# *Bella Institute School of Cosmetology*

## *2024/2025 Catalog*

Updated 11/05/2024

# A Word from Our Executive Director

As the owner and Ex Director of Bella Institute School of Cosmetology, I am thrilled to welcome you to our school and to partner with you on your journey towards your new career.

In our challenging economic environment, job competition is fiercer than ever before. It is increasingly important to be highly skilled and marketable,

standing out from other new school graduates. There is no better way to equip yourself for this than by obtaining a quality education. Bella Institute School of Cosmetology is committed to providing you with individual instruction that focuses on not just skill attainment, but mastery. This catalog is the first step toward that achievement. With this tool, you can begin your journey toward entering the job market as a successful salon professional.

If you are passionate about entering a field that will offer you the opportunity for creativity, the financial freedom of working for yourself, and the reward of building lasting relationships with your clientele, cosmetology is an excellent choice. Whether you are interested in working at a day spa, a salon, or would like to open your own business, we at Bella are excited to teach you the skills needed to achieve your dreams.

Sincerely,
Kimberly Beddor, M.E.D.
Owner and Ex. Director of Bella Institute School of Cosmetology

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## Licensing

Bella Institute School of Cosmetology is fully licensed by the Oregon Higher Education Coordinating Commission and the Oregon Health Licensing Agency (OHLA). For more information, please contact:

Oregon Higher Education Coordinating Commission
3225 25th Street SE
Salem, OR 97302
Phone: 503-947-5751
Fax: 503-378-8395

Oregon Health Licensing Agency (OHLA)
1430 Tandem Ave, NE Suite 180
Salem, OR 97301
Phone: 503-378-8667
Fax: 503-370-9004

# Mission Statement

Bella Institute School of Cosmetology offers programs in Hair Design, Nail Technology, Esthetics, and Barbering. Our primary goal is to establish a solid base of education and experience to equip you with the essential tools needed to pass the Oregon state exam and enjoy a successful entry into the world of professional cosmetology.

Our school has over ten years of experience training and licensing outstanding beauty professionals. We strive to provide students with a comprehensive program of instruction with the highest possible standards. Our hope is to prepare individuals for the professional environment by creating the best possible foundation for you to develop a successful career.

Bella is fully licensed by the Oregon Higher Education Coordinating Commission and works in partnership with the Oregon State Board of Cosmetology to test and license each student.

## Competency Based Format

Our school uses a competency-based format, which provides the same curricular content that is taught in a clock-hour program. Students attend theory and lab classes, eventually using the knowledge they have gained to perform services in hair design, nail technology, esthetics, or barbering on clients.

Theory provides the foundation to guide practical skills. Freshmen students attend fundamental CIMA courses, which are followed by academic exams that help gauge a student's comprehension of a given subject. Once a student has attended the full cycle of CIMA courses, he or she is allowed to move to the next level so long as the requisite theory and practical exams have been passed.

At the junior level, students are provided with more advanced theory. Practical services are also performed under the supervision of our instructors. In addition, a further series of academic and practical tests must be passed, and competency demonstrated prior to moving to the senior level.

The senior level is primarily practical in focus. This is where the student works on refining skills and increasing speed. Students can accelerate the program based on their abilities which are often determined by a student’s focus and commitment.

With competency-based instruction, graduation will not depend on the number of clock-hours. Instead, it will depend on a student’s ability to meet a minimum number of operations and demonstrate competence. When the school informs a student that he or she is competent, the student may elect to leave the school with a diploma at that time or stay in school until the amount of time equal to that of a clock-hour program has been completed. A student may make this choice at no additional charge but must notify the school of his or her decision within two weeks of notice of competency.

**Our campus, located right off 217 and Beaverton Hillsdale Highway, houses 4684 square feet of renovated space with the look and feel of a modern salon. The facility is divided into three primary sections: a hair salon with cutting stations and shampoo stations; a manicure and pedicure area with whirlpool pedicure spas and manicure tables; and esthetics areas, which are home to service beds, treatment rooms, and the latest equipment in the industry. In addition, there are separate classrooms for hair, esthetics, and nails.**

# 2024/2025 Starts

## Hair Design

| Start: | Max End |
|---|---|
| Jan 8 | Feb 12, 2025 |
| Feb 5 | Mar 12, 2025 |
| March 4 | April 9, 2025 |
| April 1 | May 7, 2025 |
| April 29 | June 4, 2025 |
| May 28 | July 3, 2025 |
| June 24 | July 30, 2025 |
| July 22 | Aug 22, 2025 |
| Aug 19 | Sept 24, 2025 |
| Sept 16 | Oct 22, 2025 |
| Oct 14 | Nov 19, 2025 |
| Nov 11 | Dec 17, 2025 |
| **2025** | |
| Jan 6 | Feb 10, 2026 |
| Feb 3 | March 18, 2026 |
| March 3 | April 15, 2026 |
| March 31 | May 13, 2026 |
| April 28 | June 10, 2026 |
| May 26 | July 8, 2026 |
| June 23 | Aug 5, 2026 |
| July 21 | Sept 2, 2026 |
| Aug 18 | Sept 30, 2026 |
| Sept 15 | Oct 28, 2026 |
| Oct 13 | Nov 25, 2026 |
| Nov 10 | Dec 23,2026 |

## Barbering

| Start: | Max End |
|---|---|
| Feb 5 | Nov 5, 2024 |
| April 1 | Dec 31, 2024 |
| May 28 | Feb 26, 2025 |
| July 22 | April 22, 2025 |
| Sept 16 | June 17. 2025 |
| Nov 11 | Aug 12, 2025 |
| **2025** | |
| Feb 3 | Oct 14, 2025 |
| March 31 | Dec 9, 2025 |
| May 26 | Feb 3, 2026 |
| July 21 | March 31, 2026 |
| Sep 15 | May 26, 2026 |
| Nov 10 | July 21, 2026 |

## Esthetics

| Start | Max End |
|---|---|
| Jan 2 | Oct 9, 2024 |
| Feb 13 | Nov 20, 2024 |
| March 26 | Jan 1, 2025 |
| May 7 | Feb 12, 2025 |
| June 18 | Mar 26, 2025 |
| July 30 | April 4, 2025 |
| Sept 10 | June 18, 2025 |
| Oct 22 | July 30, 2025 |
| Dec 3 | Sep 10, 2025 |
| **2025** | |
| Jan 21 | Oct 22, 2025 |
| March 4 | Dec 3, 2025 |
| April 15 | Jan 14, 2026 |
| May 27 | Feb 25, 2026 |
| July 8 | April 8, 2026 |
| August 19 | May 20, 2026 |
| Sept 30 | July 1, 2026 |
| Nov 11th | Aug 5, 2026 |

## Nails

| Start: | Max End |
|---|---|
| Jan 2 | May 2, 2024 |
| Jan 30 | May 30, 2024 |
| Feb 27 | June 27, 2024 |
| March 26 | July 25, 2024 |
| April 23 | Aug 22, 2024 |
| May 21 | Sept 19, 2024 |
| June 18 | Oct 17, 2024 |
| July 16 | Nov 14, 2024 |
| Aug 13 | Dec 12, 2024 |
| Sept 10 | Jan 9, 2025 |
| Oct 8 | Feb 6, 2025 |
| Nov 5 | Mar 6, 2025 |
| Dec 3 | April 3, 2025 |
| **2025** | |
| Jan 14 | May 8, 2025 |
| Feb 11 | June 5, 2025 |
| March 11 | July 3, 2025 |
| April 8 | Aug 28, 2025 |
| May 6 | Sept 25, 2025 |
| June 3 | Oct 23, 2025 |
| July 8 | Nov 20, 2025 |
| Aug 15 | Dec 18, 2025 |
| Sep 2 | Jan 15, 2026 |
| Sept 30 | Feb 12, 2026 |
| Oct 28 | March 12, 2026 |
| Dec 2 | May 5, 2026 |

# 2024/2025 School Closures

| New Year's | Memorial Day | 4th of July Day | Labor Day | Thanksgiving | Winter Holiday |
|---|---|---|---|---|---|
| Jan 1 2025 | May 27, 2024<br>May 26, 2025 | Jul 4, 2024/5 | Sept 2, 2024<br>Sept 2, 2025 | Nov 23-24,<br>Nov 28-29 | Dec 23-Dec 31 |

## Hours of Operation

Bella is open from 8:30 am— 9:00 pm Monday—Friday

In the event of inclement weather, we operate in synchronization with Beaverton School District. If Beaverton Public Schools are closed or delayed due to weather, our school will also be closed or delayed.

# Scheduled Hours Per Week

| Program | Schedule | Hours |
|---|---|---|
| Hair Design/ Barbering AM | Mon—Fri, 20 Hours Per Week | 8:30 am —12:30 pm |
| Hair Design/ Barbering PM | Mon—Fri, 20 Hours Per Week | 1:00 pm — 5:00 pm |
| Hair Design/Barb Evening | Mon-Fri, 15 Hours Per Week | 6:00 pm – 9:00pm |
| Esthetics AM | Tue—Thurs, 12 Hours Per Week | 8:30 am —12:30 pm |
| Esthetics PM | Tue—Thurs, 12 Hours Per Week | 1:00 pm —5:00 pm |
| Esthetics Evening | Tue—Thurs, 9 Hours Per Week | 6:00 pm —9:00 pm |
| Multi-course Esthetics | Mon/Fri, 8 hours Per Week | 8:30 am —12:30 pm |
| Nail Tech AM | Tue—Fri, 16 Hours Per Week | 8:30 am — 12:30 pm |
| Nail Tech PM | Tue—Fri, 16 Hours Per Week | 1:00 pm —5:00 pm |

*You don't have to be great to start, but you have to start to be great.*

- Joe Sabah

## How to Apply

To apply for admission to Bella Institute School of Cosmetology, a potential student should reach out to the Director to arrange an in-person meeting or a phone call. All applications and enrollment paperwork will be gone over with the Director or Admissions Representative

Once a student has been accepted, the student will receive an email a week or two before their class start date outlining the first day information and confirming the student will be starting.

Students whose applications are denied are welcome to reapply at any time after admissions criteria have been met.

To be accepted to Bella, students must meet the following criteria:

- All students must be at least **18 years old.**
- Proof of identification is required. A state-issued photo ID and a social security card or alien registration card must be provided prior to enrollment.
- Students must verify obtaining a high school diploma or its equivalent or a transcript.

## Transfer Students

Students with prior training who would like to transfer enrollment credits must first comply with all of the regular admission requirements.

If a student has earned credits from another Oregon school or from an out-of-state institution and would like to transfer those to Bella, he or she may submit a request to the former school for an official transcript. Transcripts must be mailed or faxed directly to Bella Institute from the previous school, and all accounts with previous schools must be in good standing. Please note that Bella will evaluate transcripts over 10 years old, but reserves the right to choose which, if any, portion to accept.

Upon receipt of the transcript, a competency test will be given to assess the appropriate program placement level for the student. Testing will include both academic and practical exams. The results of these examinations will allow the school to design a program of study for the purpose of completing the applicant's training. This includes determining the amount of tuition that will be due based on the length of time expected for the student to complete the program. The individualized plan will remain in compliance with the standards of our school and the State of Oregon. Students will be notified of their test results within 10 business days of their examination.

**Bella Institute does not discriminate against applicants on the basis of sex, age, race, color, religion, ethnic origin, or sexual orientation.**

## Enrollment

To complete enrollment in Bella Institute School of Cosmetology, an applicant must schedule an appointment or phone call to meet with the school Admissions Representative. Enrollment paperwork is to be completed at this time, and all required application documentation should be submitted.

The student and Admissions Representative will arrange tuition financing. $150 enrollment fee is due at the time of enrollment.

# Tuition and Financial

| Program Title | Duration (Average Time to Competency) | Enrollment Fee | Tuition | Books | Kits | Lab Fee | Totals |
|---|---|---|---|---|---|---|---|
| Hair Design | 6 to 10 Months | $150 | $12,550 | $400 | $1,100 | $800 | $15,000 |
| Esthetics | 3 to 4 Months | $150 | $5,322 | $400 | $650 | $500 | $7,022 |
| Barbering | 4 to 7 Months | $150 | $9,490 | $400 | $950 | $300 | $11,290 |
| Nail Technology | 2 to 4 Months | $150 | $5,093 | $400 | $325 | $275 | $6,243 |
| Hair/Nails/Esthetics | 10 to 14 Months | $150 | $18,442 | $1,200 | $2,075 | $1,475 | $23,342 |
| Hair/Esthetics | 8 to 12 Months | $150 | $14,962 | $800 | $1,750 | $1,200 | $18,862 |
| Hair/Nails | 8 to 12 Months | $150 | $14,642 | $800 | $1,425 | $975 | $17,992 |
| Nails/Esthetics | 5 to 7 Months | $150 | $8,472 | $800 | $975 | $775 | $11,172 |

# Payment Options

If tuition is paid in full by the first-class day, students can receive a 3% discount off tuition amount only.

Or students may finance with a $700 down payment on the first day of class followed by a minimum monthly payment of $350 with the remaining balance due by graduation. Acceptance to this program is not affected by negative credit or no credit history there is an APR of 5%.

If students maintain on time payments and attendance throughout the program, the following amounts can be taken into long term financing upon graduation; Hair Design—$7000, Barbering—$5000, Nails—$2000, Esthetics—$2500, Hair/Esthetics/Nails—$10,000, Hair/Esthetics $8000, Hair/Nails—$7500 and Nails/Esthetics—$5000. Student accounts must be paid off or paid down to the appropriate amount per course and refinanced in order to take final theory exams and the State practical. Current payments will be extended at an interest rate of 10% until the balance is paid. No early payment penalties apply. Failure to make contracted payments will result in legal action to collect.

Students receiving scholarships, credit will be applied upon completion of the program/s. If program/s are not completed due to dropping out, attendance or lack of payment no credit will be applied, and the total prorated tuition will be due immediately.

Eligible applicants are encouraged to apply for the Bella Cares scholarship that focuses on assisting persons who are victims of domestic violence. Recipients of the scholarship may qualify for additional long-term financing options.

## Cancellation Policy

Any student who is not accepted for any reason will be entitled to a refund of all money deposited as part of the Enrollment Agreement.

If the student cancels their agreement with the school within five business days of signing the Enrollment Agreement, all funds collect by Bella Institute will be refunded (OAR 581-045-0036).

If cancellation is requested after the five days have elapsed but before the start of classes, the school may retain only the published registration fee of $150.

A cancellation date will be verified by the postmark on the letter's envelope or the date the notice is hand delivered to our office.

If a student withdraws voluntarily, and then decides at a later date to re-enroll, the student will be required to pay a re-enrollment fee of $150. Once re-enrolled the student will pick up where the student left off, and the original enrollment agreement fees will be honored.

## Fees

Students are required to make monthly payments timely each month. Late payments will be assessed a $25.00 late fee through TFC.

**Additional Fees Include**

Returned Check Fee - $25

Additional Training—$10 per hr.

Students parked in client parking or Goodwill retail parking are subject to tow and a $50.00 fine.

There is street and public parking available, we are also within walking distance to public transportation.

# Available Programs

All available programs at Bella use a competency-based format. With this style, testing will be the given method to evaluate student progress. Each individual area of concentration, if completed separately, must include coursework in Safety & Sanitation and Career Development. Programs may be taken individually, or the student may enroll for any combination of programs.

Bella Institute provides instruction, curriculum, resources, tools, and the facility for our student's education, then maps out the required steps for graduation. A student's progress through the system based on a commitment to practice, individual skills, and the ability to remain focused, and is then verified by a series of academic and practical tests that students must complete to move forward through the program.

It is our hope that through partnership with our students and a combination of hard work and quality training, each graduate is well prepared to excel in the job market.

# Hair Design

## Hair Design Course Objective– To prepare students for the state licensing examination and successful careers in entry level positions, such as a hair colors, stylist, cutting specialist, in a salon or spa environment.

Hair design is more than just cutting hair—it is an art. Our program covers a range of courses that include the various techniques of cutting, shaping, sculpting, coloring, perming, and caring for hair. Knowledge and performance requirements are based on current industry services, standard techniques, and state regulations. Demonstration of consistent professional level performance is required for program completion.

All courses taught at Bella are based on defined competency skill levels. This means that although traditional clock hour programs last 1110 hours, minimum number of operations plus the additional required hours for career development/safety and sanitation for graduation, our students typically achieve competency in substantially less time. The maximum time a student must complete the program and obtain competency is 1150 hours. If a student wishes to stay for the amount of time equal to, but no greater than, the clock hour program, he or she may elect to do so at no additional cost.

There are 4 levels to this program: Freshman, Sophomore, Junior, and Senior.

At the Freshman and Sophomore levels, students receive a brief introduction to all facets of hair, including draping and shampoo, color, perms, cuts, etc. and work primarily on mannequin heads at this level. Base theory and the development of practical skills are emphasized during this period. Advancement to the Junior level occurs after a series of academic and practical tests have been completed.

At the Junior level, students typically begin the day with an hour that builds on the knowledge acquired at the Freshman level and introduces new subject matter. The remainder of the day is spent on the clinic floor where students practice on customers who come in for the range of services provided by professional salons.

The Senior level is focused primarily on practical performance and building speed. However, in addition to performance and speed, the student is practicing their skills in salesmanship, client scheduling, and communication allowing them the opportunity to acquire confidence in their abilities.

## Hair Design Requirements

- Full cycle of CIMA courses
- Completed CIMA for assigned chapters. Freshman consists primarily of practical exercises that are required to be completed a minimum number of times and is a list of components containing every step leading to complete operations and procedures. An instructor will need to inspect and sign off on every component procedure completed.
- Academic and practical tests. Academic tests are given to assess a student's understanding of theory. A passing grade of 85% will be required on all academic tests. A practical exam will be offered once a student has attended all of the Freshmen level theory and passed the corresponding academic exams. Freshman will need a score of 90% or better on practical tests in order to advance to the Junior level.
- Demonstrate a commitment to schedule adherence as would be required in an employment setting.

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## Hair Design Requirements (Continued from Page 10)

### Sophomore

- At this level students are continuing development of the practical skills learned at Freshman level with supervised time on the clinic floor. This block will last four weeks.
- Each week will cover one of the four main subjects of Hair Design: Cutting, Styling, Color, and Chemical Services.
- Students will slowly be introduced to live models at this level.
- Attendance requirements must continue to be met.

### Junior

- Continuing CIMA courses as well as supervised practical time on the clinic floor. Rotation through theory is typically completed from week 12 to week 28. All the same procedures will be repeated together with some new procedures. The margin of error and the time required for each will be reduced.
- Half of each set of procedures will be required to be performed on live models or customers on the clinic floor. It will be necessary for students to practice on their mannequin heads or on a live model he or she has brought in to gain experience.
- Further academic and practical exams will be required. Exams for theory material will be given following each chapter covered in class and, similar to the Freshman level, will require a score of 85% to pass.
- Advancement to the Senior level requires completion of the Junior level practical examination with a score of 90% or better. All assignments and operations must be completed for the Junior level to advance to Senior.
- Attendance requirements must continue to be met.

### Senior

- No further CIMA courses are required at this point. Students may choose to review theory and practical material by attending Junior classes or by reviewing material and chapter tests.
- Seniors must complete required sets of procedures under the allotted time and without error. The Senior set of assignments will require little or no margin of error and must be completed within the time requirements for this level.
- Seniors become qualified to sit for the final theory and practical exam requirements when they are able to secure a positive recommendation from relevant instructor(s).
- Recommendations require that a student has completed CIMA assignments, that the student has met attendance requirements, and that the student has completed the appropriate skill level.
- Seniors are required to score 85% or better in order to pass the academic exam and 90% or better on the practical exam in order to pass.
- Students who test at the required passing rates will be qualified to take the state certifying exam upon issuance of a transcript.

# Nail Technology

## Nail Technology Course Objective– To prepare students for the state licensing examination and successful careers in entry level positions as a nail technician in a salon or spa environment.

Nail technology is a wonderful opportunity for students who are interested in both creativity and wellness, as well as the opportunity to build lasting relationships with clients and make a positive impact in the lives of others. A career in nail technology offers schedule flexibility, long term stability, and the potential for a very lucrative income if the technician is willing to work hard and build a strong client base.

Students will be provided instruction in every aspect of Nail Technology, and will become proficient performing manicures, pedicures, Hand panted nail art, and the application of artificial nails including the use of the electric filing system. In addition, students will also be required to meet a minimum number of operations and undergo all of the theory subjects that are required for state licensing.

All courses taught at Bella are based on defined competency skill levels. This means that although traditional clock hour programs last 241 hours plus the additional required hours for career development/safety and sanitation for graduation, our students typically achieve competency in less time. The maximum time a student must complete the program and obtain competency is 281 hours. If a student wishes to stay for time equal to, but no greater than, the clock hour program, however, the student may elect to do so at no additional cost.

## Nail Technology Requirements

## Freshman

- CIMA and guided practical classes. CIMA courses continue into the Senior level, with average completion time for the full course being 8 weeks.
- Academic exams and a freshman practical test will be offered. The test certifies a minimum level of competence, enabling a student to perform services on real customers. All academic exams must receive a score of 85% to be considered passing. All practical tests must receive a score of 90% or better to be considered passing.
- Practical exercises will be required to be completed a minimum number of times. An instructor will need to inspect and sign off every component procedure completed.

## Senior

- The Senior set of assignments require little or no margin of error and must be completed within the allotted time frame for this level.

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## Nail Technology Requirements (Continued from Page 12)

- Students will be encouraged to improve their communication and interaction skills each time services are performed. These skills will need to be mastered and will be included as a requirement for receiving credit for that operation.
- Further academic and practical exams will be required. A passing grade for exams and academic tests is 85%. A score of 90% is required to pass the Senior practical test.
- A Senior will be qualified to sit for the final theory and practical exam provided that the student has completed the assignments in both CIMA as well as all other assignments given by the instructor. Attendance requirements must be met, and the student must have also reached the appropriate skill level.
- Students who pass both the academic and practical finals will qualify to take the state licensing examination once a transcript has been issued.

# Barbering

## Barbering Course Objective– To prepare students for the state licensing examination and successful careers in entry level positions as a barber in a barber shop or salon environment.

This program covers haircuts and styling, shaving and beard trimming, and basic facials and facial treatments. In addition to these services, students acquire familiarity with the specialized tools that are used in this field. This program does not cover chemical services such as perms and coloring.

All courses taught at Bella are based on defined competency skill levels. This means that although traditional clock hour programs last 746 hours plus the additional required hours for career development/safety and sanitation for graduation, our students typically achieve competency in substantially less time. The maximum time a student has to complete the program and obtain competency is 786 hours. If a student wishes to stay for the amount of time equal to, but no greater than, the clock hour program, however, the student may elect to do so at no additional cost.

## Barbering Requirements

## Freshman

- Full cycle of CIMA courses
- Freshman consists primarily of practical exercises that are required to be completed a minimum number of times and is a list of components containing every step leading to complete operations and procedures. An instructor will need to inspect and sign off on every component procedure completed.
- Demonstrate a commitment to schedule adherence as would be required in an employment setting.
- Academic and practical tests. Academic tests are given to assess a student's understanding of theory. A passing grade of 85% will be required on all academic tests. A practical exam will be offered once a student has attended all the Freshmen level theory and passed the corresponding academic exams. Freshman will need a score of 90% on practical tests or better to advance to the Junior level.

## Junior

- Continuing CIMA courses as well as supervised practical time on the clinic floor. All of the same procedures will be repeated together with some new procedures. The margin of error and the time required for each will be reduced.
- Half of each set of procedures will be required to be performed on live models or customers on the clinic floor. It will be necessary for students to practice on their mannequin heads or on a live model the student has brought in to gain experience.
- Further academic and practical exams will be required. Exams for theory material will be given following each chapter covered in class and, like the Freshman level, will require a score of 85% to pass.
- Advancement to the Senior level requires completion of the Junior level practical examination scoring a 90% or better. All assignments must be turned in and completed.
- Attendance requirements must continue to be met.

## Senior

- No further CIMA courses are required at this point. Students may choose to review theory and practical material by attending Junior classes or by reviewing material and chapter tests.
- Seniors must complete the required sets of procedures and complete them consistently under the allotted time and without error. The Senior set of assignments will require little or no margin of error.
- Seniors become qualified to sit for the final theory and practical exam requirements when they can secure a positive recommendation from relevant instructor(s).

# Esthetics

**Esthetics Course Objective**– To prepare students for the state licensing examination and successful careers in entry level positions, such as a hair removal technician, make-up artist, facial technician, or eyelash extension specialist, in a salon or spa environment.

As an esthetician you will learn to bring out the beauty of the skin through skin care treatments and cosmetics. Students learn the art of skin analysis, recognition of skin disorders and their possible treatments. Students will perform skin care treatments (body and face), application of make-up temporary hair removal/waxing. Students also learn the physiology of the skin the theory of facial message as well as all theory subjects required for state licensing.

All courses taught at Bella are based on defined competency skill levels. This means that although traditional clock hour programs last 404 hours plus the additional required hours for career development/safety and sanitation, and a minimum number of operations for graduation, our students typically achieve competency in substantially less time. The maximum time a student must complete the program and obtain competency is 444 hours. If a student wishes to stay for time equal to, but no greater than, the clock hour program, however, the student may elect to do so at

(Continued on Page 15)

# Esthetics Requirements

## Freshman

- Theory and guided practical classes. CIMA courses will stretch into the Junior level. Academic exams will follow the presentation of a given subject, and 85% will be the passing grade for academic exams. A practical test will be offered to students that will certify a minimum level of competence, enabling students to perform services on customers. Freshmen will need to score 90% or better to pass the Freshman practical exam.
- Freshman consists of practical exercises that are required to be completed a minimum number of times.
- Practical and theory instruction. Customers will be provided, but students should not rely exclusively on school appointments. It will be necessary for each student to bring in a mannequin or practice on another student to gain experience. It is encouraged for students to bring in clients.
- Academic subject exams. A passing grade for all academic tests is 85%.
- Juniors who have completed all academic exams with a passing grade are eligible to advance to the Senior level based on an instructor's recommendation.

## Senior

- A strong focus on clinic experience.
- Junior and Senior CIMA completion. All assigned services must be completed consistently, without error, and under the allotted time for this level.
- A senior will be qualified to sit for final theory and practical exams once CIMA has been completed and all assignments from instructors handed in. Required attendance standards must also be met, with a student needing to sit for a minimum of 100 clock hours in order graduate from the Esthetics program. The student must also have reached an appropriate skill level.
- Students who pass both the academic and practical final exams will qualify to take the state licensing exam when a transcript has been issued. A score of 85% for the academic final and 90% for the practical final are required for a passing grade.

# Graduation and Licensing

Upon successful completion of the program at Bella, graduates will be awarded a diploma. In addition, the student's transcript will be forwarded to the Health Licensing Office, at which point the student will be eligible to take the State Licensing Exam. Once the exam has been successfully completed, a graduate is permitted by law to work in any licensed salon or spa.

In order to successfully graduate from Bella Institute, a student must meet certain criteria:

- All chapter tests and final academic tests must be completed with a score of 85% or better.
- All practical Freshman, Junior, and Senior level tests completed successfully with a score of 90% or better.
- All digital assignments will be turned in and reviewed.
- All missed clock registrations will be remedied.
- All service sheets, beginning with the first month in attendance will be totaled.
- Students must complete all registered programs prior to graduating. Transcripts cannot be split.
- Students must make their payments on time and maintain attendance throughout their program to be eligible for any long-term financing options, students who do not qualify for long term financing options will have to pay their account in full before taking theory final exams.
- The student must complete an exit interview with the school director after finishing final examinations. This meeting is to verify that all accounts are in good standing, that all assignments have been completed, and that transcripts are sent to the appropriate location. This interview is also an opportunity for students to provide feedback about their experience at Bella Institute and offer suggestions about future curriculum and policies.

## Licensing Information

The Oregon Board of Cosmetology defines the scope of services a practitioner can perform based on the fields of practice for which they are certified. Oregon issues a separate certificate for Hair Design, Nail Technology, Esthetics, and Barbering. If a student wishes to perform all services, they must be certified in each field.

The program of study for a full cosmetology certificate requires the successful completion of a state approved curriculum that includes training in Hair Design, Esthetics, and Nail Technology. Oregon law allows students to study one or more of the three fields of practice as prescribed in the Oregon cosmetology license requirements. In addition to specific discipline requirements, students must complete the Safety/Sanitation & Infection Control and Career Development programs.

Upon completion of the desired training, a graduate will be eligible to apply to take the Oregon Board of Barbers and Hair-dressers cosmetology license examination. A professional certificate in the relevant discipline will be issued once a graduate has successfully earned a state license.

## Job Placement

There are several ways in which Bella can assist with job placement. First, there are courses designed to prepare candidates with resume drafting skills and interviewing and job searching techniques. In addition, we provide students with a list of contacts as well as a job posting board. Finally, students may schedule an appointment with the director to assess which salons may be a good match for him or her.

At the senior level we recommend that students begin reaching out to salons. With this, students are allowed to spend two days job shadowing in a salon of their choice and receive credit for the hours missed in school. This gives students the chance to observe experienced salon employees at work and provides employers the opportunity to meet potential job candidates. Contacts established here will put students ahead of other newly licensed graduates when it comes to securing their first job opportunities.

Please keep in mind that although we do all that we can to place our students, there is no school that can guarantee job placement.

## Counseling

Teachers will meet with students each month to go over progress reports and form individualized plans for problem solving and success. During these meetings students will have the opportunity to confirm or challenge any issues with grades or attendance. Students may also contact the Director if needed.

# Academic Policies

## Grading

All classes are graded on a pass/no pass basis. Academic exams must receive a grade of 85% or higher to be considered a pass. Practical exams require a score of 90% or higher to be given a passing grade. The cumulative satisfactory academic progress standard for all programs is 85% or higher on theory, and 90% or higher on practical exams.

Each area has its own requirements set for the minimum level acceptable. Please refer to each section for the specific details of the programs. There are, however, some general rules that apply. All students must maintain satisfactory academic progress (Practical and Theory) throughout their program of study. Testing will be the given method to evaluate progress. Progress reports are issued monthly reflecting students' grade levels, attendance levels, and payment history. Teachers will meet with students each month to go over progress, and form individualized plans for success. During these meetings students will have the opportunity to confirm or challenge any issues with grades or attendance.

Students who fail to meet satisfactory progress will meet with their instructor and the director to determine a course of action to bring the student into compliance. Courses of action may include individualized tutoring, repeating the course if necessary, modifying their schedule, or withdrawing from the course. As a part of this plan, students will be placed on a 30-day academic probation. During that time, the student must make up the failed or missed tests and bring his or her attendance up to a 85% (or a 90% for freshmen) to be removed from probation. If at the end of 30 days a student has retaken/made up the tests and has improved attendance, but does not yet meet the minimum standard, the school will meet with the student to determine if probation should be extended up to another 30 days. If after the second probation a student is failing to meet progress standards, the student will be expelled from the school.

Readmission to the school will be considered three months after separation. A practical test will be required to evaluate the current level of ability. Testing fees are $600 for hair $600 for nails and $600 for esthetics and $600 for Barbering.

## Testing

Testing can be divided into two general categories, academic and practical. Some academic tests may be completed in our on-line curriculum and final exams must be completed in person as scheduled with instructor.

Practical tests are offered once a student has fulfilled all of the requirements for the relevant practical test. Students will be required to provide their own models for these exams. Prior to scheduling a final practical, students must be in good standing with attendance and payments.

## Student Records and Transcripts

Students must submit a academic request in order to inspect their records. Requests from third parties, related or not, will require a academic waiver from the student. This is the only way to permit the release of information unless the student is under 18 years of age, in which case the legal guardian may have access to the student's records.

Copies of transcripts may be requested from the administration of Bella Institute, but will not be released unless the student's account is paid in full. If a student requests a transcript whose account is in good standing, Bella will release a sealed official copy. Transcripts take approximately 10 business days to be delivered.

## Attendance

Student attendance is measured on weekly scheduled hours. Students are expected to attend each day that they are scheduled at classes or clinic at the appropriate time. Students who fail to maintain satisfactory attendance progress will be placed on probation.

At the Freshman level, students are required to maintain a minimum attendance rate of 90% in order to remain in good standing. Junior and Senior students must maintain a minimum attendance rate of 80%.

Students who do not call prior to being late or missing their class or clinic time will receive a write up. If a student is late for class (10 minutes or more) they will receive a warning. A third late arrival will result in a write-up. If a student is habitually late (three or more times) for the clinic they will not be booked for clients for one week. Students may not leave school prior to the end of scheduled class time. Leaving early is subject to the same disciplinary steps as late arrival. An excused absence must have a note from either a doctor or a government official (court appearance, Jury Duty, etc.).
Excused absences will not affect attendance percentages. Students who are not in compliance with the attendance policy will receive a series of disciplinary steps, culminating in expulsion, if attendance issues fail to be corrected.

## Leave of Absence

In the event a student finds it necessary to be absent from school for an extended period, the student may request a leave of absence from the school for up to 90 calendar days during any school year. The request for a leave of absence must be made in writing prior to the leave and should be delivered to the director. There will be no negative impact on satisfactory attendance progress during approved leave. Students will not incur additional charges for any absences during an official leave of absence period. Students who fail to return to school as scheduled from an official leave will be considered as withdrawn as of 30 days after the leave begins.

## Attendance Violation Disciplinary Steps

**Probation**: A student who is not in compliance with the attendance policy of Bella Institute will be placed on probation. A student who has been placed on probationary status will not be permitted to take academic or practical final tests for competency completion of each level. Such students will have one month to bring attendance into compliance.

**Suspension**: A student who does not bring attendance rates into compliance with the attendance policy within the one-month probationary period will be suspended for a period of 30 days.

**Expulsion**: A student who fails to maintain steady progress will be expelled from Bella Institute. A student who has been expelled may file an academic appeal to the school director. Re-admittance is at the discretion of the school owner and/or director.

## Grievances and Appeals Policy

Any student who feels that the student has not been treated fairly may submit an academic complaint to the school director via email. The director will determine whether the school has been fair in the implementation of its policies and procedures. The director will issue a decision no later than 10 business days from the date of receipt. If a student email does not receive a reply, please call the Director to validate the email was received.

If a student is not satisfied with the outcome of a grievance's initial evaluation, the student may submit an appeal via email. All appeals are processed by Barry Beddor, Vice President of BKB Holdings, the parent company of Bella Institute School of Cosmetology.

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. 97302. Tel: 503-378-5690.

A student who has been expelled may file an academic appeal to the school director via email. Readmission is at the discretion of the school owner/director.

## Probation, Suspension, and Expulsion

Probation permits a student to attend classes, however this student is on notice that a failure to remedy the behavior that gave rise to probation may result in suspension for up to 30 days. Probation will occur if a student has been written up three times. A student who fails to meet monthly attendance requirements will also be placed on probation for the month following the attendance violation.

After probation occurs the administrative staff has the authority to suspend a student for any violation of the student code of conduct. A suspension temporarily requires a student to refrain from attending classes. Students are expected to return to classes upon expiration of the suspension but will remain in a probationary status in the first month following their resumption. Any further incidents will result in expulsion. While on suspension, students' time away will accrue to a student's account for the purposes of prorating tuition.

Students will be required to schedule a meeting with the assistant director or director on the first day that they have returned from suspension. This meeting will establish the terms of the probationary status. A violation of these terms may lead to expulsion.

Expulsion results in the immediate removal of the student from the school. Students who are expelled will be given the right to petition for readmission to the school after a three-month period. Acceptance to be reinstated to the school is discretionary and will require an entrance practical test and additional tuition.

# Refund Policy

If a student or the school terminates training after classes begin, the student may be eligible for a refund. The refunded tuition is a pro-rated amount based on the percentage of the program that the student has completed. Used books and supplies are not eligible for a refund.

Applicants not accepted by Bella will be refunded all money, with the exception of a non-refundable application fee of $25. If the student cancels enrollment in writing within five business days of signing the enrollment agreement, Bella will refund all money paid, except for the application fee, even if the student has begun classes. The student's official cancellation date will be determined by the date that the notification is delivered, the postmarked date on the notification, 30 days from the last day of attendance, or 30 days after the beginning of a leave of absence a student fails to return from.

A student who withdraws from school more than five business days from the date an enrollment agreement was signed but prior to starting classes will receive a full refund with the exceptions of the application fee and the $150 dollar fee for registration.

A student's period of enrollment is defined as the period of time that begins on the student's first day of training (start date) and accrues until the student's last day of attendance at the school.

If a student withdraws prior to completion of 50% of the contracted program, the student shall be entitled to a prorate refund of the tuition charged and paid for such instructional program, less registrations fees, and any other legitimate charges owed by the student.

If a student withdraws upon completion of 50% or more of their scheduled and contracted instructional program, the student shall be obligated for the entire instructional program and shall not be considered entitled to a refund. The term pro-rata refund means a refund of tuition paid for that portion of the program not received by the student. In calculating a pro-rata refund, for competency schools measuring the period of enrollment in scheduled training days; the amount the student will be charged is determined by dividing the total number scheduled days accrued by the student according to the published class schedule as of the last day of attendance by the student.

The published class schedule is equal to the number of scheduled training days that student has contracted for, had the student maintained 100% attendance. The number of days that the student was scheduled to complete is divided by the number days scheduled in order for the student to complete the course/program. The result is the percentage of the course/program that the student completed. The resulting percentage is used to determine the student's tuition debt to the school.

# Student Code of Conduct

- All students must conduct themselves in a professional manner and treat fellow students and staff courteously. Discriminatory behavior or harassment of any kind will not be tolerated. Any violation of this standard will result in a student write up, suspension or expulsion.
- Students may not refuse any service with a client and may not fail to complete tasks which are assigned by the instructor or administrative personnel, violation will result in being sent home, a write up and/or suspension.
- Students must text in if they are to be late or absent. Students may not leave school prior to the end of scheduled class time.
- An excused absence must have a note from either a doctor or a government official (court appearance, Jury Duty, etc.). Excused absences will not negatively affect required attendance percentages.
- Student Parking is on street parking or public parking. No student parking in the spaces in the front of the building or the Goodwill parking lot.
- Students are not allowed to have visitors in the classroom areas without prior approval from the administration. Students cannot bring their children to school unless they are receiving a service and must leave after the service is over.
- Text messaging and cell phone usage is prohibited in classrooms and on the clinic floor. Cell phones must remain silent or vibrate at all times.
- Workstations are to be always kept clean. All tools will be sanitized immediately after use. Students who fail to clean stations and sanitize tools may receive a write up.
- Students are expected to be in uniform or in compliance with the dress code on dress down days.
- No drugs or alcoholic beverages are permitted on school grounds. Any student found under the influence or in possession will be sent home and subject to immediate suspension or expulsion.
- Food is not permitted on the clinic floor at any time.
- No smoking in or near the campus.
- Students that are on a payment plan must make all payments on time or there will be an added fee. If payments are not made a student may be suspended until the account is current.
- Theft is punishable by an immediate 30-day suspension. An act of stealing includes the removal of any school property from the school facility, and the unauthorized possession of any property belonging to the school or another person. Stealing will not be tolerated.
- Any student not attending for 30 days or more without a prior academic arrangement will be dropped and all money will become due. Any dropped students not making payment arrangements within 60 days will be forwarded to a collection agency. Any dropped students wishing to re-enroll will be required to fill out enrollment paperwork and pay the $150 registration fee. The student must also be caught up on all prior monthly payments.
- A student's acquaintances, friends, and family members (children included) do not belong at school unless they are scheduled for a service or have a valid appointment. Once the service has ended, they must leave the building.

Any Violations of the student code of conduct will result in a student being issued an academic warning. Three academic warnings will result in student suspension. Subsequent Violations may result in student's expulsion.

# Course Descriptions

## Hair Design

Properties and Disorders of the Scalp and Hair

Draping, Shampooing, Rinsing, and Conditioning

Haircutting

**Hairstyling:**

Wet Hairstyling

Thermal

Hairstyling

Thermal Hair

Straightening Braiding

**Chemical Services:**

Permanent Waving

Hair Coloring

Chemical Hair Relaxing/Soft Curl Perm

Shaving, Trimming, or Cutting of Beard or Mustache

Chemistry and Anatomy

Implements, Tools, and Equipment

Electricity and Light Therapy

## Nail Technology

Manicuring

Pedicuring

Nail Wrap Systems

Nail Tip Application

Acrylic Nail Forms

Artificial Nail Removal

Artificial Nail Repairs

Artificial Nail Fills

Hand and Foot Massage

Nail Disorders and Diseases

Chemistry and Anatomy

Electricity

## Esthetics

Body Treatments

Facial Massage

Facials Treatments

Facial Makeup

The Skin Sciences

Hair Removal (Temporary)

Use of Electoral Devices

Chemistry and Anatomy

## Barbering

Implements, Tools, and Equipment

Properties of the Skin, Scalp, and Hair

Scalp and Hair Treatments

Draping, Shampooing, Rinsing, & Conditioning

Facial Massage and Treatments

Haircutting

**Hairstyling:**

Wet Hairstyling

Thermal

Hairstyling

Thermal Hair

Straightening Braiding

Shaving, Mustache, and Beard Design

Electricity and Light Therapy

## Course Descriptions (Continued from Page 22)

In addition to the program hours for each discipline, students are required to successfully complete the following courses:

### Career Development

Orientation Debt Management Professionalism
Salaries/Taxes Setting up a Business
Resume Preparation/Interview Salon and Reception
Operations Advertising/Promotion
Time Management

### Safety/Sanitation and Infection Control

Dispensary Hazardous Chemical
Awareness
OSHA Regulations/MSDS Sheets Oregon
Law/Oregon Rules & Regulations
First Aid Safety/Sanitation
Decontamination/Infection Control Bacteriology
National –Interstate Council Infection Control

## Discrimination Policy

Bella Institute has a strict policy of non-discrimination. A student or staff member will never be discriminated against based on race, color, religion, sex, sexual orientation, national origin, marital status, age, or disability. If a student feels that the student has been discriminated against at any time, the student should immediately notify the school administration. Bella's administration will evaluate the complaint and take whatever steps necessary to correct the problem.

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.

Bella enforces our discrimination policy. Any staff member found to have engaged in discriminatory behavior will be met with appropriate disciplinary action as per our employment policy.

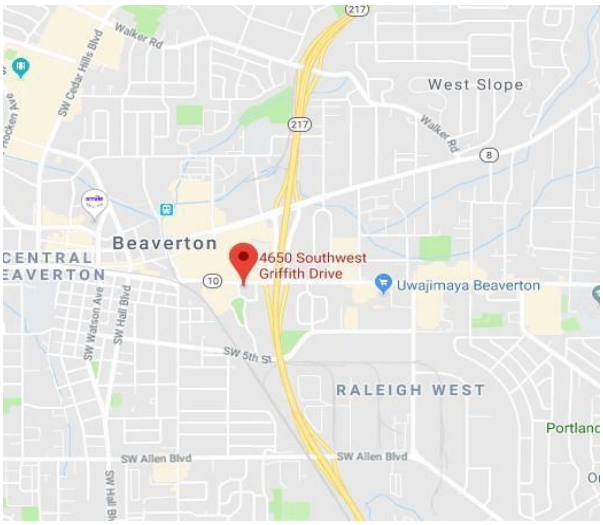
# Faculty and Administration

## Owner and Executive Director
Kimberly Beddor, M.E.D.

## Director of Educational Services
Victoria Doyle
Licensed Full Cosmetology and Barbering

## Assistant Educational Director
Kristan Hart/Hair Design

## Financial Services
Amy Thompson / Financial




## Hair Design Instruction
Kristy Lowry/Hair Design
Luis Carbajal/Barbering
Yelitza Espinoza/Hair Design

## Esthetics Instruction
Sandee Follett / Esthetics
Ashley Blackshire/ Full Cos

## Nail Technology Instruction
Debi Davidson/ Full Cosmetology

## Reception/Admin Assistance
Jennifer Cuesta-Reyes
Alexia Daraban/Esthetics and Nails