2024 COSMETOLOGY CATALOG ADDENDUM

The catalog is published once each year. Any changes will be provided through an addendum to the catalog.

December 18, 2024 ....
Students who clock in late from lunch will not have adjustments made to their time, resulting in lost hours or minutes.

Students will receive three courtesy calls, notifying them of waiting guests. After three courtesy calls and no communication with the front desk from the student, the student will be sent home for the rest of the day, resulting in lost hours or minutes.

December 6, 2024 .... **Notification of Change in Graduation Date**
If a student does not complete the program by the graduation date outlined in the enrollment contract, a fee will be incurred which is referred to as the "overtime charge." This fee is associated with extending the time in the program. To address this, the Financial Aid Department will arrange a meeting with the student to review the details of the additional charge and confirm the updated graduation date.

.... **2025 Program Start Dates**
The start dates for the Cosmetology program are:

       Monday, January 27, 2025
       Monday, April 7, 2025
       Monday, June 16, 2025
       Monday, August 25, 2025

November 1, 2024.. **Modification of Operations**
College of Hair Design reserves the right to make modifications in the specific content of any course (meeting state requirements), make substitutions in books and supplies, make personnel changes as the school deems necessary, and cancel classes based on inadequate enrollment.

..School Holidays

The school holidays have been amended to:

> New Years Day: Wednesday, January 1, 2025
> Memorial Day: Monday, May 26, 2025
> Independence Day: Friday, July 4 and Saturday, July 5, 2025
> Labor Day: Monday, September 1, 2025
> Thanksgiving: Thursday, November 27, 2025
> Christmas: Wednesday, December 24 through Saturday, December 27, 2025
> New Years Eve: Wednesday, December 31, 2025

Please consult with the Student Services Coordinator on changes to graduation dates, if applicable.

.. Change to Internal Attendance Policies: Time Clock

The following policy found in the Catalog regarding time clock errors has been rescinded:

> If a student has an error, he/she needs to write the error and their name on the time clock
> edit sheet located in the student services office or at the front desk so that an "edit" may
> be made. Edits for missed punches receive a 15 minute edit dock when not reported.