COSMETOLOGY
2024-2025 CATALOG ADDENDUM

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

March 14, 2025 ....**Removal of Application Fee**
College of Hair Design no longer charges an application fee of $50.

March 1, 2025 .... **Correction to Leave of Absence Related Withdrawals**
The statement in the *Tuition Settlement and Refund Policy* has been corrected to read:

> If a student on a leave of absence fails to return on the expected date, they will be considered officially withdrawn as of that date.

December 18, 2024 .... **Late Clock-ins From Lunch**
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.