

Bella Institute School of Cosmetology

2020/2021 Catalog



Updated 02/21/2020

A Word from Our Executive Director

As the owner and executive director of Bella Institute School of



Cosmetology, I am thrilled to welcome you to our school and to join you in the taking the next steps of your education.

In our challenging economic environment, job competition is fiercer than ever before. It is increasingly important to be as skilled and marketable as possible, and there is no better way to equip yourself for this than by obtaining a quality education and state certification. 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 a gratifying experience, the opportunity for creativity, and the reward of building lasting relationships with your clientele, cosmetology is an excellent place to start. Whether you are interested in working at a day spa, a hair salon, or would like to open your own business, we at Bella are excited to be here to help equip you to achieve your dreams.

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

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

255 Capitol St. NE

Salem, OR 97310

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 theory classes, which are followed by written exams that help gauge a student's comprehension of a given subject. Once a student has attended the full cycle of theory classes, 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 written 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 are able to 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 amount 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 of 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 students, as well as a study area with computers.

2020/2021 Class Starts

Esthetics

Day Start:	End
Feb 18	Sept 9
March 31	Oct 21
May 12	Dec 2
June 23	Jan 13
Aug 4	Feb 24
Sept 15	April 7
Oct 27	May 19
Dec 8	June 30
Jan 26	Aug 18
March 9	Sept 29
April 20	Nov 10

Nail Technology

Start:	End
Feb 4	Aug 14
March 3	Oct 1
April 28	Oct 30
May 26	Nov 13
June 23	Sept 18
July 21	Oct 16
Aug 18	Nov 13
Sept 15	Dec 11
Oct 13	Jan 8
Nov 10	Feb 5
Dec 8	March 5

Full Cosmetology

Start	End
Feb 3	March 13
March 2	June 10
March 30	July 8
April 27	Aug 5
May 25	Sept 2
June 22	Sept 30
July 20	Oct 28
Aug 17	Nov 25
Sept 14	Dec 23
Oct 12	Jan 20
Nov 9	Feb 17
Dec 7	March 17
Jan 11	April 21
Feb 8	May 19

Hair Design

Day Start:	End
Feb 3	Nov 20
March 2	Dec 18
March 30	Jan 15
April 27	Feb 12
May 25	March 12
June 22	April 9
July 20	May 7
Aug 17	June 4
Sept 14	July 2
Oct 12	July 30
Nov 9	Aug 27
Dec 7	Sept 24
Jan 11	Oct 29
Feb 8	Nov 26
March 8	Dec 24

Barbering

Start:	End
March 2	May 7
May 25	July 2
July 20	Sept 22
Sept 14	Nov 10
Nov 9	Jan 3
Jan 11	March 17
March 8	June 2

Nail Evening Starts

TBA

20/21 School Closures

Jan 1 2021	May 25 2020	Jul 4	Sept 6, 2020	Nov 26-27	Dec 23-Dec 31
New Years	May 31, 2021	Independence Day	Sept 7, 2021	Nov 25-26	Winter Holiday
	Memorial Day Weekend		Labor Day	Thanksgiving Weekend	



Hours of Operation

Bella is open from 8:30 am–2:00 pm Monday–Friday

5:30 pm –10:00pm 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 for the day.

Scheduled Hours Per Week

Program	Schedule	Hours
Hair Design/ Barbering Days	Mon–Fri, 27.5 Hours Per Week	8:30 am –2:00 pm
Hair Design/ Barbering Nights	Mon–Fri, 20 Hours Per Week	6:00 pm – 10:00 pm
Esthetics Morning	Tue–Thur, 15 Hours Per Week	8:30 am –2:00 pm
Multi-course Esthetics	Monday, Friday 12Hours Per Week Wednesday	8:30am_-2:00pm 8:30am - 11:00am
Esthetics Evening	Tue–Thur 12 Hours Per Week	6:00 pm – 10:00 pm
Advanced Esthetics	TBA	TBA
Nail Technology	Tue–Fri, 22 Hours Per Week	8:30 am–2:00 pm
Nails evenings	Mon-Fri, 15 Hours a week	6:00 pm - 9:00

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, submit a completed application. Applicants should expect a phone call from the school within 10 business days of submission.

Once a student has been accepted, he or she should contact the school to schedule an appointment and complete the enrollment process.

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

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

- All students must be at least 18 years old **OR** be able to provide consent from a parent or guardian or high school to attend.
- 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 have a high school diploma or its equivalent, or a transcript showing high school completion or ability to benefit exam.

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 an out-of-state institution and would like to transfer these 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 written 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 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 are due at the time of enrollment.

Tuition and Financial Aid

Program Title	Duration (Average Time to Competency)	Enrollment Fee	Tuition	Books	Kits	Lab Fee	Totals
Hair Design	8 to 10 Months	\$150	\$10,812	\$275	\$1100	\$450	\$12,787
Esthetics	4 to 5 Months	\$150	\$5,143	\$275	\$650	\$500	\$6,718
Barbering	4 to 7 Months	\$150	\$8,691	\$275	\$950	\$300	\$10,366
Nail Technology	4 to 5 Months	\$150	\$4,572	\$275	\$325	\$275	\$5,597
Hair/Nails/Esthetics	10 to 14 Months	\$150	\$16,592	\$825	\$2,075	\$1,175	\$20,817
Hair/Esthetics	8 to 12 Months	\$150	\$13,712	\$550	\$1,750	\$900	\$17,062
Hair/Nails	8 to 12 Months	\$150	\$13,492	\$550	\$1,425	\$725	\$16,342
Nails/Esthetics	5 to 7 Months	\$150	\$7,572	\$550	\$875	\$725	\$9,872

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 \$600 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%.

The following programs have long term financing options. Hair Design—\$6000, Barbering—\$4000, Nails—\$1500, Esthetics—\$2000, Hair/Esthetics/Nails—\$8000, Hair/Esthetics \$6500, Hair/Nails—\$6000 and Nails/Esthetics—\$3500. To be eligible the student must maintain on time payments and attendance throughout the program. Current payments will be extended at an interest rate of 10% until 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 apply 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 he or she 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 \$10 late fee through TFC.

Additional Fees Include

Returned Check Fee - \$25

Replacement Student ID - \$10

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. Students 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 written 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 plus the additional required hours for career development/safety and sanitation for graduation, our students typically achieve competency in substantially less time. Bella Institute requires a minimum of 600 hours to achieve competency, along with a minimum amount of operations. The maximum time a student has to 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, however, he or she may elect to do so at no additional cost.

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

At the Freshman level, 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 written 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 also 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 skill in salesmanship, client scheduling, and communication allowing them the opportunity to acquire confidence in their abilities.

Hair Design Requirements

- Full cycle of theory classes
- Completed project workbook and portions of theory workbook. The Freshman workbook 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.
- Written and practical tests. Written tests are given in order to assess a student's understanding of theory. A passing grade of 85% will be required on all written tests. A practical exam will be offered once a student has attended all of the Freshmen level theory and passed the corresponding written 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.

(Continued on Page 11)

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 theory classes as well as supervised practical time on the clinic floor. Rotation through theory is typically completed from week 12 to week 28. 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 he or she has brought in to gain experience.
- Further written 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 must be turned in, and the Junior workbook must be finished and handed in.
- Attendance requirements must continue to be met.

Senior

- No further theory classes 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 Senior workbook until the required sets of procedures are completed consistently under the allotted time and without error. The Senior set of assignments will require little or no margin of error and will 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 the assignments in the Senior workbook, that he or she 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 written 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 painted 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 amount 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 has to complete the program and obtain competency is 281 hours. If a student wishes to stay for the amount of time equal to, but no greater than, the clock hour program, however, he or she may elect to do so at no additional cost.

Nail Technology Requirements

Freshman

- Theory and guided practical classes. Theory classes continue into the Senior level, with average completion time for the full course being 12 weeks.
- Written 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 written exams must receive a score of 85% in order to be considered passing. All practical tests must receive a score of 90% or better in order to be considered passing.
- Two project workbooks will be issued upon completion of the practical test. Workbooks consist primarily of practical exercises that are 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.

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 in the workbook.
- Further written and practical exams will be required. Exams for theory material will be given following each chapter covered in class. A passing grade for exams and written 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 he or she has completed the assignments in both of the workbooks 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 written 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, he or she may elect to do so at no additional cost.

Barbering Requirements

Freshman

- Full cycle of theory classes
- Completed project workbook and portions of theory workbook. The Freshman workbook 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.
- Written and practical tests. Written tests are given in order to assess a student's understanding of theory. A passing grade of 85% will be required on all written tests. A practical exam will be offered once a student has attended all of the Freshmen level theory and passed the corresponding written exams. Freshman will need a score of 90% on practical tests or better in order to advance to the Junior level.

Junior

- Continuing theory classes 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 he or she has brought in to gain experience.
- Further written 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 scoring a 90% or better. All assignments must be turned in, and the Junior workbook must be finished and handed in.
- Attendance requirements must continue to be met.

Senior

- No further theory classes 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 Senior workbook until the required sets of procedures are completed consistently under the allotted time and without error. The Senior set of assignments will require little or no margin of error and will 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).

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 massage 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 amount of operations 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 444 hours. If a student wishes to stay for the amount of time equal to, but no greater than, the clock hour program, however, he or she may elect to do so at

Esthetics Requirements

Freshman

- Theory and guided practical classes. Theory classes will stretch into the Junior level. Written exams will follow the presentation of a given subject, and an 85% will be the passing grade for written 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 an 90% or better in order to pass the Freshman practical exam.
- Freshman project workbook. The workbook consists of practical exercises that are required to be completed a minimum number of times.
- Practical and theory instruction. Juniors will begin to work on the requirements of the Junior/Senior workbook. 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.
- Written subject exams. Exams for theory material will be given following each chapter covered in class. A passing grade for all written tests is 85%.
- Juniors who have completed all written 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 project workbook completion. All assigned services from the workbook 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 all workbooks have 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 written and practical final exams will qualify to take the state licensing exam when a transcript has been issued. A score of 85% for the written 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 written 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 workbooks or 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 transcripts will be released to Oregon Health Licensing for testing.
- 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 Hairdressers 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 assistant director in order 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

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. Written 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 reports, 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, he or she 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 \$400 for Barbering.

Testing

Testing can be divided into two general categories, theory and practical. Theory tests are offered to students after presentations of their subject matter in class. It is possible for students to make up theory tests on after 2pm as scheduled with instructor, provided that they have attended the relevant class. If a student has not attended the theory class that he or she wishes to test for, written work must be submitted that demonstrates a sufficient comprehension of the subject matter for the missed class. There is a sign-up sheet for students to register for a make-up test.

Practical tests are offered provided 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.

Student Records and Transcripts

Students must submit a written request in order to inspect their records. Request from third parties, related or not, will require a written 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 arrive will result in a write up. If a student is habitually late (three or more times) for 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 of time, he or she 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 assistant 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 written 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 a written 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 he or she has not been treated fairly may submit a written complaint to the school director. 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 is not satisfied with the outcome of a grievance's initial evaluation, he or she may submit an appeal. All appeals are processed by Barry Beddor, Vice President of BKB Holdings, the parent company of Bella Institute School of Cosmetology.

Students aggrieved by 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, Public Service Building, 255 Capitol St NE Salem, OR. 97310. Tel: 503-378-5690.

A student who has been expelled may file a written appeal to the school director. 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, with the exception of 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 prorated 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 an 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, ect). 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 on silent or vibrate at all times.
 - Work stations are to be kept clean at all times. 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 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 written 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 a written warning. Three written 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

Discretionary Hours

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 Electrical 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

Chemistry and Anatomy

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 and 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 he or she has been discriminated against at any time, the student should immediately notify school administrative staff. 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.
Esthetician/Advanced
Esthetician

Director of Educational Services

Victoria Doyle
Licensed Full Cosmetology and
Barbering

Student Services/Financial

Amy Thompson

Hair Design Instruction

Victoria Doyle, Licensed Full Cosmetology and
Barbering

Timothy Yowell, Licensed Hair Design and
Barbering

Sharice Johnson, Licensed Hair Design
Louanne Leppert, Licensed Full Cosmetology and
Barbering

Kari West Licensed Hair Design

Esthetics Instruction

Sandra Follett
Esthetician/Advanced Esthetician

Kimberly Beddor, M.E.D.
Esthetician/Advanced Esthetician

Jordan Anderson, Esthetician

Nail Technology Instruction

Myly Nguyen, Licensed Nail Technician and
Esthetician



