers (ANSI)		-	-	40
8.0	Technologies				15
	8.1	Intense Pulse Light	-	-	-
	8.2	Lasers	-	-	-
	8.3	Plasma	-	-	-
	8.4	Non-ablative Fractional Collagen Induction	-	-	-
	8.5	Esthetics Radio Frequency	-	-	-
	8.6	Esthetics Ultrasound	-	-	-
	8.7	Cryolipolysis	-	-	-
	8.8	Microwaves	-	-	-
	8.9	Emerging Technologies	-	-	-
9.0	Modalities				
	9.1	Light Energy Hair Removal	25	20	25
	9.2	Photo Rejuvenation / Dyschromia Reduction	30	20	25
	9.3	Skin Rejuvenation	50	25	45
	9.4	Cellulite Reduction	35	15	25
	9.5	Body Contouring	35	15	25
	9.6	Non-ablative Tattoo Removal	20	15	25
	9.7	Microneedling / Collagen Induction Therapy	50	20	25
10.0	Working in a Medical Setting				
	10.1	Medical Terminology	-	-	15
	10.2	Medical Intervention	-	-	20
	10.3	Pharmacology	-	-	25
	10.4	Ingredients and Product Selection	-	-	25
11.0	Business Skills and Career Development				
	11.1	Building Your Business with Retail / Add-ons	-	-	10
	11.2	Financial Planning	-	-	10
	11.3	Writing and Business Plan	-	-	15
	11.4	Marketing and Advertising	-	-	10
12.0	Discretionary Hours		~30 hours~		
Hours Total			245 hours	130 operations	450 hours
Total Program Hours (practical hours + theory hours + discretionary hours)			725 hours		

**** NOT CURRENTLY OFFERED**

TEACHER TRAINING | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

Level: Advanced

Advanced Esthetics Course Outline: 725 hours and 130 Operations

(Offered at Tualatin, Springfield and Medford campuses)

Course Description

The Advanced Esthetics course of study contains units of instruction in anatomy, physiology, histology, skin diseases/disorders, safety, sanitation, infection control, Oregon Administrative Rules and Revised Statutes, First Aid and CPR Overview, Blood Borne Pathogens, Food and Drug Administration, American National Standard for Safe Use of Lasers (ANSI), advanced esthetics technologies, and modalities such as light energy hair removal, photo rejuvenation/dyschromia reduction, skin rejuvenation, cellulite reduction, body contouring, non-ablative tattoo removal, and working in a medical setting. Upon successful completion of this course of study, the graduate will be eligible to apply for the Oregon Board of Certified Advanced Esthetician's written examination for an Oregon certificate in Advanced Esthetics.

Educational Objectives

Our courses are designed to teach the "entry-level" job skills training, technical knowledge, and personal attitudes necessary for a successful career in the cosmetology industry and prepare students for the state licensing examination.

The Advanced Esthetics course is structured to prepare graduates for entry-level employment as a certified Advanced Esthetician.

Core Curriculum

The course can be completed in 15 to 30 weeks based on the contract schedule. The list of hours on the previous page is derived from the state guide and is used to develop the curriculum.

Teaching and Learning Methods

Academic and technical skills will be taught in sequential learning skill levels, which are based upon current industry services and performance techniques necessary for graduation, state

certification, and employment. Course topics will be presented through lesson plans, class lectures, technical manuals, guest speakers, technical demonstrations, digital learning platforms, and guided hands-on practice.

After the successful completion of the first level (freshman) of technical training, students will also be assigned to the school's supervised clinic area where they will perform actual advanced esthetics services on student salon clients.

Required Course Materials

The following text and materials are purchased by the student from the school. These items are required to complete the training segments of the program successfully. Students are required to bring them every day.

- Milady Standard Advanced Esthetics Textbook and Workbook – 2nd Edition
- Anatomy and Physiology, Chapter 5 - The Integumentary System; Open Stax, Rice; 2017
- ANSI Z136.3 – American National Standard for Safe Use of Lasers in HealthCare
- Oregon Administrative Rules – Chapter 817, Division 005 – 120
- Oregon Revised Statutes – Chapter 676, Division 630 – 660
- Milady Aesthetician Series – Laser and Light Therapy
- The Concise Guide to Dermal Needling – 3rd Edition by Dr. Lance Setterfield, M.D.
- Northwest College School of Beauty Advanced Skin Care and Chemical Peels Kit
- Black scrubs

The following optional texts and materials are also recommended, but not required, for the Advanced Esthetics program.

- Aesthetics Exposed by Terri A. Wojak, LE

Grading Procedures

Grades are given for both practical and theoretical work.

The school uses a numerical grading system with 75% recognized as the minimum passing score. Satisfactory progress is based on a 75% cumulative grade point average for each month, which consists of academic and practical exams. Any test in which a

student receives less than 75% must be retaken no sooner than 24 hours after the failed exam and within two weeks after the student failed the test. A student is allowed to retake a failed examination, but the maximum score a student can receive on a retaken exam is 75%.

Northwest College School of Beauty uses the following basic grading scale for all academic grades:

- 75% and above = meeting satisfactory academic progress standard
- 74% or less = not meeting satisfactory academic progress standard

Northwest College School of Beauty grading scale is defined as:

90 - 100 = A Outstanding Performance

80 - 89 = B Very Good Performance

75 - 79 = C Satisfactory Performance

74 or Less = F Unsatisfactory Performance

Rationale for Additional Advanced Esthetics Hours

We believe that the increased training hours make our students more prepared to enter the Advanced Esthetics industry and more employable because they receive additional training on a variety of high demand aesthetics services and the associated theory.

With those 275 additional training hours, Northwest College School of Beauty has increased or added training hours in the following learning modules:

1. Skin Diseases and Disorders (+10 hours)
2. Medical Terminology (+15 hours)
3. Medical Intervention (+20 hours)
4. Pharmacology (+25 hours)
5. Ingredients and Product Selection (+25 hours)
6. Discretionary Hours (+5 hours)
7. Microneedling/Collagen Induction Therapy (+25 theory hours/ +50 practical hours/ +20 procedures)
8. Business Skills and Career Development (+45 hours)

**** This program is not currently offered.**

TEACHER TRAINING | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

Teacher Training Course Topics	Training Modules	Hours
Units of Instruction	Classroom Observation	300
Preparation and use of lesson plans	Front desk/Client Management	60
Use of audiovisual and other instructional aids	Study Hall/Theory	120
Development and administration of tests and evaluation of test results	Theory Instruction	120
Evaluation and recording of student progress and recording of attendance	Salon Floor Observation	160
Observation of practical demonstration	Practice Classroom Rotation	120
Assisting with practical demonstration	Practice Theory Class and salon Floor	120
Setting up and performance of practical demonstration		
Practice teaching		

Level: Advanced

Teacher Trainer Course Outline: 1,000 Hours

Course Description

The Teacher Training course of study contains units of instruction in preparation and use of lesson plans, use of audiovisual and other instructional aids, development and administration of tests and evaluation of test results, evaluation and recording of student progress and recording attendance, observation of practical demonstration, assisting with practical demonstration, setting up and performance of practical demonstrations and practice teaching. Upon successful completion of this course of study, the graduate will be eligible to apply for a Teacher Registration from the Oregon Higher Education Coordinating Commission.

Educational Objectives

After completion of this program, the student should be able to prepare and understand lesson plans, understand how to use audiovisual and other instructional aides, develop and administer tests, evaluate and grade tests, evaluate and record student progress, record attendance, perform practical examinations, instruct a freshman class and theory class, perform client consultations including service estimation, check student services, understand and perform basic front desk procedures, have a basic understanding

of salon business, and provide excellent customer service.

The teacher training course is structured to prepare graduates for entry-level employment as an instructor in the cosmetology field(s) in which they are currently licensed as practitioners.

Core Curriculum

The course can be completed in 25 to 50 weeks based on the contract schedule. The list of topics above is derived from the state guide and is used to develop the curriculum.

Teaching and Learning Methods

Academic and technical skills will be taught in sequential learning skill levels, which are based upon current industry services and performance techniques necessary for graduation, state certification, and employment. Course topics will be presented through lesson plans, class lectures, technical manuals, guest speakers, technical demonstrations, digital learning platforms, and guided hands-on practice.

Required Course Materials

The following text and materials are purchased by the student from the school. These items are required to complete the training segments of the program successfully. Students are required to bring them every day.

- Milady Master Educator Textbook – 3rd Edition
- Northwest College School of Beauty student smock

The following optional texts and materials are also recommended, but not required, for the Teach Training Program.

- Milady Standard Advanced Esthetics Textbook – 2nd Edition
- Milady Standard Esthetics Textbook – 12th Edition
- Milady Standard Nail Technology Textbook – 7th Edition
- Milady Standard Cosmetology Textbook – 13th Edition
- Milady Standard Barbering Textbook – 6th Edition

Grading Procedures

Grades are given for both practical and theoretical work.

The school uses a numerical grading system with 75% recognized as the minimum passing score. Satisfactory progress is based on a 75% cumulative grade point average for each month, which consists of academic and practical exams. Any test in which a student receives less than 75% must be retaken no sooner than 24 hours after failing the exam and within two weeks after the student failed the test. A student is allowed to retake a failed examination, but the maximum score a student can receive on a retaken exam is 75%.

Northwest College School of Beauty uses the following basic grading scale for all academic grades:

- 75% and above = meeting satisfactory academic progress standard
- 74% or less = not meeting satisfactory academic progress standard

Northwest College School of Beauty grading scale is defined as:

- 90 - 100 = A Outstanding Performance**
- 80 - 89 = B Very Good Performance**
- 75 - 79 = C Satisfactory Performance**
- 74 or Less = F Unsatisfactory Performance**

About the Teacher Training Program

The State of Oregon requires all career school teachers to apply for a Teacher Registration through the Oregon Higher Education Coordinating Commission (HECC). A maximum of three students may train at any

TEACHER TRAINING | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

given time (this takes both day and evening classes into account). Enrollment in or completion of the teacher training program does not guarantee that the student will gain employment with Northwest College School of Beauty.

Students who choose this program will spend the first 880 hours of the program working closely with a licensed instructor. They will observe all freshman classes and assist with the instruction. In addition, they will work alongside the instructor(s) to which they are assigned as the instructor(s) check services in such areas as perming, cutting, and coloring.

During the last 120 hours, the student teacher will be responsible for teaching two freshman classes, as well as checking services on the floor under the guidance and supervision of their mentor instructor(s).

Enrollment and completion of the Teacher Training program does not guarantee that the student will be awarded a Teacher Registration. For full and specific requirements for obtaining a Teacher Registration, visit the HECC's website

HAIR DESIGN | COURSE

GOALS, DESCRIPTIONS, AND REQUIREMENTS

Hair Design Course Topics	Hours	Operations
Anatomy and Physiology	22	-
Microbiology	4	-
Implements, Tools, and Equipment	17.5	-
Product Knowledge and Chemistry	31	-
Safe Usage, Safety Devices, and Federal Regulations	13	-
Haircutting	320	160
Hairstyling	157.5	105
Chemicals	540	180
Shaving	5	10
Career Development	20	-
Oregon Rules and Laws	20	-
Total	1,150 hours	455 operations

Level: Basic

Hair Design Course Outline: 1,150 Hours and 455 Operations

Course Description

The Hair Design course of study contains units of instruction in draping, shampooing, rinsing, conditioning, properties of the hair and scalp, haircutting, hairstyling, chemical services such as haircoloring and chemical texture, artificial hair, and hairpieces, shaving, mustache/beard trims, chemistry, anatomy, implements, tools, equipment, electricity, safety and sanitation, and career development. Upon successful completion of this course of study, the graduate will be eligible to apply for the Oregon Board of Cosmetology's written examination for an Oregon certificate in Hair Design.

Educational Objectives

Our courses are designed to teach the "entry-level" job skills training, technical knowledge, and personal attitudes necessary for a successful career in the cosmetology industry and prepare students for the state licensing examination.

The hair design course is structured to prepare graduates for entry-level employment as hairstylists.

Core Curriculum

The course can be completed in 58 to 115 weeks based on the contract schedule. The

list of hours above is derived from the state guide and is used to develop the curriculum.

Teaching and Learning Methods

Academic and technical skills will be taught in sequential learning skill levels, which are based upon current industry services and performance techniques necessary for graduation, state certification, and employment. Course topics will be presented through lesson plans, class lectures, technical manuals, guest speakers, technical demonstrations, digital learning platforms, and guided hands-on practice.

After the successful completion of the first level (freshman) of technical training, students will also be assigned to the school's supervised clinic area where they will perform actual hair services on student salon clients.

Required Course Materials

The following text and materials are purchased by the student from the school.

These items are required to complete the training segments of the program successfully. Students are required to bring them every day.

- Milady Standard Cosmetology Textbook and Workbook – 13th Edition
- Northwest College School of Beauty Student Kit
- Northwest College School of Beauty student smock
- Milady Standard Cosmetology Theory Workbook – 13th Edition

- Cosmetology Business Concepts Binder

Grading Procedures

Grades are given for both practical and theoretical work. Numeric grades are given in academics and attendance; pass/no pass is given in the clinic/lab. The school uses a numerical grading system with 75% recognized as the minimum passing score. Satisfactory progress is based on a 75% cumulative grade point average for each month, which consists of academic and practical exams. Any test in which a student receives less than 75% must be retaken no sooner than 24 hours after receiving less than 75% and within two weeks after the student failed the test. A student is allowed to retake a failed examination, but the maximum score a student can receive on a retaken exam is 75%.

Northwest College School of Beauty uses the following basic grading scale for all academic grades:

- 75% and above = meeting satisfactory academic progress standard
- 74% or less = not meeting satisfactory academic progress standard

Northwest College School of Beauty grading scale is defined as:

90 - 100 = A Outstanding Performance

80 - 89 = B Very Good Performance

75 - 79 = C Satisfactory Performance

74 or Less = F Unsatisfactory Performance

NAIL TECHNOLOGY | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

Nail Technology Course Topics	Hours	Operations
Anatomy and Physiology	18	-
Microbiology	2	-
Implements, Tools and Equipment	6	-
Product Knowledge and Chemistry	8	-
Safe Usage, Safety Devices and Federal Regulations	7	-
Manicuring	40	20
Pedicuring	40	20
Artificial Nails	120	30
Career Development	20	-
Oregon Rules and Laws	20	-
Total	281	70

Level: Basic

*Nail Technology Course Outline: 281
Hours and 70 Operations*

Course Description

The Nail Technology course of study contains units of instruction in manicuring, pedicuring, nail wrap systems, nail tips, acrylic nail forms, artificial nail removal, artificial nail repairs, hand/foot massage, nail diseases/disorders, electricity, equipment, implements, tools, chemistry, safety and sanitation, and career development. Upon successful completion of this course of study, the graduate will be eligible to apply for the Oregon Board of Cosmetology's written examination for an Oregon certificate in Nail Technology.

Educational Objectives

Our courses are designed to teach the "entry-level" job skills training, technical knowledge, and personal attitudes necessary for a successful career in the cosmetology industry and prepare students for the state licensing examination.

The nail technology course is structured to prepare graduates for entry-level employment as nail technicians.

Core Curriculum

This course can be completed in 7 to 14 weeks, based on the contract schedule. The list of hours above is derived from the state

guide and is used to develop the curriculum.

Teaching and Learning Methods Grading Procedures

Academic and technical skills will be taught in sequential learning skill levels, which are based upon current industry services and performance techniques necessary for graduation, state certification and employment. Course topics will be presented through lesson plans, class lectures, technical manuals, guest speakers, technical demonstrations, digital learning platforms and guided hands-on practice.

After the successful completion of the first level (freshman) of technical training, students will also be assigned to the school's supervised clinic area where they will perform actual nail services on student salon clients.

Required Course Materials

The following text and materials are purchased by the student from the school. These items are required to complete the training segments of the program successfully. Students are required to bring them every day.

- Milady Standard Nail Technology Textbook and Workbook – 7th Edition
- Northwest College School of Beauty Student Kit
- Northwest College School of Beauty student smock
- Cosmetology Business Concepts Binder

Grades are given for both practical and theoretical work. Numeric grades are given in academics and attendance; pass/no pass is given in the clinic/lab. The school uses a numerical grading system with 75% recognized as the minimum passing score. Satisfactory progress is based on a 75% cumulative grade point average for each month, which consists of academic and practical exams. Any test in which a student receives less than 75% must be retaken no sooner than 24 hours after receiving less than 75% and within two weeks after the student failed the test. A student is allowed to retake a failed examination, but the maximum score a student can receive on a retaken exam is 75%.

Northwest College School of Beauty uses the following basic grading scale for all academic grades:

- 75% and above = meeting satisfactory academic progress standard
- 74% or less = not meeting satisfactory academic progress standard

Northwest College School of Beauty grading scale is defined as:

90 - 100 = A Outstanding Performance
80 - 89 = B Very Good Performance
75 - 79 = C Satisfactory Performance
74 or Less = F Unsatisfactory Performance

ESTHETICS | COURSE

GOALS, DESCRIPTIONS, AND REQUIREMENTS

Esthetics Course Topics	Hours	Operations
Anatomy and Physiology	18	-
Microbiology	4	-
Implements, Tools and Equipment	15	-
Product Knowledge and Chemistry	17	-
Safe Usage, Safety Devices and Federal Regulations	10	-
Machines	20	-
Advanced Topics and Treatments	8	-
Changes in Esthetics: Basic vs. Advanced	10	-
Physiology and Histology of the Skin	8	-
Chemical Peels: Very Superficial and Superficial	15	-
Emerging Techniques and Technologies in Basic Esthetics	15	-
Esthetics Services	280	140
Makeup	40	20
Hair Removal	60	60
Other Facial Treatments	40	20
Career Development	20	-
Oregon Rules and Laws	20	-
Total	600	240

Level: Basic

Esthetics Course Outline: 600 Hours and 240 Operations

Course Description

The Esthetics course of study contains units of instruction in body treatments, facial massage, facial treatments, facial makeup, skin sciences, temporary hair removal including Brazilian waxing, electricity, light therapy, chemistry, anatomy, machines, safety and sanitation and career development. Upon successful completion of this course of study, the graduate will be eligible to apply for the Oregon Board of Cosmetology's written examination for an Oregon certificate in Esthetics.

Educational Objectives

Our courses are designed to teach the "entry-level" job skills training, technical knowledge, and personal attitudes necessary for a successful career in the cosmetology industry and prepare students for the state licensing examination. The esthetics course is structured to prepare graduates for entry-level employment as an esthetician.

Core Curriculum

This course can be completed in 15 to 30 weeks, based on the contract schedule. The list of hours above is derived from the state guide and is used to develop the curriculum. 116 additional training hours are included in the stand-alone esthetics program. Northwest College School of Beauty's Esthetics Program exceeds the state's minimum hours and practical requirements.

Teaching and Learning Methods

Academic and technical skills will be taught in sequential learning skill levels, which are based upon current industry services and performance techniques necessary for graduation, state certification, and employment. Course topics will be presented through lesson plans, class lectures, technical manuals, guest speakers, technical demonstrations, digital learning platforms, and guided hands-on practice.

After the successful completion of the first level (freshman) of technical training, students will also be assigned to the school's supervised clinic area where they will perform actual esthetic and cosmetic services on student salon clients.

Required Course Materials

The following text and materials are purchased by the student from the school. These items are required to complete the training segments of the program successfully. Students are required to bring them every day.

- Milady Standard Esthetics Textbook – 12th Edition
- Milady Standard Esthetics Student Workbook – 12th Edition
- Northwest College School of Beauty Student Kit
- Northwest College School of Beauty student smock
- Cosmetology Business Concepts Binder

Grading Procedures

Grades are given for both practical and theoretical work. Numeric grades are given in academics and attendance; pass/no pass is given in the clinic/lab.

The school uses a numerical grading system with 75% recognized as the minimum passing score. Satisfactory progress is based on a 75% cumulative grade point average for each month, which consists of academic and practical exams. Any test in which a student receives less than 75% must be retaken no sooner than 24 hours after receiving less than 75% and within two weeks after the student failed the test. A student is allowed to retake a failed examination, but the maximum score a student can receive on a retaken exam is 75%.

Northwest College School of Beauty uses the following basic grading scale for all academic grades:

- 75% and above = meeting satisfactory academic progress standard
- 74% or less = not meeting satisfactory academic progress standard

Northwest College School of Beauty grading scale is defined as:

90 - 100 = A Outstanding Performance
80 - 89 = B Very Good Performance
75 - 79 = C Satisfactory Performance
74 or Less = F Unsatisfactory Performance

ESTHETICS | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

Rationale for Additional Esthetics Hours

We believe that the increased training hours make our students more prepared to enter the Esthetics industry and more employable because they receive additional training on a variety of high demand Esthetics services.

With those 116 additional training hours, Northwest College School of Beauty has increased the training hours in the following learning modules:

1. Machines (+20 hours)
2. Advanced Topics and Treatments (+8 hours)
3. Changes in Esthetics: Basic vs. Advanced (+10 hours)
4. Physiology and Histology of the Skin (+8 hours)
5. Chemical Peels: Very Superficial and Superficial (+15 hours)
6. Emerging Techniques and Technologies in Basic Esthetics (+15 hours)
7. Other Facial Treatments – Extractions (+40 hours)

BARBERING | COURSE

GOALS, DESCRIPTIONS, AND REQUIREMENTS

Barbering Course Topics	Hours	Operations
Anatomy and Physiology	22	-
Microbiology	8	-
Implements, Tools and Equipment	5.5	-
Product Knowledge and Chemistry	9	-
Safe Usage, Safety Devices and Federal Regulations	14	-
Haircutting	480	240
Hairstyling	157.5	105
Shaving: Full Face and/or Head	80	40
Mustache, Beard Design and Detailing	60	120
Hair and Scalp Treatments	30	20
Facial Massage and Treatments	40	20
Career Development	20	-
Oregon Rules and Laws	20	-
Total	946	545

Level: Basic

*Barbering Course Outline: 946
Hours and 545 Operations*

Course Description

The Barbering course of study contains units of instruction in draping, shampooing, rinsing, conditioning, properties of the hair and scalp, disorders and treatments of the skin/scalp/hair, facial massage and treatments, haircutting, hairstyling, artificial hair, and hairpieces, shaving, mustache/beard design, chemistry, anatomy, implements, tools, equipment, electricity, safety and sanitation, and career development. Upon successful completion of this course of study, the graduate will be eligible to apply for the Oregon Board of Cosmetology's written examination for an Oregon certificate in Barbering.

Educational Objectives

Our courses are designed to teach the "entry-level" job skills training, technical knowledge, and personal attitudes necessary for a successful career in the cosmetology industry and prepare students for the state licensing examination. The barbering course is structured to prepare graduates for entry-level employment as a barber.

Core Curriculum

The course can be completed in 24 to 47 weeks based on the contract schedule. The list of hours above is derived from the state guide and is used to develop the curriculum. 160 additional training hours are included in the barbering program. Northwest College School of Beauty's Barbering Program exceeds the state's minimum hours and practical requirements.

Teaching and Learning Methods

Academic and technical skills will be taught in sequential learning skill levels, which are based upon current industry services and performance techniques necessary for graduation, state certification and employment. Course topics will be presented through lesson plans, class lectures, technical manuals, guest speakers, technical demonstrations, digital learning platforms, and guided hands-on practice. After the successful completion of the first level (freshman) of technical training, students will also be assigned to the school's supervised clinic area where they will perform actual hair and barbering services on student salon clients.

Required Course Materials

The following text and materials are purchased by the student from the school. These items are required to complete the training segments of the program successfully. Students are required to bring them every day.

- Milady Standard Barbering Textbook and Workbook—6th Edition
- Northwest College School of Beauty Student Kit
- Northwest College School of Beauty student smock
- Cosmetology Business Concepts Binder

Grading Procedures

Grades are given for both practical and theoretical work. Numeric grades are given in academics and attendance; pass/no pass is given in the clinic/lab.

The school uses a numerical grading system with 75% recognized as the minimum passing score. Satisfactory progress is based on a 75% cumulative grade point average for each month, which consists of academic and practical exams. Any test in which a student receives less than 75% must be retaken no sooner than 24 hours after receiving less than 75% and within two weeks after the student failed the test. A student is allowed to retake a failed examination, but the maximum score a student can receive on a retaken exam is 75%.

Northwest College School of Beauty uses the following basic grading scale for all academic grades:

- 75% and above = meeting satisfactory academic progress standard
- 74% or less = not meeting satisfactory academic progress standard

Northwest College School of Beauty grading scale is defined as:

90 - 100 = A Outstanding Performance

80 - 89 = B Very Good Performance

75 - 79 = C Satisfactory Performance

74 or Less = F Unsatisfactory Performance

Rationale for Additional Barbering Hours

We believe that the increased training hours make our students more prepared to enter the barbering industry and more employable, because they receive additional training in a variety of high demand barbering services.

With those 160 additional training hours, Northwest College School of Beauty has increased the training hours in the following learning modules:

1. Haircutting (+160 hours)

HAIR DESIGN, NAIL TECHNOLOGY, & ESTHETICS

COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

Hair Design, Nail Technology and Esthetics Course Topics	Hours	Operations
Anatomy and Physiology	58	-
Microbiology	10	-
Implements, Tools and Equipment	38.5	-
Product Knowledge and Chemistry	56	-
Safe Usage, Safety Devices and Federal Regulations	30	-
Haircutting	320	160
Hairstyling	157.5	105
Chemicals	540	180
Shaving	5	10
Manicuring	40	20
Pedicuring	40	20
Artificial Nails	120	30
Esthetics Services	280	140
Other Facial Treatments	-	20
Makeup	40	20
Hair Removal	60	60
Career Development	20	-
Oregon Rules and Laws	20	-
Total	1,835	765

*Level: Basic *Not Currently Offered*
Hair Design, Nail Technology, and
Esthetics Course Outline: 1,835 Hours
and 765 Operations

Course Description

The Hair Design, Nail Technology & Esthetics course of study contains units of instruction in draping, shampooing, rinsing, conditioning, properties of the hair and scalp, haircutting, hairstyling, chemical services such as haircoloring and chemical texture, artificial hair and hairpieces, shaving, mustache/beard trims, manicuring, pedicuring, nail wrap systems, nail tips, acrylic nail forms, artificial nail removal, artificial nail repairs, hand/foot massage, nail diseases/disorders, body treatments, facial massage, facial treatments, facial makeup, skin sciences, temporary hair removal including Brazilian waxing, light therapy, machines, chemistry, anatomy, implements, tools, equipment, electricity, safety and sanitation, and career development. Upon successful completion of this course of study, the graduate will be eligible to apply for the Oregon Board of Cosmetology's written examinations for Oregon certificates in Hair Design, Nail Technology & Esthetics.

Educational Objectives

Our courses are designed to teach the "entry-level" job skills training, technical knowledge, and personal attitudes necessary for a successful career in the cosmetology industry and prepare students for the state licensing examination. The hair design, nail technology & esthetics course are structured to prepare graduates for "entry-level employment" as a hairstylist, nail technician and/or esthetician (cosmetologist).

Core Curriculum

The course can be completed in 46 to 92 weeks based on a contract schedule. The list of hours above is derived from the state guide and is used to develop the curriculum.

Teaching and Learning Methods

Academic and technical skills will be taught in sequential learning skill levels, which are based upon current industry services and performance techniques necessary for graduation, state certification, and employment. Course topics will be presented through lesson plans, class lectures, technical manuals, guest speakers, technical demonstrations, digital learning platforms and guided hands-on practice.

After the successful completion of the first level (freshman) of technical training, students will also be assigned to the school's supervised clinic area where they will perform actual hair, nail, and cosmetic services on student salon clients. The following text and materials are purchased by the student from the school. These items are required to complete the training segments of the program successfully. Students are required to bring them every day.

- Milady Standard Cosmetology Textbook and workbook– 13th Edition
- Milady Standard Nail Technology Textbook and workbook– 7th Edition
- Milady Standard Esthetics Textbook and Workbook– 12th Edition
- Northwest College School of Beauty Student Kit
- Northwest College School of Beauty student smock
- Cosmetology Business Concepts Binder

Grading Procedures

Grades are given for both practical and theoretical work. The school uses a numerical grading system with 75% recognized as the minimum passing score. Satisfactory progress is based on a 75% cumulative grade point average for each month, which consists of academic and practical exams. Any test in which a student receives less than 75% must be retaken no sooner than 24 hours after receiving less than 75% and within two weeks after the student failed the test. A student is allowed to retake a failed examination, but the maximum score a student can receive on a retaken exam is 75%.

Northwest College School of Beauty uses the following basic grading scale for all academic grades:

- 75% and above = meeting satisfactory academic progress standard
- 74% or less = not meeting satisfactory academic progress standard

Northwest College School of Beauty grading scale is defined as:

90 - 100 = A Outstanding Performance

80 - 89 = B Very Good Performance

75 - 79 = C Satisfactory Performance

74 or Less = F Unsatisfactory Performance

NAIL TECHNOLOGY & ESTHETICS | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

Nail Technology & Esthetics Course Topics	Hours	Operations
Anatomy and Physiology	36	-
Microbiology	6	-
Implements, Tools, and Equipment	21	-
Product Knowledge and Chemistry	25	-
Safe Usage, Safety Devices, and Federal Regulations	17	-
Machines	20	-
Advanced Topics and Treatments	8	-
Changes in Esthetics: Basic vs. Advanced	10	-
Physiology and Histology of the Skin	8	-
Chemical Peels: Very Superficial and Superficial	15	-
Emerging Techniques and Technologies in Basic Esthetics	15	-
Manicuring	40	20
Pedicuring	40	20
Artificial Nails	120	30
Esthetics Services	280	140
Makeup	40	20
Hair Removal	60	60
Other Facial Treatments	40	20
Career Development	20	-
Oregon Rules and Laws	20	-
Total	841	310

Level: Basic*Not Currently Offered

Nail Technology & Esthetics Course Outline: 841 Hours and 310 Operations

Course Description

The Nail Technology & Esthetics course of study contains units of instruction in manicuring, pedicuring, nail wrap systems, nail tips, acrylic nail forms, artificial nail removal, artificial nail repairs, hand/foot massage, nail diseases/disorders, body treatments, facial massage, facial treatments, facial makeup, skin sciences, temporary hair removal including Brazilian waxing, light therapy, machines, chemistry, anatomy, implements, tools, equipment, electricity, safety and sanitation, and career development. Upon successful completion of this course of study, the graduate will be eligible to apply for the Oregon Board of Cosmetology's written examinations for Oregon certificates in Nail Technology & Esthetics.

Educational Objectives

Our courses are designed to teach the "entry-level" job skills training, technical knowledge, and personal attitudes necessary for a successful career in the cosmetology industry and prepare students for the state licensing examination.

The Nail Technology & Esthetics course is structured to prepare graduates for "entry-level" employment as a nail technician and esthetician.

Core Curriculum

The course can be completed in 21 to 42 weeks based on the contract schedule. The list of hours above is derived from the state guide and is used to develop the curriculum. 116 additional training hours are included in the nail technology & esthetics program.

Northwest College School of Beauty's Nail Technology & Esthetics Program exceeds the state's minimum hours and practical requirements.

Teaching and Learning Methods

Academic and technical skills will be taught in sequential learning skill levels, which are based upon current industry services and performance techniques necessary for graduation, state certification, and employment. Course topics will be presented through lesson plans, class lectures, technical manuals, guest speakers, technical demonstrations, digital learning platforms, and guided hands-on practice. After the successful completion of the first level (freshman) of technical training, students will also be assigned to the school's supervised clinic area where they will perform actual nail, esthetics, and cosmetic services on student salon clients.

Required Course Materials

The following text and materials are purchased by the student from the school. These items are required to complete the

training segments of the program successfully. Students are required to bring them every day.

- Milady Standard Nail Technology Textbook and Workbook– 7th Edition
- Milady Standard Esthetics Textbook and Workbook– 12th Edition
- Northwest College School of Beauty Student Kit
- Northwest College School of Beauty student smock

Grading Procedures

Grades are given for both practical and theoretical work.

The school uses a numerical grading system with 75% recognized as the minimum passing score. Satisfactory progress is based on a 75% cumulative grade point average for each month, which consists of academic and practical exams. Any test in which a student

receives less than 75% must be retaken no sooner than 24 hours after receiving less than 75% and within two weeks after the student failed the test. A student is allowed to retake a failed examination, but the maximum score a student can receive on a retaken exam is 75%.

Northwest College School of Beauty uses the following basic grading scale for all academic grades:

- 75% and above = meeting satisfactory academic progress standard
- 74% or less = not meeting satisfactory academic progress standard

Northwest College School of Beauty grading scale is defined as:

90 - 100 = A Outstanding Performance

80 - 89 = B Very Good Performance

75 - 79 = C Satisfactory Performance

74 or Less = F Unsatisfactory Performance

Rationale for Additional Esthetics Hours

We believe that the increased training hours make our students more prepared to enter the Esthetics industry and more employable because they receive additional training on a variety of high demand Esthetics services.

With those 116 additional training hours, Northwest College School of Beauty has

NAIL TECHNOLOGY & ESTHETICS | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

increased the training hours in the following learning modules:

- Machines (+20 hours)
- Advanced Topics and Treatments (+8 hours)
- Changes in Esthetics: Basic vs. Advanced (+10 hours)
- Physiology and Histology of the Skin (+8 hours)
- Chemical Peels: Very Superficial and Superficial (+15 hours)
- Emerging Techniques and Technologies in Basic Esthetics (+15 hours)
- Other Facial Treatments – Extractions (+40 hours)



HAIR DESIGN & ESTHETICS | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

Hair Design & Esthetics Course Topics	Hours	Operations
Anatomy and Physiology	40	-
Microbiology	8	-
Implements, Tools and Equipment	32.5	-
Product Knowledge and Chemistry	48	-
Safe Usage, Safety Devices and Federal Regulations	23	-
Haircutting	320	160
Hairstyling	157.5	105
Chemicals	540	180
Shaving	5	10
Esthetics Services	280	140
Other Facial Treatments	-	20
Makeup	40	20
Hair Removal	60	60
Career Development	20	-
Oregon Rules and Laws	20	-
Total	1,594	695

*Level: Basic*Not Currently Offered*
Hair Design & Esthetics Course Topics Outline:
1,594 Hours and 695 Operations

Course Description

The Hair Design & Esthetics course of study contains units of instruction in draping, shampooing, rinsing, conditioning, properties of the hair and scalp, haircutting, hairstyling, chemical services such as haircoloring and chemical texture, artificial hair, and hairpieces, shaving, mustache/beard trims, shaving, body treatments, facial massage, facial treatments, facial makeup, skin sciences, temporary hair removal including Brazilian waxing, light therapy, machines, chemistry, anatomy, implements, tools, equipment, electricity, safety and sanitation, and career development. Upon successful completion of this course of study, the graduate will be eligible to apply for the Oregon Board of Cosmetology's written examinations for Oregon certificates in Hair Design & Esthetics.

Educational Objectives

Our courses are designed to teach the "entry-level" job skills training, technical knowledge, and personal attitudes necessary for a successful career in the cosmetology industry and prepare students for the state licensing examination. The Hair Design & Esthetics course is structured to prepare graduates for entry-level employment as a hairstylist and esthetician.

Core Curriculum

The course can be completed in 40 to 64 weeks based on the contract schedule. The list of hours on the left is derived from the state guide and is used to develop the curriculum.

Teaching and Learning Methods

Academic and technical skills will be taught in sequential learning skill levels, which are based upon current industry services and performance techniques necessary for graduation, state certification, and employment. Course topics will be presented through lesson plans, class lectures, technical manuals, guest speakers,

technical demonstrations, digital learning platforms, and guided hands-on practice. After the successful completion of the first level (freshman) of technical training, students will also be assigned to the school's supervised clinic area where they will perform actual hair, esthetic, and cosmetic services on student salon clients.

The following text and materials are purchased by the student from the school. These items are required to complete the training segments of the program successfully. Students are required to bring them every day.

- Milady Standard Cosmetology Textbook and Workbook– 13th Edition
- Milady Standard Esthetics Textbook and Workbook– 12th Edition
- Northwest College School of Beauty Student Kit
- Northwest College School of Beauty student smock

HAIR DESIGN & ESTHETICS | COURSE GOALS, DESCRIPTIONS, AND REQUIREMENTS

Grading Procedures

Grades are given for both practical and theoretical work. Grades are given for both practical and theoretical work.

The school uses a numerical grading system with 75% recognized as the minimum passing score. Satisfactory progress is based on a 75% cumulative grade point average for each month, which consists of academic and practical exams. Any test in which a student receives less than 75% must be retaken no sooner than 24 hours after receiving less than 75% and within two weeks after the student failed the test. A student is allowed to retake a failed examination, but the maximum score a student can receive on a retaken exam is 75%.

Northwest College School of Beauty uses the following basic grading scale for all academic grades:

- 75% and above = meeting satisfactory academic progress standard
- 74% or less = not meeting satisfactory academic progress standard

Northwest College School of Beauty grading scale is defined as:

90 - 100 = A Outstanding Performance
80 - 89 = B Very Good Performance
75 - 79 = C Satisfactory Performance
74 or Less = F Unsatisfactory Performance

Cleanliness and Sanitation

Each student will be responsible for his or her own workstation, including its cleanliness, general sanitation, and preparedness for use. Each student must clean everything he or she has used that day before leaving the school.

The following sanitation and cleanliness guidelines must be adhered to at all times:

Workstation and Equipment

- Students must leave their workstation and equipment in a clean and orderly condition. All equipment must be ready for use when students arrive on the next school day.
- Students are required to clean their mirrors, wipe down their counter tops and chairs (including bases), and sweep the entire area surrounding and under their stations. All equipment implements and/or supplies that belong to the school (that students have used) must be cleaned, disinfected and returned to their proper places.

Implements

- All implements must be sanitized and disinfected according to Oregon Safety and Sanitation Rules.

Supplies

- Any supplies used in common areas must be returned to their proper place and left in a clean and orderly condition, including books, mannequins, clamps, etc.
- All books, texts, and personal possessions must be stored in each student's locker individually. Stations should have nothing on top of them.

Common Areas

- Everyone is obligated to maintain common areas at all times. In the school, this includes the reception area, dryer area, dispensary, student breakroom, hallway, shampoo area and locker areas.
- With everyone cooperating in this manner, the people who are the last to leave have only their own workstations and items that they have been using to clean.

Dispensary Duty Assignments

- Students will be given dispensary duty assignments. No one will be excused from hair, nail, or esthetics services for any reason while in dispense. If the student assigned is absent or cannot for some reason

participate, the student will not be reassigned until his or her name comes up again on the roster. A student will not graduate until the required rotation in dispensary is completed. Dispensary rotations also count toward the Safety and Sanitation training required by the State of Oregon. It is imperative that students have this experience if they are to compete in today's job market.

Dispensary Duties to Be Performed

- Check sanitizer and disinfectant. It must be made up at all times and must be kept clean.
- Wash, dry, fold and put away towels. Use ¼ ounce of industrial strength detergent for each load. Collect soiled towels throughout the day and remind students to bring in soiled implements to dispensary when not in use, especially in the afternoon. All dispensary duties should be caught up by 4:00 p.m. and 9:00 p.m.
- Assist instructor and student operator with mixing and preparing all color formulas. Use only Black/Navvy towels for all color services.
- Keep all shelves and drawers clean and organized. Each day, an inventory sheet will be handed to the Lead Instructor/Manager for this purpose.

PROGRAM COST APPENDIX

Northwest College School of Beauty Program Costs

**Please refer to the catalog insert for program availability at each campus.*

Program	Tuition	Kit	Books	Registration Fee	Total
Hair Design, Nail Technology & Esthetics (1,835 hours)*Not Enrolling	\$ 17,938	\$ 3,529	\$ 1,659	\$ 100	\$23,226.00
Hair Design & Esthetics (1,594 hours) *Not Enrolling	\$ 17,164	\$ 2,804	\$ 1,129	\$ 100	\$21,197.00
Nail Technology & Esthetics (841 hours) *Not Enrolling	\$ 11,184	\$ 1,777	\$ 1,129	\$ 100	\$14,190.00
Hair Design (1,150 hours)	\$ 16,100	\$ 1,752	\$ 599	\$ 100	\$18,551.00
Barbering (946 hours)	\$ 15,136	\$ 1,765	\$ 599	\$ 100	\$17,600.00
Nail Technology (281 hours)	\$ 4,496	\$ 777	\$ 599	\$ 100	\$5,972.00
Esthetics (600 hours)	\$ 9,100	\$ 1,052	\$ 599	\$ 100	\$10,851.00
*Advanced Esthetics (725 hours) *Not Enrolling	\$ 14,900	\$ 1,100	\$ 1,100	\$ 100	\$17,200.00
Teacher Training (1,000 hours)	\$ 10,500	N/A	\$ 300	\$ 100	\$10,900.00

*Advanced Esthetics is only available at Northwest College School of Beauty's Tualatin, Springfield and Medford, Oregon Campuses.



nwc

NORTHWEST COLLEGE
SCHOOL OF BEAUTY

www.nwcollege.edu

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Medford Campus

2241 Tower East
Medford, Oregon 97504
541-772-8937

Springfield Campus

3150 Gateway Loop
Springfield, Oregon 97477
541-344-0397

Tualatin Campus

8345 SW Nyberg Street
Tualatin, Oregon 97062
503-218-2265

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