



ESTHETICS

2024-2025 CATALOG ADDENDUM

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

July 1, 2025 Removal of Overtime Charges
Effective July 1, 2025, students enrolling in programs beginning on or after August 1, 2025, will not incur overtime charges.

June 10, 2025 New Location of Faculty and Staff Directory
The faculty and staff directory are now located in a separate document, which can be found with the catalog.

April 1, 2025 Usage of SMART Student Information System
As of April 21, 2025, the SMART portal will no longer be used due to the transition to new software. To access attendance records, grades, or progress reports, please contact the Student Services Coordinator.

Additionally, employment information will no longer be entered into or tracked through the OnlineSmart program.

March 31, 2025 Esthetics Evening Program
The College of Hair Design has launched an evening Esthetics program, with the first class starting on May 12, 2025. Tentative future start dates include August 4 and October 27, 2025.

While the current Catalog remains in effect, the following additions apply to the evening Esthetics program:

- Classes are held Monday through Friday, from 5:00 p.m. to 10:00 p.m., totaling 25 hours per week.
- The duration of the program is 24 weeks or 6 months.
- The Maximum Time Frame for program completion is 30 weeks or 726 hours.

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If a student on a leave of absence fails to return on the expected date, they will be considered officially withdrawn as of that date.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 Students who clock in late from lunch will not have adjustments made to their time, resulting in lost hours or minutes.

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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 Esthetics program are:

Tuesday, January 14, 2025
Tuesday, March 25, 2025
Tuesday, June 3, 2025
Tuesday, August 12, 2025
Tuesday, October 21, 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.