

# **COURSE CATALOG 2018**

200 Hudson Street, New York NY 10013  
56 King Street, New York, NY 10014

**ARROJO**  
cosmetology school

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# A WORD ON THE SCHOOL



*The opening of the ARROJO cosmetology school is a lifelong dream, fulfilled. Our vision is to deliver excellence to each student: A well-rounded, inspirational, and career-shaping program of education so you graduate with a skill set that paves the way for lifelong achievement.*

*We have state-of-the-art schools in Tribeca and Soho, Manhattan's epicenters of fashion, trend, and style. You'll find inspiration all around you, while our intimate, small-class-numbers-only, facility is the perfect place for your work to flourish. The schools, although completely private, adjoin ARROJO studio. These are one of New York's most successful hair salons with many of the world's great*

*stylists working in house. The idea to adjoin the two was deliberate. You'll have your own highly experienced professional instructors, but you'll also get regular guest demos and lectures from my studio team of master stylists and I. We will demo advanced techniques, provide you with exclusive insights to the industry, and give you a platform for success whether you want to work in the salon, in education, or in editorial and fashion-related work.*

*It's an intensive program that requires your dedication, too. You'll learn the foundations of high-quality hairdressing through theory and hands-on practical work, client communication, retail performance, presentation skills, creative expression and business building. And on completing the program, students can apply to become an ARROJO studio employee as part of the academy training program that leads to our salon floor.*

*I love the art and craft of hairdressing; I hope this program will inspire the same passion from you. Work hard, think big, and all your career dreams will come true.*

**NICK ARROJO**

# WHY ARROJO COSMETOLOGY?

Our training programs include advanced, creative, and comprehensive cosmetology & barbering curricula. The Cosmetology program is recognized for Excellence in Education by the industry publication Modern Salon, in multiple categories, including Technology, School Culture, Facilities and Beauty Changes Lives. It was also honored for The Next Level Alumni Advanced Education in the Excellence in Education category.

- + Our instructors are trained to our standards of excellence so that they can train you to be the best. Nominated with distinction in the Milady Educator of The Year competition for Excellence in Cosmetology Education, their work is recognized throughout the industry.
- + We have state-of-the-art, boutique beauty schools in the fashion and beauty capital of the world. We foster an intimate and personalized program that puts the attention on you.
- + You will be connected to the wealth of knowledge and talent at ARROJO studio. Master stylists from the salon give periodic guest demos and lectures, offering you their unique experience and insights to the industry.
- + Your education will be forever connected to the ARROJO name: A company known across the world for its creative excellence and commitment to the highest standards of hairdressing.
- + We help each and every student achieve their own career goals; we have connections throughout the industry and we use them to help to open the right career path for you. Also, after graduation, students can apply to join the ARROJO studio team.
- + Our combination of theory and hands-on practical work will build your knowledge, confidence, and creative repertoire so that you'll be ready for a lifetime of success.
- + You will learn a full range of skills including communication, business building, editorial, retail success, team work, how to set and achieve goals, as well as hair cutting, coloring\*, chemical restructuring\* and styling.
- + You will see cosmetology & barbering from every angle: You'll be behind the chair to cut, color\*, and style clients, you'll be in a retail environment, you'll be presenting your own creative projects, you'll meet and greet guests, you'll even be put into the shoes of a salon owner.

# FAMILY EDUCATION RIGHT TO PRIVACY ACT POLICY (FERPA)

The policy of Arrojo Cosmetology School is to maintain confidentiality of information entrusted to it by students, prospective students or guardians of dependent minors. Therefore, prior to the release of information, a written Authorization of Release of Information form (in writing) must be on file with:

**Arrojo Cosmetology School**  
**200 Hudson Street, New York, New York 10013**  
**56 King Street, New York, New York 10014**

An authorization for Release of Information is not required by students, prospective students or guardian(s) of dependent minors wishing to review their own records or for legal or accreditation purposes, a student or parent/guardian of dependent minors may review the students' record by contacting the School Director(s) to make an appointment. The School Director(s) will be present during the review to provide supervision and interpretation. A student shall be permitted to review his/her record on file with the school, seven (7) days after the school has received the student's written request, in accordance with the manner set forth in the school catalog or any supplement to the catalog. The parent or eligible student may seek to amend educational records that the parent or eligible student believes to be inaccurate, misleading or otherwise a violation of the student's privacy rights. Arrojo Cosmetology School will make a determination on the student's request for amendment within 30 days of the request. If the School agrees that the information is inaccurate, misleading or otherwise in violation of the privacy of the student, Arrojo Cosmetology School will amend the record accordingly and inform the parent or eligible student in writing that the record was amended. If Arrojo Cosmetology School decides not to amend the record, the student has a right to a hearing within 30 days of the denial. Arrojo Cosmetology will notify the parent or eligible student of the date, time and place of the hearing.

The decision of the hearing will be sent to the parent or eligible student in writing and will be based solely on the evidence presented in the hearing. If the decision to amend the record is determined, the parent or eligible student has the right to place a statement in the student's file contesting the information in the record.

School staff members and administrators who the school deems to have a "legitimate educational interest" have access to student's information as required to perform duties that are specific to their position.

FERPA permits Arrojo Cosmetology School to disclose, upon request, directory information (Student's name, address, telephone number, date and place of birth, field of study, dates of attendance and degrees/awards received) without the student's consent unless the student has otherwise directed the school in writing.

All student files will be kept in a fire proof, locked filing cabinet on site for a minimum of

# **FAMILY EDUCATION RIGHT TO PRIVACY ACT POLICY (FERPA)**

20 years or as per current state requirements. Files contain all documentation regarding but not limited to pre-enrollment, financial aid packaging, academic & practical paperwork and graduation documentation.

The FERPA regulations include exceptions where the school may disclose personally identifiable information from the student's file without prior written consent. The institution provides access to student and other school records to its accrediting agency, if applicable, without the need for written consent.

# YOUR COSMETOLOGY COURSE

The course takes a modern, dynamic, and personalized approach to teach you the latest theory and practical techniques in hair cutting, coloring, chemical restructuring and styling. It also includes foundation knowledge of nail and skin care and make up application.

We prepare all students to pass their State Board examination. We give all students the foundation to build a successful career and master the art and craft of cosmetology. We improve personal confidence and experience with exposure to a variety of clients.

Class sizes allow learning objectives to be achieved through individual attention. Expert staff from ARROJO studio will periodically provide advanced education in cutting, coloring, chemical restructuring, styling, make up and editorial and fashion-related hairstyling.

## **ARROJO Cosmetology School Mission Statement:**

*Arrojo Cosmetology School is passionately committed to future cosmetologists and barbers. We aim to provide inspirational, career-shaping curricula that exceed State Board requirements and paves the path to a rewarding and successful career.*

## **The course curriculum is broken into four units:**

### **STAGE 1: INTRODUCTION TO FUNDAMENTALS**

To acquire theoretical knowledge and understanding of cosmetology.

### **STAGE 2: CUT & COLOR TECHNIQUES**

Stage 2 covers State Board essentials and classic techniques in cutting, coloring, styling, blow-drying, and chemical restructuring.

### **STAGE 3: APPLY YOUR KNOWLEDGE**

Now realizing techniques on models and clients on the student salon floor, students continue to evolve their skills in cutting, coloring, styling, and chemical restructuring.

### **STAGE 4: PERFECT YOUR SKILLS**

Students practice and master advanced techniques. We also carefully assess theoretical and practical knowledge to ensure students are ready to pass their State Board exam and become a successful cosmetologist

# YOUR BARBERING COURSE

The course takes a modern, dynamic, and personalized approach to teach you the latest theory and practical techniques in hair cutting and styling. It also includes foundation knowledge of business and retailing.

We prepare all students to pass their State Board examination. We give all students the foundation to build a successful career and master the art and craft of barbering. We improve personal confidence and experience with exposure to a variety of clients.

Class sizes allow learning objectives to be achieved through individual education. Expert staff from ARROJO Studio will periodically provide advanced education in cutting, styling and fashion-related hairstyling.

## **ARROJO Cosmetology School Mission Statement:**

*Arrojo Cosmetology School is passionately committed to future cosmetologists and barbers. We aim to provide inspirational, career-shaping curricula that exceed State Board requirements and paves the path to a rewarding and successful career.*

## **The course curriculum is broken into THREE units:**

### **STAGE 1: INTRODUCTION TO FUNDAMENTALS**

To acquire theoretical knowledge and understanding of barbering.

### **STAGE 2: APPLY YOUR KNOWLEDGE**

Stage 2 covers State Board essentials and classic techniques in cutting, styling and shaving techniques on models and clients on the student salon floor.

### **STAGE 3: PERFECT YOUR SKILLS**

Students practice and master advanced techniques. We also carefully assess theoretical and practical knowledge to ensure students are ready to pass their State Board exam and become a successful master barber.

# YOUR FUTURE

Welcome to the exciting world of cosmetology & barbering. As a licensed Cosmetologist or Barber your future career opportunities will be rich and varied.

Job opportunities for Cosmetologists include, but are not limited to:

**MASTER STYLIST  
COLOR SPECIALIST  
SALON AND/OR SPA MANAGER  
BUSINESS OWNER  
TV, FILM OR THEATER STYLIST  
EDITORIAL OR SESSION STYLIST  
EDUCATOR  
CRUISE SHIP STYLIST**

Job opportunities for Barbers include, but are not limited to:

**APPRENTICE BARBER  
MASTER BARBER**

We are committed to your education and future career. Assistance in finding employment through salon visits, employer presentations, and promotion will be provided. We will also assist all students with salon placement by using our relationships with salons and spas across America. Career guidance is readily available. Students that excel during their cosmetology course will be considered for the ARROJO studio cutting or coloring assistant training program. However, the ARROJO Cosmetology School cannot guarantee employment for any graduate.

**Standard Occupational Code (SOC Code) Hairdressers, Hairstylists and Cosmetologists** <http://www.onetcodeconnector.org/ccreport/39-5012.00>

**National Centre for Education Statistics (CIP Code) Classification of Instructional Programs** <https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0401>

**Standard Occupational Code (SOC Code) Barbering:** <https://www.onetonline.org/link/summary/39-5011.00>

**National Centre for Education Statistics (CIP Code) Classification of Instructional Programs Barbering:** <https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0402>

**Currently, Arrojo Cosmetology School does not offer housing.**

# FACULTY STAFF

The most important factor in the quality of your education is the quality of your instructors. We hire experienced, expert educators with an abundance of in-salon, editorial, and business-related knowledge. Each instructor has a broad understanding of cosmetology, our curriculum, and the standards we set for students and educators. Our instructors also have a caring attitude, a love of learning, and a desire to make a difference in your life.

## **SCHOOLS OWNER**

Nick Arrojo

## **SCHOOL DIRECTOR**

Deirdre Haggerty - 56 King St

Joseph Guinto – 200 Hudson St

## **ARROJO COSMETOLOGY SCHOOL IS GOVERNED BY:**

**The New York State Education Department**

Room 974, Education Building Annex

89, Washington Avenue,

Albany, New York 12234

Tel: 518 474 3969

<http://www.acces.nysed.gov/bpss>

## **ARROJO COSMETOLOGY SCHOOL 200 HUDSON STREET AND 56 KING STREET ARE ACCREDITED BY:**

**National Accrediting Commission of Career Arts & Sciences (NACCAS)**

3015 Colvin Street,

Alexandria, VA 22314

Tel: 703 600 7600

<http://www.naccas.org>

## **ARROJO COSMETOLOGY SCHOOL IS A MEMBER OF:**

**The American Association of Cosmetology Schools (AACS)**

15825 N. 71st St.

Suite 100

Scottsdale, AZ 85254

Tel: 800 831 1086

**Cosmetology Educators of America (CEA)**

15825 N. 71st St.

Suite 100

Scottsdale, AZ 85254

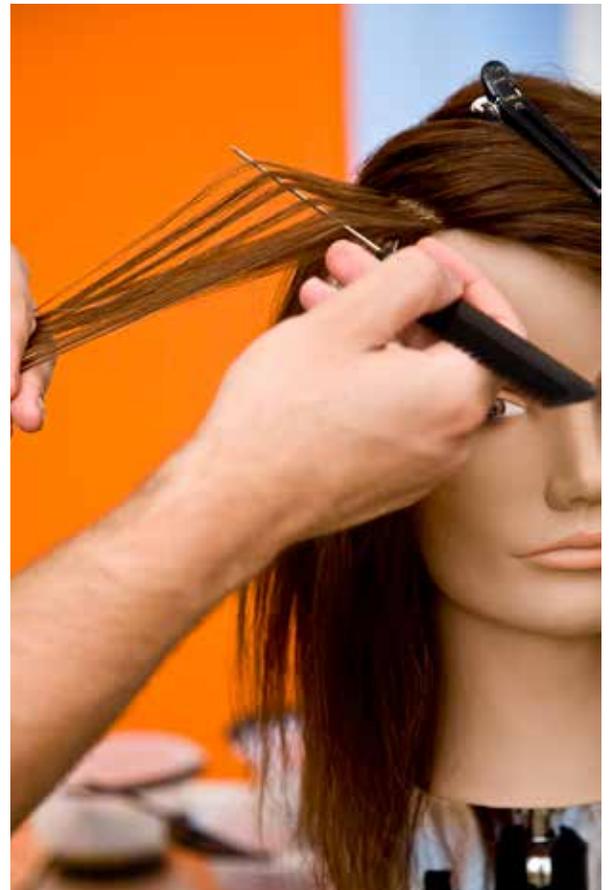
Tel: 800 831 1086

**New York State Beauty School Association**

95 Tompkins Street,

Staten Island, NY 10304

Tel: 888 295 8360



All images taken on location at ARROJO Cosmetology School - 56 King St location

# COSMETOLOGY COURSE

## **FULL TIME**

The 1000 hour full time program lasts for 30 weeks. It is split into 4 stages. Stages one, two, and three last for 8 weeks; stage 4 lasts for 6 weeks.

**STAGE 1 - Introduction To Fundamentals (Stage 1: 280 Hours)**

**STAGE 2 - Cut & Color Techniques (Stage 2: 280 hours)**

**STAGE 3 - Apply Your Knowledge (Stage 3: 280 hours)**

**STAGE 4 - Perfect Your Skills (Stage 4: 160 hours)**

The daily schedule for the full time program is:

Monday-Friday, from 9:00am to 5:00pm

**Make Up Hour session may be scheduled on Fridays 5:30pm-9:30pm**

## **PART TIME**

The 1000 hour part time program lasts for 63 weeks. It is split into 4 stages. Stages one, two, and three last for 17.5 weeks; stage four lasts for 10 weeks.

Breaks are built into each part time schedule. These dates are shown on the class schedule.

**STAGE 1 - Introduction to Fundamentals (Stage 1: 280 hours)**

**STAGE 2 - Cut & Color Techniques (Stage 2: 280 hours)**

**STAGE 3 - Apply Your Knowledge (Stage 3: 280 hours)**

**STAGE 4 - Perfect Your Skills (Stage 4: 160 hours)**

The daily schedule for the part time program is:

Monday-Thursday, from 5:30pm to 9:30pm

**Make Up Hour session may be scheduled on Fridays 5:30pm-9:30pm**

\*ARROJO Cosmetology School proudly observes Constitution Day.

**Days off due to legal holidays are recorded as such and extend the enrollment contract.**

**ARROJO Cosmetology School recognizes the following days as legal holidays.**

**Subject to change.**

New Year's Day

Birthday of Martin Luther King, Jr.

Presidents' Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Christmas Day

# COSMETOLOGY COURSE CONTENT AND CURRICULUM

Nobody becomes a true master hairdresser in 1000 hours. But, done right, those 1000 hours will equip you with the skills to make a successful start to your career. And, done right, those 1000 hours will give you the impetus to continue to improve throughout your career.

The aim of this curriculum is first to give you a rock solid foundation so you can begin your career with confidence and second, to give you the inspiration and ability to keep learning and become a true master of the cosmetology craft. The curriculum is broken down as follows:

## **PROFESSIONAL REQUIREMENTS - 24 HOURS**

- New York State License Requirements
- State and Federal Payroll Requirements
- New York State Sales Tax Requirements
- Career Opportunities and Placement
- Professional Ethics, Conduct and Attitude
- Professional Organizations, Trade Shows and Publication

## **SAFETY AND HEALTH - 26 HOURS**

- New York State Laws, Rules and Regulations
- OSHA Regulations Concerning Hazardous Materials Communications
- Types and Classification of Infectious Organisms - Bacteria, Viruses, Molds, Fungus
- Growth and Reproduction of Infectious Organisms
- Infections and Their Prevention
- Immunity and Body Defenses
- Decontamination and Infection Control
- Physical and Chemical Agents

## **ANATOMY AND PHYSIOLOGY - 15 HOURS**

- Cells, Tissues and Organs
- Body Systems
- Basic Principles of Nutrition
- Overview of Bones and Muscles of the Head, Arms, Hands, Legs and Feet

## **HAIR ANALYSIS - 10 HOURS**

- Structure
- Growth Patterns
- Texture
- Porosity
- Elasticity

## **HAIR & SCALP DISORDERS & DISEASES - 10 HOURS**

- Dandruff
- Alopecia

# COSMETOLOGY COURSE CONTENT AND CURRICULUM

- Fungal Infections
- Infestations
- Infections

## **CHEMISTRY AS APPLIED TO COSMETOLOGY - 5 HOURS**

- Forms and Properties of Matter
- Elements, Compounds and Mixtures
- Chemical Reactions and Solutions
- The pH Scale
- FDA Laws Governing Hair Care Products and Product Safety

## **SHAMPOOS, RINSES, CONDITIONERS, AND TREATMENTS - 30 HOURS**

- Client Preparation, Analysis and Consultation
- Hair Analysis Instruments and Equipment
- Shampooing Products, Composition and Procedures
- Rinsing Products, Composition and Procedures
- Conditioning Products, Composition and Procedures
- Procedures for Hair and Scalp Disorders
- Scalp Manipulations

## **HAIRCUTTING & SHAPING - 175 HOURS**

- Fundamentals, Principles and Concepts of Design
- Scissor Haircutting - Nomenclature and Care of Scissors, Techniques and Procedures
- Razor Haircutting - Nomenclature and Care of Razor, Techniques and Procedures
- Clipper Haircutting - Nomenclature and Care of Tools, Techniques and Procedures
- Removal/Trim of Superfluous Hair
- Contemporary and Specialized Haircutting - Female Styles, Male Styles, Children Styles
- Mustache and Beard Shaping
- Shaving - Dexterity of the Hands and Razor, Preparation and Procedures

## **HAIR STYLING - 245 HOURS**

- Fingerwaving
- Pincurling
- Skipwaving
- Roller Styling
- Patterns in Hairstyling - Waves, Pin Curls, Rollers and Combinations
- Finishing Techniques
- Twisting, Wrapping, Weaving, Extending, Locking and Braiding
- Traditional Weaving and Styling
- Services in Hairstyling - Tools and Implements, Blowdrying, Thermal Curling, Hair Pressing
- Hair Pieces

# COSMETOLOGY COURSE CONTENT AND CURRICULUM

## **CHEMICAL RESTRUCTURING - 180 HOURS**

- Chemistry
- Chemical Restructuring Products
- Client Consultation
- Preliminary Procedure of Chemical Restructuring
- Procedure of Chemical Restructuring
- Corrective Chemical Restructuring

## **HAIR COLORING AND LIGHTENING - 180 HOURS**

- Color Theory
- Chemistry
- Preliminary Procedures of Hair Coloring
- Client Consultation
- Hair Coloring Procedures
- Hair Lightening
- Special Effects
- Corrective Procedures

## **NAIL CARE AND PROCEDURES - 40 HOURS**

- Nail Structure
- Nail Disorders and Diseases
- Nail Shape and Color Analysis
- Basic Manicuring and Pedicuring
- Manipulations of the Hand, Arm, Leg and Foot
- Nail Tip Application – Adhesives, Fitting, Design and Application
- Nail Wrap Application - Silk, Fiberglass and Linen Procedures, Surface Wrapping  
Natural Nail and Mending, Tip Overlay Wrapping, Repair, Maintenance and Removal
- Liquid and Powder Nail Extensions - Application Procedures for Tips With Overlays,  
Natural Nails and Sculptured Nails, Repair, Maintenance and Removal
- Chemical Reactions to Liquid and Powder

## **SKIN CARE AND PROCEDURES - 60 HOURS**

- Structure and Function of the Skin
- Skin Conditions and Disorders
- Facial and Body Procedures - Client Preparation, Skin Analysis and Consultation
- Wet and Dry Exfoliations and Applications
- Use of Various Products to Enhance the Appearance of the Skin - Seaweed, salt,  
paraffin, mud, ampules, creams, etc.
- Discussion for Further Training Required for Advanced Techniques Such as  
Aromatherapy and Water Therapies
- Temporary Methods of Hair Removal - Manual Tweezing, Depilatory Lotion, Waxing,  
Bleaching
- Make-Up Application - Color Analysis, Morphology of the Face, Product Knowledge,  
Chemistry and Related Composition, Eyebrow Contouring, Corrections and  
Contouring, False Eyelashes, Further Training Required for Advanced Techniques



All images taken on location at ARROJO Cosmetology School - 56 King St location

# COSMETOLOGY CLASS SCHEDULE

## **FULL TIME START DATES/FULL TIME GRADUATION DATES – 200 HUDSON ST LOCATION**

January 22nd 2018 - September 4th 2018

April 16th 2018 - November 28th 2018

July 23th 2018 - March 8th 2019

September 24th 2018 - May 9th 2019

October 22nd 2018 - June 6th 2019

## **FULL TIME START DATES/FULL TIME GRADUATION DATES – 56 KING ST LOCATION**

March 5th 2018 - October 16th 2018

June 4th 2018 - January 17th 2019

September 10th 2018 - April 25th 2019

November 12th 2018 - June 27th 2019

## **PART TIME START DATES/PART TIME GRADUATION DATES – 200 HUDSON ST LOCATION**

**September 25th 2017 – March 4th 2019**

*(Breaks are scheduled for March 19th-22nd 2018 inclusive & September 4th – 6th 2018 inclusive)*

**April 2nd 2018 - August 29th 2019**

*(Break 1 September 3rd-6th 2018 Break 2 April 15th-18th 2019 inclusive)*

**September 10th 2018 - February 27th 2020**

*(Break 1 March 18th-21st 2019 Break 2 September 2nd-5th 2019 inclusive)*

# COSMETOLOGY CLASS SCHEDULE

## **METHODS OF PAYMENT**

Methods of payment accepted are: Cash, Credit/Debit card, Personal Check, Bank Check, Money Order, ACCES-VR voucher, Beauty Changes Lives - Vidal Sassoon Professional Beauty Education scholarship, Beauty Changes Lives – Cosmoprof Scholarship, Beauty Changes Lives - Arnold Miller, Find a way Scholarship, Beauty Changes Lives - Arnold Miller, Fashion Forward Cosmetology Scholarship, Pell Grant, Direct Subsidized Loan, Direct Unsubsidized Loan, Direct Parent Plus Loan.

## **PAYMENT INFORMATION**

ARROJO Cosmetology School offers Federal Financial Aid for those who qualify.

ARROJO Cosmetology School also offers private, affordable financing options.

Students requiring loans may seek out private, personal loans.

Federal Financial Aid is available for the Cosmetology or Barbering program, to those who qualify.

Tuition	\$17,000.00
Books	\$300.75
Student Kit Cost	\$2199.25
Reg. Fee (Non Refundable)	\$100.00
Total	\$19,600.00

Any additional overtime hours required to complete the program after the maximum time frame are subject to overtime charges. Fees are calculated by dividing current program tuition cost by the number of course hours to give an hourly rate. This is currently \$17.00 per hour.

Overtime hours are set at a maximum of 35 hours unless exceptional circumstances apply, as per discretion of School Director.

Any student wishing to purchase overtime hours after the maximum time frame must apply & be approved in writing prior to scheduling.

# COSMETOLOGY CLASS SCHEDULE PAYMENT PLANS

FULL TIME CLASS	OPTION 1 \$19,600 Pay in Full	OPTION 2 \$7,300 deposit	OPTION 3 \$6,300 deposit	OPTION 4 \$5,300 deposit	OPTION 5 \$4,800 deposit	OPTION 6: Financial Aid Students ONLY \$2,600 deposit
	-	7 months				
<b>MONTH 1</b>	\$0	\$1,770	\$1,900	\$2,060	\$2,140	*See Personal Payment Contract
<b>MONTH 2</b>	\$0	\$1,755	\$1,900	\$2,040	\$2,110	“
<b>MONTH 3</b>	\$0	\$1,755	\$1,900	\$2,040	\$2,110	“
<b>MONTH 4</b>	\$0	\$1,755	\$1,900	\$2,040	\$2,110	“
<b>MONTH 5</b>	\$0	\$1,755	\$1,900	\$2,040	\$2,110	“
<b>MONTH 6</b>	\$0	\$1,755	\$1,900	\$2,040	\$2,110	“
<b>MONTH 7</b>	\$0	\$1,755	\$1,900	\$2,040	\$2,110	“
<b>TOTAL</b>	<b>\$19,600</b>	<b>\$19,600</b>	<b>\$19,600</b>	<b>\$19,600</b>	<b>\$19,600</b>	<b>\$19,600</b>

Any additional overtime hours required to complete the program after the maximum time frame are subject to overtime charges. Fees are calculated by dividing current program tuition cost by the number of course hours to give an hourly rate. This is currently \$17.00 per hour.

Overtime hours are set at a maximum of 35 hours unless exceptional circumstances apply, as per discretion of School Director.

Any student wishing to purchase overtime hours after the maximum time frame must apply & be approved in writing prior to scheduling.

# COSMETOLOGY CLASS SCHEDULE PAYMENT PLANS

PART TIME	OPTION 1 \$19,600 Pay in Full	OPTION 2 \$7300 deposit	OPTION 3 \$6,300 deposit	OPTION 4 \$5,300 deposit	OPTION 5 \$4,800 deposit	OPTION 6 Financial Aid Students ONLY \$2,600 deposit
	-	17 months	17 months	17 Months	17 Months	17 Months
<b>MONTH 1</b>	\$0	\$780	\$820	\$860	\$880	*See Personal Payment Contract
<b>MONTH 2</b>	\$0	\$720	\$780	\$840	\$870	“
<b>MONTH 3</b>	\$0	\$720	\$780	\$840	\$870	“
<b>MONTH 4</b>	\$0	\$720	\$780	\$840	\$870	“
<b>MONTH 5</b>	\$0	\$720	\$780	\$840	\$870	“
<b>MONTH 6</b>	\$0	\$720	\$780	\$840	\$870	“
<b>MONTH 7</b>	\$0	\$720	\$780	\$840	\$870	“
<b>MONTH 8</b>	\$0	\$720	\$780	\$840	\$870	“
<b>MONTH 9</b>	\$0	\$720	\$780	\$840	\$870	“
<b>MONTH 10</b>	\$0	\$720	\$780	\$840	\$870	“
<b>MONTH 11</b>	\$0	\$720	\$780	\$840	\$870	“
<b>MONTH 12</b>	\$0	\$720	\$780	\$840	\$870	“
<b>MONTH 13</b>	\$0	\$720	\$780	\$840	\$870	“
<b>MONTH 14</b>	\$0	\$720	\$780	\$840	\$870	“
<b>MONTH 15</b>	\$0	\$720	\$780	\$840	\$870	“
<b>MONTH 16</b>	\$0	\$720	\$780	\$840	\$870	“
<b>MONTH 17</b>	\$0	\$720	\$780	\$840	\$870	“
<b>TOTAL</b>	<b>\$19,600</b>	<b>\$19,600</b>	<b>\$19,600</b>	<b>\$19,600</b>	<b>\$19,600</b>	<b>\$19,600</b>

Any additional overtime hours required to complete the program after the maximum time frame are subject to overtime charges. Fees are calculated by dividing current program tuition cost by the number of course hours to give an hourly rate. This is currently \$17.00 per hour.

Overtime hours are set at a maximum of 35 hours unless exceptional circumstances apply, as per discretion of School Director.

Any student wishing to purchase overtime hours after the maximum time frame must apply & be approved in writing prior to scheduling.

# BARBERING COURSE

## **FULL TIME**

The 600-hour full time program lasts for 18 weeks. It is split into 3 stages. Stages one, two, and three last for 6 weeks each.

**STAGE 1 - Introduction To Fundamentals (Stage 1: 210 Hours)**

**STAGE 2 - Apply Your Knowledge (Stage 2: 210 hours)**

**STAGE 3 - Perfect Your Skills (Stage 3: 180 hours)**

The daily schedule for the full-time program is:  
Monday-Friday, from 9:00am to 5:00pm

**Make Up Hour session may be scheduled on Fridays 5:30pm-9:30pm**

\*ARROJO Cosmetology School proudly observes Constitution Day.

**Days off due to legal holidays are recorded as such and extend the enrollment contract.**

**ARROJO Cosmetology School recognizes the following days as legal holidays.**

**Subject to change.**

New Year's Day

Birthday of Martin Luther King, Jr.

Presidents' Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Christmas Day

# BARBERING COURSE CONTENT AND CURRICULUM

Nobody becomes a true master barber in 600 hours. But those 600 hours are vitally important to equip you with the skills to make a successful start to your career and give you the impetus to continue to improve throughout your career.

The aim of this curriculum is first to give you a rock-solid foundation so you can begin your career with confidence and second, to give you the inspiration and ability to keep learning and become a true master of the barbering craft. The curriculum is broken down as follows:

## **COURSE OVERVIEW/CONTENTS - 7 HOURS**

- School Rules and Regulations
- Professionalism
- Ethics
- Career and Opportunities
- NYS and Federal Laws, Rules & Regulations
- Student Kit

## **PROFESSIONAL REQUIREMENTS - 24 HOURS**

- History of Barbering
- Your Professional Image
- Life Skills
- The Barber Shop
- Communication

## **WORKPLACE SAFETY & HEALTH - 14 HOURS**

- Local, State & Federal Safety codes
- OSHA Regulations
- First Aid
- General Salon/Clinic Safety

## **BACTERIOLOGY, DECONTAMINATION AND INFECTION CONTROL - 20 HOURS**

- Bacteriology
- Decontamination
- Infection Control

## **ANATOMY AND PHYSIOLOGY - 14 HOURS**

- Cells, Tissues, and Organs
- Body Systems
- Basic Principles of Nutrition

# BARBERING COURSE CONTENT AND CURRICULUM

## **CHEMISTRY AS APPLIED TO BARBERING - 10 HOURS**

- Forms and Properties of Matter
- Elements, Compounds and Mixtures
- Chemical Reactions and Solutions
- pH Scale
- FDA Laws Governing

## **PROPERTIES AND DISORDERS OF THE SKIN, SCALP. AND HAIR - 21 HOURS**

- Histology of Hair and Skin
- The Study of Hair and Skin
- Analysis of Hair and Skin

## **SHAMPOO, RINSES, CONDITIONERS, TREATMENT - 28 HOURS**

- Client Consultation
- Client Analysis and Preparation
- Scalp Treatments and Manipulations
- Chemistry

## **HAIRCUTTING AND SHAPING - 200 HOURS**

- Fundamentals and Principles of Haircutting
- Scissor Haircutting
- Razor Haircutting
- Hair Texturizing
- Clipper Haircutting
- Contemporary and Specialized Haircutting

## **SHAVING AND FACIAL MASSAGE - 70 HOURS**

- Fundamentals of Shaving
- Preparation and Procedure
- Facial Massage

## **HAIRSTYLING - 57 HOURS**

- Basic Principles of Hairstyling
- Quick Service in Hairstyling
- Tool and implements
- Blow-drying Techniques
- Free-form styling

## **MUSTACHE & BEARD DESIGN - 37 HOURS**

- Mustache and Beard Design
- Mustache designs
- Beard design
- Trimming and Removal of Superfluous Hair

# BARBERING COURSE CONTENT AND CURRICULUM

## **MEN'S HAIRPIECES - 30 HOURS**

- Hairpieces
- Human and synthetic hair
- Measuring for hairpiece
- Care of Hairpieces
- Cutting and styling hairpieces
- Wigs
- Hair Replacement Techniques

## **BUSINESS PRACTICES - 40 HOURS**

- N.Y. State License Requirements
- Business Management and Operation
- Accounting and Inventory
- Payroll Regulations
- Ethics, Professional Conduct, and Client Relations
- Retailing and Marketing
- Career Skills
- Professional Organizations, Trade Shows, and Publications

## **STATE BOARD EXAM REVIEW - 28 HOURS**

- Review all preceding skills in Preparation for the NYS Licensing Exam
- Preparation of work area & client preparation
- Haircutting techniques
- Shampooing techniques
- Shaving
- Facial Massage
- Clean work area

# BARBERING CLASS SCHEDULE

## **FULL TIME START DATES/FULL TIME GRADUATION DATES – 56 KING ST LOCATION**

July 16th 2018 - November 28th 2018

## **FULL TIME START DATES/FULL TIME GRADUATION DATES – 200 HUDSON ST LOCATION**

March 26th 2018 - August 7th 2018

November 5th 2018 - March 22nd 2019

### **METHODS OF PAYMENT**

Methods of payment accepted are: Cash, Credit/Debit card, Personal Check, Bank Check, Money Order, ACCES-VR voucher, Pell Grant, Direct Subsidized Loan, Direct Unsubsidized Loan, Direct Parent Plus Loan.

### **PAYMENT INFORMATION**

ARROJO Cosmetology School offers Federal Financial Aid for those who qualify.

ARROJO Cosmetology School also offers private, affordable financing options.

Students requiring loans may seek out private, personal loans.

Federal Financial Aid is available for the Cosmetology or Barbering program, to those who qualify.

Tuition	\$10,200.00
Books	\$190.90
Student Kit Cost	\$1509.10
Reg. Fee (Non Refundable)	\$100.00
Total	\$12,000.00

Any additional overtime hours required to complete the program after the maximum time frame are subject to overtime charges. Fees are calculated by dividing current program tuition cost by the number of course hours to give an hourly rate. This is currently \$17.00 per hour.

Overtime hours are set at a maximum of 35 hours unless exceptional circumstances apply, as per discretion of School Director.

Any student wishing to purchase overtime hours after the maximum time frame must apply & be approved in writing prior to scheduling.

# BARBERING CLASS SCHEDULE PAYMENT PLANS

<b>FULL TIME BARBERING CLASS</b>	<b>OPTION 1</b>	<b>OPTION 2</b>	<b>OPTION 3</b>	<b>OPTION 4</b>	<b>OPTION 5 Financial Aid Students ONLY</b>
	<b>\$12,000</b> Pay in Full	<b>\$5,300</b> deposit	<b>\$3,300</b> deposit	<b>\$2,500</b> deposit	<b>\$1,800</b> deposit
	-	5 months	5 months	5 Months	*See Personal Payment Contract
<b>MONTH 1</b>	\$0	\$1,340	\$1,740	\$1,900	“
<b>MONTH 2</b>	\$0	\$1,340	\$1,740	\$1,900	“
<b>MONTH 3</b>	\$0	\$1,340	\$1,740	\$1,900	“
<b>MONTH 4</b>	\$0	\$1,340	\$1,740	\$1,900	“
<b>MONTH 5</b>	\$0	\$1,340	\$1,740	\$1,900	“
<b>TOTAL</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$12,000</b>

Any additional overtime hours required to complete the program after the maximum time frame are subject to overtime charges. Fees are calculated by dividing current program tuition cost by the number of course hours to give an hourly rate. This is currently \$17.00 per hour.

Overtime hours are set at a maximum of 35 hours unless exceptional circumstances apply, as per discretion of School Director.

Any student wishing to purchase overtime hours after the maximum time frame must apply & be approved in writing prior to scheduling.

# OTHER AVAILABLE COURSES

## **CLASSIC CUTS 1**

**18-20 FEB, 9-11 SEPT 2018 (16 HOURS)**

**\$1,150 (TUITION: \$975, KIT: \$85, REGISTRATION: \$90)**

Relearn and master classic scissor cutting as applied to the traditional shapes of hairdressing. Establish precise technique. Build your creative repertoire. Explore geometric yet organic shapes. Increase control, flexibility, and style; improve all cuts from the most simple to the most dynamic.

## **CLASSIC CUTS 2**

**6-8 MAY 2018 (16 HOURS)**

**\$1,150 (TUITION: \$975, KIT: \$85, REGISTRATION: \$90)**

Continue to explore classic scissor cutting technique, applied to geometric yet organic shapes. Over three days watch, practice, and master three cuts that improve technical precision and creative awareness: Classic Long Layer, Classic Round Graduation, & Classic Short Graduation.

## **CUT & COLOR INSPIRATION**

**15-16 APRIL, 7-8 OCT 2018 (11 HOURS)**

**\$800 (TUITION: \$650, KIT: \$85, REGISTRATION: \$65)**

Make color placement intrinsic to the shape and style of each cut. Practice the latest trends and techniques in cut and color. Be a versatile master of your craft.

## **RAZOR FUNDAMENTALS**

**21-22 JAN, 8-9 APRIL, 23-24 SEPT 2018 (11 HOURS)**

**\$800 (TUITION: \$650, KIT: \$85, REGISTRATION: \$65)**

Discover the technical and creative scope of precision razor cutting and make it a feature in your own work. Unlock the freedom of the straightedge blade. Take creativity to the next level.

## **RAZOR ADVANCED**

**4-6 NOV 2018 (16 HOURS)**

**\$1,175 (TUITION: \$915, KIT: \$170, REGISTRATION: \$90)**

Learn to master advanced razor-cutting techniques, developed and practiced at ARROJO. Bring weightlessness, swing and movement, and creative versatility to your own razor-cutting.

## **SALON FUNDAMENTALS**

**AUG 5-30 2018 (140 HOURS)**

**\$4,400 (TUITION: \$3,960, KIT: \$340, REGISTRATION: \$100)**

Acquire advanced, detailed knowledge and practice of contemporary techniques in scissor and razor cutting, color, styling, and business-building. Go from good to great, potential to realization.

# OTHER AVAILABLE COURSES

## **ARROJO INSPIRATION**

**10-11 JUNE 2018 (11 HOURS)**

**\$800 (TUITION: \$650, KIT: \$85, REGISTRATION: \$65)**

Explore the latest theories, trends, and techniques in modern scissor and razor cutting. Find insight and ideas in this flair-filled class. Focus on inspiration and creation.

## **SCISSOR ADVANCED**

**21-22 OCT 2018 (11 HOURS)**

**\$800 (TUITION: \$650, KIT: \$85, REGISTRATION: \$65)**

This class is for proficient cutters who want to evolve their work with sophisticated, innovative, edgy, fashion-forward scissor-cut styles. Gain an intuitive understanding of shape, function, form.

## **SCISSOR THEN RAZOR**

**18-20 MARCH 2018 (16 HOURS)**

**\$1,175 (TUITION: \$915, KIT: \$170, REGISTRATION: \$90)**

Over three days practice classic scissor and razor cutting, and then move on to our most advanced, inspirational ideas in workshops that empower you to reinvent the rulebook.

## **MEN'S CLASSIC CUTTING**

**22-23 APRIL 2018 (11 HOURS)**

**\$800 (TUITION: \$650, KIT: \$85, REGISTRATION: \$65)**

Confident and consistent men's cutting is essential to the success of the modern stylist, yet it requires a unique skill-set. This hands-on, two-day seminar examines the elementary principles of effective men's hairdressing. Covering long, mid-length, and short styles, the class centers on refining the technique and approach of each stylist. Skills taught include scissor over comb, using square-shoe sectioning patterns, layering, graduations, and other techniques that are fundamental to success. This seminar offers the perfect foundation for stylists who want to create contemporary and cool men's cuts, and provides a platform to improve all masculine styling, from timeless cuts to fashion-forward looks.

## **ARROJO RAZORCRAFT**

**22-26 JULY 2018 (27 HOURS)**

**\$1,975 (TUITION: \$1,620, KIT: \$225, REGISTRATION: \$100)**

Pioneer of modern razor-cutting, Nick Arrojo set his brand apart by inventing a series of techniques to use with the straight-edge blade. From swinging bangs to invisible layers and other originals, these skills make ARROJO one of the most distinctive salons in the world. This new, 5-day certification workshop teaches our signature approach, so you can also distinguish yourself from the competition. Mastering this style allows you to create seamless, diffused shapes with edgy wear-ability. Cuts last longer, grow out better, and enable versatile styling options. Over the five days, you go from fundamentals to advanced to trend as you take in classic layers and graduations; creative undercuts and fluid shapes; asymmetry and juxtapositions. Learning control, stroke, rotation, and diverse applications of the tool, become a versatile master of RazorCraft.

# OTHER AVAILABLE COURSES

## **EDITORIAL STYLING**

**SEPT 30 - OCT 1 2018 (11 HOURS)**

**\$800 (TUITION: \$650, KIT: \$85, REGISTRATION: \$65)**

The editorial styling class takes the classic shapes of hairdressing and turns them into sensational, avant-garde styles, using a range of professional tools. For an inspirational start, day one begins with an editorial video, and a model presentation of our latest collections. Afterwards, attendees learn to create looks on the vanguard of fashion and beauty trends. Continuing the inspiration, day two begins with a slideshow of our editorial back-catalogue. Then we demo braids, Marcel waves, and weft work, which leads into a hands-on workshop where you use these skills to create progressive and pioneering styles of your own making. This special class, giving you the unique experience of world-renowned editorial stylists, is perfect for hairdressers who want to work in the fashion industry.

## **OCCASION STYLING**

**NONE SCHEDULED (11 HOURS)**

**\$800 (TUITION: \$650, KIT: \$85, REGISTRATION: \$65)**

The occasion styling class increases the range of services you can offer on the salon floor. Taking a contemporary look at timeless styles, our master stylists guide and facilitate as you practice and master techniques perfect for weddings, black tie events, prom nights, and other special occasions. Over the two days, the central theme is preparation — put the right foundation in place and you can build looks with fabulous design details. Using blow-dries, roller-setting, hot-irons, and product usage, day one takes in elegant, classic looks, like ponytails, buns and twists, and teaches how to add magic to these apparently simple styles. One day two, you take it up a notch, creating elaborate updos, fancy French twists, wow factor texture and volume.

## **HAIR PAINTING**

**4-5 FEB, 15-16 JULY 2018 (11 HOURS)**

**\$800 (TUITION: \$650, KIT: \$85, REGISTRATION: \$65)**

Free-hand hair-painting creates effects ranging from soft and natural to bold and creative. For clients it is as economical as it is fashionable because it doesn't leave strong lines of demarcation or re-growth. For these reasons, hair painting is now one of the most popular salon services. This class takes you to the heart of the vanguard. Over two-days, you will learn to use heavier or lighter saturations for varying effects; painting from narrow to wide for natural-looking high and low lights; and how to use the peaks and valley's of the hair line as your guide. You also learn how to paint in horizontal, diagonal, and zig-zag sections — each technique has its own benefits, ranging from: best for painting small pieces, best for an evenly blended finish, best for low-lighting.

# PROGRESSION

**Progression will be noted on individual progress record. Additional tasks may be set if it is deemed necessary to progress. This will be evaluated through written testing, oral questioning, and observation of practical skills.**

## **EVALUATIONS AND ACADEMIC ADVISING POLICY**

Arrojo Cosmetology School students are advised regarding progress and achievement in the program on a regular basis. Academic evaluations include how the student is performing with regard to attendance, theory grades, practical skills criteria adopted by the school. Students are allowed to make up work and/or additional assignments at the discretion of the school Director. Student strengths and areas needing improvement are identified and discussed. Information and advice regarding state licensing requirements, employment and continuing education opportunities is available to students, as it is needed.

The student lounge area has a list of agencies for referral if a student needs additional assistance. This information is also available for students to access in the Administration office, if required. ARROJO Cosmetology Schools at 200 Hudson St & 56 King St are approved to participate in Federal Financial Aid and employs a Financial Aid Team who will provide information on funding assistance to students in accordance with applicable regulations.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

This is the Satisfactory Academic Progress Policy for ARROJO Cosmetology School. It is provided to all students prior to enrollment in the school catalog and applies to every student enrolled in the Cosmetology or Barbering program. Satisfactory progress in both attendance and academic work is applied consistently and is required for all students enrolled in Arrojo Cosmetology School. All students must attend regularly and complete their course within the maximum timeframe.

A student's cumulative academic progress includes both qualitative and quantitative elements and is evaluated at the end of each marking period. Satisfactory academic progress requires a minimum of 90% attendance and a minimum of 80% academic performance at each marking period. Students are provided with a copy of their satisfactory academic progress evaluation results.

Course incompletes, repetitions and non-credit remedial courses do not apply to ARROJO Cosmetology School and have no effect upon the institutions Satisfactory Academic Policy standards.

Transfer hours from another institution are not currently accepted at ARROJO Cosmetology School.

The Cosmetology program is 1,000 hours. The Barbering program is 600 hours. The normal time to complete the program depends upon the schedule the student attends, excluding school closings.

# PROGRESSION

The maximum time allowed for students to complete the program at satisfactory progress is:

<b>Course</b>	<b>Maximum Time Allowed</b>	<b>Scheduled Hours</b>
Cosmetology- 1000 Hours	FT 32 Weeks PT 69 Weeks	1100
Barbering – 600 Hours	FT 19 Weeks	660

All students must complete their course within the maximum time frame or be charged \$17.00 per hour for additional instructional hours to complete the course.

## **Satisfactory Attendance Policy:**

Students are required to attend a minimum of 90% of the hours possible based on the applicable attendance schedule in order to be considered making satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained a least 90% cumulative attendance since the beginning of the course which indicates that given the same attendance rate, the student will graduate within the maximum time frame allowed.

## **Academic Policy:**

Students are required to maintain a 80% or C average. Written and practical tests are given throughout the course. Educators sign off on all theory and practical work. Theory assignments are graded numerically and students are graded on the following scale:

### **Grading Scale:**

<b>91 - 100%</b>	<b>= A</b>	<b>Excellent</b>
<b>86 -90 %</b>	<b>= B</b>	<b>Good</b>
<b>80- 85 %</b>	<b>= C</b>	<b>Pass</b>
<b>79% or below</b>	<b>= D</b>	<b>Fail</b>

Practical assignments are evaluated as completed and counted towards course completion as graded. Practical skills are evaluated according to text procedures, state licensing agency requirements and set forth in practical skill evaluation criteria adopted by the school. If a performance does not meet satisfactory requirements that is the grade recorded. If absent or late, all assignments can be made up at the educator's discretion. Total possible scoring starts at 90%. It is the student's responsibility to make up missed work. Students must attempt to make up missed assignments. Incomplete assignments will be graded as received.

## **Evaluations:**

Written evaluations of satisfactory academic progress will be conducted at the end of each evaluation period and reviewed with the student. The school has 2 formal evaluation periods:

Cosmetology 450 and 900 scheduled hours  
Barbering 200 and 400 scheduled hours

# PROGRESSION

The first evaluation will occur no later than the mid-point of the academic year. Evaluation periods are determined by using scheduled hours. Scheduled hours are determined by the start date of enrollment and evaluations are given when the number of hours have been offered to the student. Actual clock hours may differ.

Academic and attendance progress will be measured at each evaluation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory academic progress until the next evaluation. In order for a student to be considered making satisfactory academic progress, the student must meet both the attendance and academic minimum requirements by the end of the scheduled marking period.

A student that is deemed to be making unsatisfactory progress at any evaluation can re-establish satisfactory progress by obtaining a 90% attendance rate and a 80% academic average. Failure to meet satisfactory academic progress may impact the students eligibility for financial aid.

A student must complete the program of study in a period of time not to exceed those outlined in the schedule or maximum time frame. School holidays will not be considered in the calculation of cumulative attendance.

## **Warning:**

Students failing to meet minimum progress requirements will receive a written notice and will be put on a warning period with the opportunity to meet requirements by the next scheduled evaluation period. Only by meeting the specific attendance and grading requirements for satisfactory academic progress by the following evaluation period can a student achieve this.

Only students who have the ability to meet the satisfactory academic progress policy standards by the end of the evaluation period may be placed on warning. Students will be placed on an academic plan and must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation period.

During a warning period, students are considered to be making satisfactory progress. The Director will advise students placed on a warning regularly. Additional help, by educators will be available for those students on warning, if requested. Students who fail to meet minimum requirements for attendance or academic progress at the next scheduled evaluation period after the warning period will be informed that they are not making satisfactory academic progress. A student may appeal and if successful, may be placed on probation.

Students who are evaluated at the end of a payment period and fail to meet SAP are automatically placed on financial aid warning status. They may continue to receive assistance under the Title IV HEA programs for one payment period. Financial aid warning status may be assigned without an appeal or other action by the student. If the

# PROGRESSION

student does not achieve SAP by the end of that payment period, eligibility for Title IV program funds will cease unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

## **Appeal Procedure:**

The basis on which a student may file an appeal are: death in the family, an illness or injury, medical issues of the student or other extenuating circumstances. The student must submit in writing a request of appeal. The appeal should include applicable supporting documentation for the reasons why the status should be reviewed, what caused the failure to meet the standards, what has changed that will allow the student to make satisfactory academic progress by next the evaluation period. Students must submit all information relating to the appeal in writing within ten (10) days of being notified of not making satisfactory academic progress.

The Director must receive this request within (10) days of the status. Should a student fail to appeal this decision, the status will stand. An appeal hearing will take place within (10) days of receipt of the documentation. A decision of the student's appeal will be made by the Director/School Owner, in writing, within (10) business days. This decision is final.

The appeal & decision documents will be retained by the school in the students file. If the student prevails upon appeal, the unsatisfactory progress decision will be removed, the student will be placed on Probation, federal financial aid if applicable will be reinstated and the student will be considered making satisfactory academic progress.

## **Probation:**

Students who fail to meet minimum requirements for attendance or academic progress at the next scheduled evaluation period after the warning period will be informed that they are not making satisfactory academic progress. If the student prevails upon appeal, the unsatisfactory progress decision will be removed and the student will be placed on Probation.

Only students who have the ability to meet the satisfactory progress policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements for satisfactory academic progress, or by the academic plan, he/she will be determined as not making satisfactory academic progress.

## **Financial Aid Warning Status (For students who qualify to receive Financial Aid only):**

If the student prevails upon appeal, the unsatisfactory progress decision will be removed, the student will be placed on Probation and federal financial aid, if applicable, will be reinstated.

# PROGRESSION

## **Unsatisfactory Progress Status:**

If the students progress is found to be of unsatisfactory status they are no longer eligible for Title IV privileges and funding is lost, if applicable. The student is solely responsible for any financial balance remaining. This balance must be paid in full by the time of graduation. The student is still eligible to complete the course however will be considered a completer not a graduate. The student is responsible for any additional overtime charges incurred after the maximum time frame.

## **Leave of Absence (LOA)/Interruption of Education/Termination:**

A leave of absence is a temporary interruption that extends the students contract period and maximum time frame by the same number of days taken in the leave of absence. A student returning to school after an interruption in their education or after being dropped must return to school in the same satisfactory progress as prior to their departure. Reasonable provisions are made for students re-entry based on individual circumstances.

## **Terminations/Withdrawals/Course Incompletes:**

A student making satisfactory progress at the point of withdrawal may apply for reenrollment in the school and re-enroll in the same status as when they left.

A student seeking reinstatement after the termination or official interruption must meet with The School Director who will determine if the student is eligible to re-enroll. If a student applies for reinstatement they must document their ability to successfully complete the program and certify that the previous causes have been rectified.

## **Noncredit and Remedial Courses:**

Noncredit and remedial courses do not apply at the school. Therefore, these items have no effect upon the schools satisfactory academic progress standards.

## **Reinstatement of Financial Aid:**

If applicable, Title IV financial aid will be re-instated to qualified students who have prevailed upon appeal or who have re-established satisfactory progress by meeting the minimum cumulative academic, practical and attendance requirements.

In order for a student to continue financial assistance eligibility, a student must maintain satisfactory academic progress. Any student not maintaining satisfactory academic progress will be ineligible to receive future disbursements of financial assistance. In order for the student to have financial assistance reinstated, the students financial assistance and the maximum time frame will be evaluated to determine the students ability to complete the program within the recommended scheduled time.

Institutions that enter into an agreement with a potential student, or parent of a student regarding a Title IV or HEA loan are required to inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

# PROGRESSION

## **Maximum Time Frame:**

Maximum time frame for students in the Cosmetology or Barbering clock hour program is 110% of the time it would take to complete the program scheduled hours. The time frame is based on the program schedule.

If a student must attend additional time beyond maximum time frame due to poor attendance, or to complete graduation requirements, the student's Enrollment Agreement will terminate. The School may have any student whose contract terminated execute a new Agreement if the student is readmitted to the program.

The student shall be required to pay the current charges per program hour or credit in effect at the time the new agreement is executed for each program hour or credit that the student must complete.

A Cumulative Grade Average of 80% must be maintained in order to meet graduation requirements.

A student seeking reinstatement after termination caused by lack of SAP or official interruption must first meet with a Director. The Director will determine if the student is eligible to re-enroll. If a student applies for reinstatement, he/she must document the ability to successfully complete the program and certify that the causes of previous difficulties have been rectified. Students who ceased attendance while not making SAP will return as not making SAP. They will be allowed to continue their education but are not eligible for title IV program funds unless they are able to reestablish SAP, if applicable.

## **Normal Time to Complete**

Students should have a reasonable expectation of the time it should take to complete a program in order to plan and budget accordingly. Program lengths for full time and part time schedules are stated in weeks and include estimated days the school is closed for holidays, teacher training, special events, inclement weather and a limited number of days scheduled to allow students to make up missed hours as necessary for state licensing purposes.

When calculating and disclosing normal time to complete and On Time Completion Rates, the number of days scheduled to make up any absence is limited to 10% of scheduled hours. Students are permitted to make up additional absences in order to graduate, as long as they do not exceed the maximum time frame as described in the school's satisfactory academic progress policy, but they would not be counted as graduating within normal time for purposes of the calculation and disclosure of On Time Completion Rates.

**ARROJO Cosmetology Schools at 200 Hudson St & 56 King St are currently accredited by NACCAS and approved for participation in Federal Financial Aid programs for Cosmetology & Barbering programs.**

# GRADUATION REQUIREMENTS

Arrojo Cosmetology School will graduate a student who meets all of the School Graduation requirements listed below. Graduates will be issued a Certificate of Completion, Transcript of Hours and Licensing paperwork upon: successful completion of the 1000 hour cosmetology program or 600 hour barbering program, including maintaining a 80% or higher practical and academic grade and 90% or higher attendance, completion of all exit paperwork, attending an exit interview and after all tuition payments and any applicable overtime charges are paid in full. If a student has borrowed funds through the Direct Loan Program, they are required to complete exit counseling.

The institution ensures that each student meets all the graduation requirements before being awarded a certificate of completion. The institution ensures that each student it considers a graduate and awards a diploma, has fulfilled all the graduation requirements by completing the graduation checklist, attending an exit interview and met all requirements for final progress record and satisfactory academic progress record.

## **CERTIFICATE OF COMPLETION**

A Certificate of Completion will be awarded to each graduating student. It will reflect the name and address of the institution, the students name, the course hours and the date of course graduation. Copies of the Certificate of Completion will be kept in the students' academic file. Certificates will be awarded upon meeting all attendance, academic and practical requirements.

## **TRANSCRIPT**

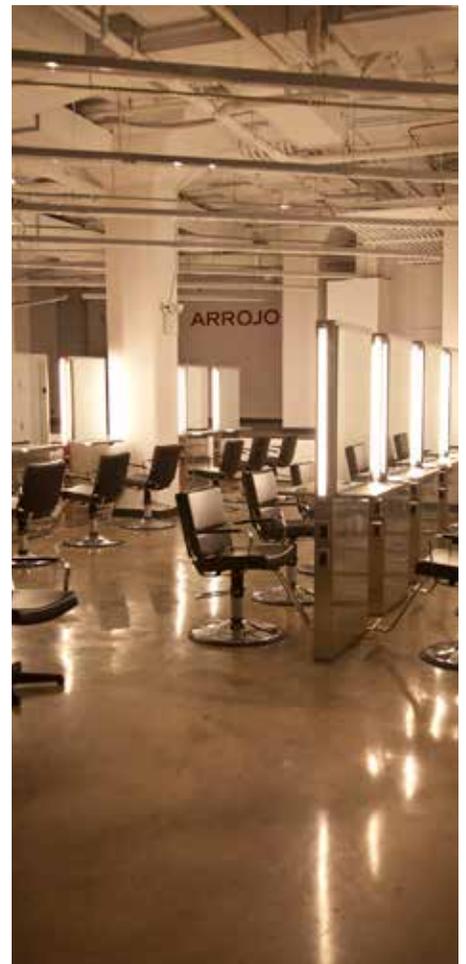
A transcript listing the course, grades, final average and other permanent student record requirements will be maintained in the students' academic file. A final transcript is critical for student assistance after graduation.

Arrojo Cosmetology School will issue a Transcript of Hours to students, who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and after all required tuition payments are paid in full. A refund calculation will be performed to assist in this process; any refund balance due will be paid within 45 days of withdrawal.

There is an additional \$20 fee for all additional requested transcripts.

## **LICENSING REQUIREMENTS**

Arrojo Cosmetology School will inform students of all licensing requirements and student understands that he/she is responsible for state licensing exam fees and other examination or licensing related expenses



All images taken on location at ARROJO Cosmetology School - 200 Hudson St location

# SPACE, EQUIPMENT AND FACILITIES

**The ARROJO cosmetology schools are purpose built, state of the art facilities. Designed with as much open-planned space as possible, the schools reflects our belief in open lines of communication between students and staff. All equipment and facilities meet the highest professional standards.**

## **INCLUDED IN THE TWO FACILITIES:**

Our salons are large, bright and airy, and are set up as professional salon service environments. There will be a diverse spectrum of clients for you to practice hair and beauty skills and gain invaluable salon floor experience. All services will be performed under the supervision of your instructor(s).

Large student classrooms are fully equipped for theoretical and practical education.

Retail Stores, featuring professional hair and beauty products help to give you the opportunity to perfect your client service retail skills.

Student lockers and fully stocked dispensaries are included for your convenience. ARROJO Cosmetology Schools are fully equipped for handicapped access.

200 Hudson St houses a 70 Chair Theatre for guest lectures, all school demonstrations and graduation presentations.

56 King St. facility is 5000 square feet and is open Monday to Friday 8:30am-5pm and Sunday 9am-4:30pm

200 Hudson St. facility is 10,000 square feet and is open Monday to Friday 8:30am-9:45pm

*Featured images in this catalog all taken on location at Arrojo Cosmetology School.*

# ADMISSIONS

**If you want an inspirational education and a lasting, prosperous and rewarding career, there is no better place to start than ARROJO cosmetology school. To enroll, you'll need to show us your academic background and your commitment to the craft of cosmetology or Barbering.**

## **ADMISSIONS AND ENROLLMENT REQUIREMENTS:**

Arrojo Cosmetology School is committed to equal educational opportunity and does not discriminate in its employment, admissions, instruction, career services or graduation policies or any other activity on the basis of gender, race, sex, color, age, religion, ethnic origin, pregnancy, disability, marital or veterans status, sexual orientation or financial status. Applicants will not be denied admission on the basis of any of the foregoing factors, but applicants must meet all requirements specified for admission.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

## **ENROLLMENT:**

Arrojo Cosmetology School does not recruit students already attending and/or admitted to another cosmetology or barbering school offering the same or similar programs of study. Each student just meet the following requirements for consideration for admission to the cosmetology program and/or barbering program of study:

- Be at least 17 years of age
- Have a high school diploma, TASC, GED certificate or Transcript verifying high school graduation. Arrojo Cosmetology School does not accept ATB (Ability-to-Benefit) students.
- Submit Verifiable United States citizenship or residency documentation
- Submit photo identification
- Complete the Admissions Questionnaire
- Have an interview with the school Admissions Coordinator
- Provide a letter of recommendation
- To enroll, the applicant will also need to show their academic background and a commitment to the craft of cosmetology or barbering

Arrojo Cosmetology School reserves the right to deny admission to any applicant who on the basis of background, record and statements or conduct during the admissions process, determines not to be qualified to succeed in or benefit from an academic program offered. Providing false information or the purposes of gaining admission or access to financial assistance is a violation of law and could result in criminal prosecution as well as denial or termination from school. The cosmetology and barbering courses are taught in English. The textbooks and course materials are only offered in the English language.

# ADMISSIONS

Foreign diplomas must be translated and evaluated from a recognized agency such as World Educational Services (WES), Globe Language Services and Educational Credential Services.

## **ADDITIONAL ADMISSIONS INFORMATION**

Arrojo Cosmetology School does not accept appropriate credit from other licensed schools for previous education. The school does not guarantee the transferability of its credits to any other institution, unless there is a written agreement with the school.

## **STUDENT RE-ENROLLMENT POLICY:**

The school recognizes that a student may have to drop out of the program due to circumstances beyond his/her control. ARROJO Cosmetology School requires that a student who drops from a cosmetology or barbering program should apply for consideration for re-enrollment by contacting the school administration and stating their wish to return.

Re-enrollment for a student requires a personal interview with School Director. The re-enrolling student will be placed on 30-day evaluation period. During the 30-day evaluation period the student must demonstrate that they can meet the school's minimum attendance and academic requirements for Satisfactory Academic Progress for this evaluation period.

The student will then be evaluated for Satisfactory Academic Progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for that 30-day evaluation period may be terminated. Students who re-enroll in the program are placed in the same Satisfactory Academic Progress standing as when they left.

The school will charge a re-enrollment fee to students who have withdrawn and wish to re-enroll more than 30 days after termination of \$100.00. The tuition rates at the time of re-enrollment will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

If the student re-enrolls in the program they would enter at the exact same point he/she dropped at without loss of clocked hours and no additional cost would be incurred upon re-enrollment except re-enrollment fee (\$100), any up-grades in equipment, textbooks, etc. that took place after the student dropped out.

Any student who withdraws and either re-enrolls at the same or less than 30 days would not be charged a \$100 re-enrollment fee.

Transfer hours from another institution are currently not accepted by ARROJO Cosmetology School.

# ADMISSIONS

## **NEW YORK STATE REFUND POLICY**

The refund policy applies to all terminations for any reason by either party, including student decision (or sponsor/parent/legal guardian), program cancellations, or school closure.

Applicants not accepted by the school shall be refunded all monies paid to the school. If a student cancels their enrollment (7 days) after midnight on the day which enrollment agreement was signed, all monies collected by the school shall be refunded.

If cancellation or termination of enrollment occurs after seven (7) days, but prior to the first week of instruction they will be charged for the following:

### **Non Refundable Registration fee plus**

- a)** The cost of textbooks and supplies (inclusive of sales tax) accepted plus
- b)** Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the quarters in the program. The full-time day schedule is divided into three (3) quarters. Total tuition liability is limited to the quarter during which the student was terminated and any previous quarters completed.
- c)** Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the terms in the program. The part-time day schedule is divided into four (4) terms. Total tuition liability is limited to the term during which the student was terminated and any previous terms completed.
- d)** Enrollment time is defined as the time between the actual starting date and the date of the student's last day of physical attendance in the school.
- e)** Any monies due the applicant or student should be refunded within 14 days of formal cancellation by the student. Unofficial withdrawals shall occur when the institution determines that the student has been absent 14 consecutive days from the last date of physical attendance. Any monies due the student who unofficially withdraws, shall be made within 30 days of determination by the institution that the student has unofficially withdrawn without notifying the institution.

The student refund may be more than stated if the accrediting agency or Institutional (State) refund policy results in a greater refund to the student. A student's tuition liability will be calculated in accordance with the state refund clause stated above.

# ADMISSIONS

## COSMETOLOGY TUITION LIABILITY CHART - FULL TIME

<b>First Quarter, Full Time Tuition Owed Per Quarter: (Quarter 1) \$5,666.67 (Quarter 2) \$5,666.67 (Quarter 3) \$5,666.66</b>	<b>Subsequent Quarters, Full Time</b>
<p><b>If termination occurs during the 1st week:</b> School will earn 0%; \$0 Student will keep \$5,666.67</p> <p><b>During the 2nd week:</b> School will earn 25%; \$1,416.67 Student will keep \$4250</p> <p><b>During the 3rd week:</b> School will earn 50%; \$2,833.33 Student will keep \$2,833.34</p> <p><b>During the 4th week:</b> School will earn 75%; \$4250 Student will keep \$1,416.67</p> <p><b>Weeks 5 through 10:</b> School will earn 100%; \$5,666.67 Student will keep \$0</p>	<p><b>During the 1st week:</b> School will earn 25%; \$1,416.67 Student will keep \$4250</p> <p><b>During the 2nd week:</b> School will earn 50%; \$2,833.33 Student will keep \$2,833.34</p> <p><b>During the 3rd week:</b> School will earn 75%; \$4250 Student will keep \$1,416.67</p> <p><b>Weeks 4 through 10:</b> School will earn 100%; \$5,666.67 Student will keep \$0</p>

Failure of the student to notify the Director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law. The student refund may be more than stated above if the accrediting agency results in a greater refund.

# ADMISSIONS

## COSMETOLOGY TUITION LIABILITY CHART - PART TIME

<b>First Term, Part Time</b> <b>Tuition Owed Per Term: \$4,250</b> <b>(Term 1 ) \$4250</b> <b>(Term 2 ) \$4250</b> <b>(Term 3 ) \$4250</b> <b>(Term 4 ) \$4250</b>	<b>Subsequent Terms, Part Time</b>
<p><b>If termination occurs during the 1st week:</b>  School will earn 0%; \$0  Student will keep \$4,250</p> <p><b>During the 2nd week:</b>  School will earn 20%; \$850  Student will keep \$3,400</p> <p><b>During the 3rd week:</b>  School will earn 35%; \$1,487.50  Student will keep \$2,762.50</p> <p><b>During the 4th week:</b>  School will earn 50%; \$2,125  Student will keep \$2,125</p> <p><b>During the 5th week:</b>  School will earn 70%; \$2,975  Student will keep \$1,275</p> <p><b>Weeks 6-16:</b>  School will earn 100%; \$4,250  Student will keep \$0</p>	<p><b>During the 1st week:</b>  School will earn 20%; \$850  Student will keep \$3400</p> <p><b>During the 2nd week:</b>  School will earn 35%; \$1,487.50  Student will keep \$2,762.50</p> <p><b>During the 3rd week:</b>  School will earn 50%; \$2,125  Student will keep \$2,125</p> <p><b>During the 4th week:</b>  School will earn 70%; \$2,975  Student will keep \$1,275</p> <p><b>Weeks 5- 16:</b>  School will earn 100%; \$4,250  Student will keep \$0</p>

Failure of the student to notify the Director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law. The student refund may be more than stated above if the accrediting agency results in a greater refund.

# ADMISSIONS

## WITHDRAWAL

The failure of a student to notify the director(s) in writing may delay refund of tuition due pursuant to section 5002 of the education law.

All withdrawals must be submitted in writing to the School Director to be considered official. Notice of the withdrawal must include the student's full name, current address, phone number, and the reason for withdrawal. The student is considered to have withdrawn from the institute as of the student's last documented date of attendance. The student must vacate his or her locker no more than five school days from their date of withdrawal.

## COSMETOLOGY TUITION LIABILITY CHART – FULL TIME AND PART TIME

Full Time	Part Time
<p><b>Tuition is divided into 3 Quarters.</b>  <b>If termination occurs in the first quarter the school may keep:</b>            Prior to or during the 1st week: 0%            During the 2nd week: 25%            During the 3rd week: 50%            During the 4th week: 75%            After the 4th week: 100%</p> <p><b>Subsequent Quarters:</b>            During the 1st week: 25%            During the 2nd week: 50%            During the 3rd week: 75%            After the 3rd week: 100%</p>	<p><b>Tuition is divided into 4 Terms.</b>  <b>If termination occurs in the first term the school may keep:</b>            Prior to or during the 1st week: 0%            During the 2nd week: 20%            During the 3rd week: 35%            During the 4th week: 50%            During the 5th week: 70%            After the 5th week: 100%</p> <p><b>Subsequent Terms:</b>            During the 1st week: 20%            During the 2nd week: 35%            During the 3rd week: 50%            During the 4th week: 70%            After the 4th week: 100%</p>

Failure of the student to notify the Director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law. The student refund may be more than stated above if the accrediting agency results in a greater refund.

# ADMISSIONS

## BARBERING TUITION LIABILITY CHART – FULL TIME

### First Term, Barbering Tuition Owed Per Term: \$10,200

If termination occurs during the 1st week:  
School will earn 0%; \$0  
Student will keep \$10,200

During the 2nd week:  
School will earn 20%; \$2040  
Student will keep \$8160

During the 3rd week:  
School will earn 35%; \$3570  
Student will keep \$6630

During the 4th week:  
School will earn 50%; \$5100  
Student will keep \$5100

During the 5th week:  
School will earn 70%; \$7140  
Student will keep \$3060

Weeks 6-18:  
School will earn 100%; \$10,200  
Student will keep \$0

**Failure of the student to notify the Director in writing of withdrawal may delay refund of tuition pursuant to Section 5002 of The Education Law. The student refund may be more than stated above if the accrediting agency results in a greater refund.**

# ADMISSIONS

## ADVANCED CLASSES TUITION LIABILITY CHART

### Mini Refund Program:

Razor Fundamentals, Cut and Color Inspiration, ARROJO Inspiration, Editorial Styling, Men's Classic Cutting, Scissor Advanced, Occasion Styling, Hair Painting

If termination occurs during 0 – 15% of the program:

School will earn 0%; \$0

Student will keep 100%; \$650

During 16 – 30% of the program:

School will earn 25%; \$162.50

Student will keep 75%; \$487.50

During 31 – 45% of the program:

School will earn 50%; \$325

Student will keep 50%; \$325

During 46 – 60% of the program:

School will earn 75%; \$487.50

Student will keep 25%; \$162.50

After 60% of the program:

School will earn 100%; \$650

Student will keep 0%; \$0

### Mini Refund Program:

Scissor Then Razor, Razor Advanced

If termination occurs during 0 – 15% of the program:

School will earn 0%; \$0

Student will keep 100%; \$915

During 16 – 30% of the program:

School will earn 25%; \$228.75

Student will keep 75%; \$686.25

During 31 – 45% of the program:

School will earn 50%; \$457.50

Student will keep 50%; \$457.50

During 46 – 60% of the program:

School will earn 75%; \$686.25

Student will keep 25%; \$228.75

After 60% of the program:

School will earn 100%; \$915

Student will keep 0%; \$0

# ADMISSIONS

## **Mini Refund Program:** Classic Cuts 1, Classic Cuts 2

If termination occurs during 0 – 15% of the program:

School will earn 0%; \$0

Student will keep 100%; \$975

During 16 – 30% of the program:

School will earn 25%; \$243.75

Student will keep 75%; \$731.25

During 31 – 45% of the program:

School will earn 50%; \$487.50

Student will keep 50%; \$487.50

During 46 – 60% of the program:

School will earn 75%; \$731.25

Student will keep 25%; \$243.75

After 60% of the program:

School will earn 100%; \$975

Student will keep 0%; \$0

## **Mini Refund Program:** RazorCraft

If termination occurs during 0 – 15% of the program:

School will earn 0%; \$0

Student will keep 100%; \$1,620

During 16 – 30% of the program:

School will earn 25%; \$405

Student will keep 75%; \$1,215

During 31 – 45% of the program:

School will earn 50%; \$810

Student will keep 50%; \$810

During 46 – 60% of the program:

School will earn 75%; \$1,215

Student will keep 25%; \$405

After 60% of the program:

School will earn 100%; \$1,620

Student will keep 0%; \$0

# ADMISSIONS

## **Mini Refund Program: Salon Fundamentals**

If termination occurs during 0 – 15% of the program:

School will earn 0%; \$0

Student will keep 100%; \$3,960

During 16 – 30% of the program:

School will earn 25%; \$990

Student will keep 75%; \$2,970

During 31 – 45% of the program:

School will earn 50%; \$1,980

Student will keep 50%; \$1,980

During 46 – 60% of the program:

School will earn 75%; \$2,970

Student will keep 25%; \$990

After 60% of the program:

School will earn 100%; \$3,960

Student will keep 0%; \$0

**Failure of the student to notify the Director in writing of withdrawal may delay refund of tuition pursuant to Section 5002 of The Education Law. The student refund may be more than stated above if the accrediting agency results in a greater refund.**

### **Return of Title IV Funds and Refund Policy (If applicable)**

Students receiving financial assistance under the federal Title IV programs (Federal Pell Grant, Federal Direct Subsidized, Unsubsidized Loans and the Parent Plus Loans) are subject to federal regulations that determine the amount of Title IV funds they are eligible to retain subsequent to withdrawal or termination. Only federal financial aid recipients withdrawing or being terminated within the first 60% of the program are subject to these regulations. The return of Title IV Aid regulations require the institute to calculate the amount of federal aid the student has earned up to the time of withdrawal or termination. Students earn aid in proportion to the amount of program clock hours they complete.

ARROJO Cosmetology Schools follows federal regulations for withdrawn students who have on their account, after all refund calculations are completed, a credit balance created by federal financial aid funds. If, on the other hand, a credit balance exists, after all refund calculations are completed, that was caused by an outside source, ARROJO Cosmetology School returns the unused funds to tuition account holder.

### **FINANCIAL ASSISTANCE**

ARROJO Cosmetology School (200 Hudson Street and 56 King Street), is accredited by NACCAS and approved by the United States Department of Education for Federal Student Aid available to students who qualify. ARROJO Cosmetology School also offers

# ADMISSIONS

private affordable financing options. Our Financial Aid Team is available to answer any questions you may have and will help select a payment plan that suits your needs.

There are two types of federal student aid (to those who qualify) available to ARROJO Cosmetology School students:

## **Grants**

Financial aid that does not have to be repaid (unless, for example, you withdraw from school and owe a refund)

## **Loans**

Allow you to borrow money for education purposes, which must be repaid, with interest, back to the Federal Government.

## **Federal Pell Grant (PELL)**

Pell grants are the foundation of federal student financial assistance to which aid from other federal and nonfederal sources may be added. Federal Pell Grants are awarded to students based on financial need. Unlike loans, grants are not repaid unless, for example, you withdraw from school prior to the planned program completion date. These grants are awarded to undergraduate students and the award amounts can change yearly. The amount of the Federal Pell Grant depends upon cost of attendance, expected family contribution, enrollment status (FT/PT) and the length of the program.

## **William D. Ford Federal Direct Loan Program**

Student loans, unlike grants, are borrowed money (monies) that must be repaid with interest. Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education. There are three types of loans in the program

## **Stafford Loan (Subsidized)**

A student may borrow to cover some or all of school expenses. The United States Department Of Education will pay the interest while the student is attending school at least half time and for a grace period of the first six months after the program has ended. The amount of the loan cannot exceed the student's financial need. Interest rates on all Direct Loans are fixed. For information on the exact interest rates please visit <https://studentaid.ed.gov/types/loans/interest-rates>.

## **Stafford Loan (Unsubsidized)**

A student may borrow to cover some or all of student expenses. The United States Department of Education does not pay interest on unsubsidized loans. The student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it is paid in full. The fixed interest rate can be paid while attending school, during a period of deferment or forbearance or it can be accrued and the interest added to the principle amount of the loan.

## **Plus Loans (PLUS)**

Parents of dependent students can borrow from the PLUS loan program. The terms and conditions include a requirement that the applicant not have an adverse credit history,

# ADMISSIONS

a repayment period begins on the date of the last disbursement of the loan at a fixed interest rate. For information on the exact interest rates please visit <https://studentaid.ed.gov/types/loans/interest-rates>

## **Student Rights and Responsibilities**

Students have the right to apply for aid to cover school expenses including tuition, fees and supplies. A minimum \$2,600 down payment is required of all students to complete the enrollment process prior to federal funds being awarded.

The student must complete a FAFSA, available online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) Providing the financial aid office with all the needed information will determine eligibility. If the student is eligible, the aid office will send an award letter outlining the amount and types of aid the school will offer.

## **Student Preparation Tips**

There are several things students may want to consider while arranging a successful enrollment plan:

- Choose a start date that allows sufficient preparation time
- Make dependable housing arrangements
- Prepare financially
- Plan for dependable transportation
- Obtain dependable childcare
- Consider employment that supports the demands of your education
- ARROJO Cosmetology School does not require students to obtain any vaccinations prior to or during enrollment.

## **Entrance Counseling**

Entrance Counseling is required before you can receive your first federal subsidized/ unsubsidized loan or plus loans for the first time. It usually takes about 20-30 minutes to complete You can find the link to complete entrance counseling here: <https://studentloans.gov/myDirectLoan/counselingInstructions.action>

Before the school makes the first loan disbursement the student will receive the following information about the loan:

- The full amount of the loan and the interest rate
- The date the student must start repayment
- A list of any charge the student must pay (loan fees) and information on how these charges are collected
- Information on the yearly and total amount a student may borrow
- Information about the maximum repayment periods and the minimum repayment amount
- An explanation of default and it's consequences
- An explanation of available options for consolidating loans and a statement that the student can repay the loan(s) with penalty at any time.

Loans, unlike grants are borrowed money that must be repaid, with interest. Students cannot have these loans cancelled because they didn't like the education received or because of financial difficulty. These loans are a serious obligation.

# ADMISSIONS

Students will be notified in writing whenever any funds are credited to an account. The student may cancel all or a portion of the loan if the student informs the school within 14 days after the day the school sends a notice or by the first day of the payment period.

Parents of dependent students may apply for a Parent Plus Loan for students. They must pass a credit check. If they do not pass, they might be still be able to receive a loan if they can demonstrate that extenuating circumstances exist, or if someone they know (who can pass) agrees to endorse the loan and promises to repay if the parents do not.

## **Exit Interview**

Before graduation or if a student is no longer enrolled in the school, all must complete a Direct Loan (Stafford) Exit Counseling session. This can be completed online at <https://www.studentloans.gov>.

For students that qualify, ARROJO cosmetology School is a ACCES-VR approved school. (For more information visit: <http://www.acces.nysed.gov/vr>.)

## **SCHOLARSHIPS**

Beauty Changes Lives - Vidal Sassoon Professional Beauty Education Scholarship. Beauty Changes Lives - Cosmoprof Scholarship. Beauty Changes Lives - Arnold Miller Fashion Forward Scholarship. Beauty Changes Lives - Arnold Miller Find-A-Way Scholarship. Beauty Changes Lives - Ratner Passion and Purpose Scholarship. Beauty Changes lives - European Wax Center Unapologetic You Scholarship. These scholarship programs are open to all legal residents of The United States and Canada enrolled in the Cosmetology program. Additional eligibility requirements include a completed and submitted application for the Scholarship Program. All applicants are required to apply for and be accepted to ARROJO Cosmetology School and be eligible to sit for a state recognised licensure examination in the industry upon completion of the state required hours.

## **DISCLAIMER STATEMENT**

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

## **COLLEGE CREDIT - DISCLAIMER STATEMENT**

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e. school diplomas are issued to students who meet clock hour requirements. The granting of any college credit to students who participate in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

# PRE ENROLLMENT INFORMATION

## **COSMETOLOGY OR BARBERING CAREER CONSIDERATIONS:**

Arrojo Cosmetology School wants to ensure that students interested in pursuing a career in cosmetology or barbering consider all aspects of such a career decision.

Students interested in this career must:

- Enjoy working with the public and be able to follow a client's direction
- Make a strong commitment to the educational process and complete the course of study
- Have finger and hand dexterity and a sense of artistry
- Learn the skills necessary to operate a customer service based business
- Work long hours in order to build a clientele and earn the desired income
- Students and applicants should be aware that the profession requires:
- Applicants have the ability to maintain good body posture for long periods of time
- The work can be physically demanding because of long hours
- For people who are extremely sensitive, continuous exposure to cosmetic products can cause
- An allergic reaction or be harmful if used incorrectly
- Compensation methods vary and may be straight salary, salary plus commission, straight
- Commission, sliding scale compensation, retail commission and independent contracting
- Practicing industry standards for safety and client infection control methods for effective and Successful performances of services
- Personal investment is necessary to build and maintain a client base
- You may be required to produce advertising and promotional materials for effective marketing of your services

## **COSMETOLOGY STATE LICENSING INFORMATION**

The New York State Law requires that students have 1000 clock hours of training and graduate from a licensed Cosmetology School to qualify for an initial Cosmetology license. Following graduation, students are required to take a written and practical exam with a passing grade of 70% or higher before receiving their Cosmetology license.

**GENERAL COSMETOLOGY** - <http://www.dos.ny.gov/licensing/cosmetology/cosmetology.html>

**WRITTEN EXAM INFORMATION** - <http://www.dos.ny.gov/licensing/appearance-enhancement-exam-procedures.html>

**PRACTICAL EXAM INFORMATION** - [https://www.dos.ny.gov/licensing/cosmetology/pdfs/Cosmetology%20Practical%20Examination%20Information%20\(Rev.%203-31-16\).pdf](https://www.dos.ny.gov/licensing/cosmetology/pdfs/Cosmetology%20Practical%20Examination%20Information%20(Rev.%203-31-16).pdf)

**LICENSE APPLICATION** - <https://aca.licensecenter.ny.gov/aca/>

# PRE ENROLLMENT INFORMATION

**STATES NY HAS RECIPROCITY WITH** - <http://www.dos.ny.gov/licensing/cosmetology/cosmetreciprocity.html>

**PASS RATE** - [http://www.acces.nysed.gov/common/acces/les/bpss/AppearanceEnhancementPassFailReport7\\_1\\_14-6\\_30\\_15.pdf](http://www.acces.nysed.gov/common/acces/les/bpss/AppearanceEnhancementPassFailReport7_1_14-6_30_15.pdf)

## **BARBERING STATE LICENSING INFORMATION**

The New York State Law requires that students have 600 clock hours of training and graduate from a licensed Barbering School to qualify for a Master Barber license. Following graduation, students are required to take a practical exam with a passing grade of 70% or higher before receiving their Barbering license. The written portion of the exam is taken prior to graduation.

**GENERAL BARBERING** - <https://www.dos.ny.gov/licensing/barber/barbering.html>

**PRACTICAL EXAM INFORMATION** - [https://www.dos.ny.gov/licensing/barber/forms/Barber%20Practical%20Examination%20Information%20\(Rav.%203-31-16\).pdf](https://www.dos.ny.gov/licensing/barber/forms/Barber%20Practical%20Examination%20Information%20(Rav.%203-31-16).pdf)

**VOTER REGISTRATION** - [www.elections.ny.gov/VotingRegister.html](http://www.elections.ny.gov/VotingRegister.html)

## **Selective Service**

To receive federal student aid, the student must be registered with Selective Service if the student is male, at least 18 years old, and born after December 31, 1959. Generally, men between the ages of 18 through 25 are required to register with the Selective Service systems. This requirement covers both U.S. citizens, permanent residents, and most other men residing in the U.S. Students may register with Selective Service by answering a question on the FAFSA or the student may register online at the Selective Service website at: [www.sss.gov](http://www.sss.gov).

Students who have questions about the Selective Service registration requirement may contact the Selective Service at 1-847-688-6888.

**STANDARD OCCUPATIONAL CODE (SOC CODE) HAIRDRESSERS, HAIRSTYLISTS AND COSMETOLOGISTS** <http://www.onetcodeconnector.org/ccreport/39-5012.00>

**STANDARD OCCUPATIONAL CODE (SOC CODE) BARBERING**  
<https://www.onetonline.org/link/summary/39-5011.00>

**NATIONAL CENTRE FOR EDUCATION STATISTICS (CIP CODE) CLASSIFICATION OF INSTRUCTIONAL PROGRAMS** <https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0401>

**NATIONAL CENTRE FOR EDUCATION STATISTICS (CIP CODE) BARBERING**  
<https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0402>

# PRE ENROLLMENT INFORMATION

**GAINFUL EMPLOYMENT INFORMATION** <http://arrojocosmetology2.com/Gedt/Gedt.html>

**DEPARTMENT OF EDUCATION** [www.ed.gov](http://www.ed.gov)

**NET PRICE CALCULATOR** <http://arrojocosmetology2.com/NetPriceCalculator/npcalc.htm>

**NYC CRIME STATISTICS** : [http://www.nyc.gov/html/nypd/downloads/pdf/crime\\_statistics/cs-en-us-001pct.pdf](http://www.nyc.gov/html/nypd/downloads/pdf/crime_statistics/cs-en-us-001pct.pdf)

**ARROJO COSMETOLOGY SCHOOL'S ANNUAL SECURITY REPORT** <https://static1.squarespace.com/static/53175a67e4b06e08b39c091b/t/59ce6219be42d6e20993d764/1506697753572/ACS+2017+Annual+Security+Report.pdf>

## **STUDENT EDUCATIONAL MATERIAL**

Milady Standard Cosmetology 2016, 13th Edition, Hardback Text Book  
ISBN-13: 9781285769417

Milady 2016 Theory Workbook, Soft Cover:  
ISBN 13: 978-1-285-76945-5

Milady 2016 Practical Workbook Soft Cover:  
ISBN 13: 978-1- 285-76947-9

Milady 2016 Exam Review Soft Cover:  
ISBN 13: 978-1-285-76955-4

Anatomy & Physiology 2016:  
ISBN 13: 978-1-111-64211-2

## **BARBERING**

Milady Standard Barbering 2016, 6th Edition, Hardback Text Book  
ISBN: 9781305100558

Milady Standard Barbering Exam Review Soft Cover:  
ISBN: 9781305100671

**PRODUCT LISTING:** <http://www.milady.cengage.com/index.asp>

# PRE ENROLLMENT INFORMATION

## COSMETOLOGY BOOKS AND STUDENT KIT INFORMATION AND PRICING

SUPPLIER	ITEM	# OF ITEMS	SPECIFICS	RETAIL PRICE
<b>LIC SALON APPAREL</b>	Cutting Cape	1	Teflon White snap close	\$30.00
	Uniform	2	Black with logo	\$100.00
	<b>\$130.00</b>			
<b>BURMAX</b>	Vinyl Comb Out Cape	1	Black - Scalpmaster	\$2.35
	Arrojo Nylon Chemical Cape	1	Black - Scalpmaster	\$6.48
	Arrojo Stylist Apron	1	Black - Scalpmaster	\$8.95
	Flip-Top Bottle	3	Clear - Soft'n Style	\$1.77
	Crystal Clear Spray Bottle	1	16 oz fine mist	\$0.92
	Hip Swivel Mankin Holder	1	Table Clamp	\$4.96
	Brush and Comb Cleaner	1	Brush and combs	\$0.79
	Teasing Brush	1	Nylon black - Scalpmaster	\$0.46
	Arrojo Expandable Bag with Detachable Carry-All Bag	1	Black	\$31.25
	Duck Bill Clips	1 box	12 Clips - Soft'n Style	\$1.32
	Double Prong Curl Clips	1 box	Double Prong - Soft'n Style	\$4.25
	Dual Purpose Pin Curl Clips	1 box	Double Prong - Soft'n Style	\$5.59
	Bobby Pins	1 box	1/2 lb. - Soft'n Style	\$2.33
	Hair Pins	1 box	1/2 lb - Soft'n Style	\$2.65
	Nylon Roller Pins	1 pack	Soft'n Style	\$1.14
	Styling Comb	1 box	7"- Aristocrat	\$1.04
	Pin Tail Comb	2	8" - Scalpmaster	\$2.14
	Rat Tail Carbon comb	1	8-1/2" - Salonchic	\$1.56
	Rat Tail Comb	1 box	8-1/4" - Aristocrat	\$1.18
	Dye Brush	4	Soft'n Style	\$1.36
	Plastic Sterilizing Tray	1	White	\$8.29
	Mini Concentrated Air Diffuser	1	Grey Sock - Soft'n Style	\$2.25
	Marcel Grip Iron	1	3/4 " Regular Hot Tools	\$29.47
	Snag Free Elastic Bands	1 pack	12 Black - Gold Magic	\$0.61
	Big Digit Digital Timer	1	Digital - Soft'n Style	\$8.70
	100 ml. Small Jar	2	Fanta Sea	\$0.84
	160 ml. Medium Jar	3	Fanta Sea	\$1.32

# PRE ENROLLMENT INFORMATION

## COSMETOLOGY BOOKS AND STUDENT KIT INFORMATION AND PRICING

SUPPLIER	ITEM	# OF ITEMS	SPECIFICS	RETAIL PRICE	
<b>BURMAX</b>	Jumbo Lilac Rollers	1 pack	Lilac - Soft'n Style	\$0.56	
	Smooth Magnetic Set rollers	1 pack	1-1/8" Beige - Soft'n Style	\$0.88	
	Palm Size Peanut Clipper/ Trimmer	1	Wahl Trimmer	\$34.66	
	Disposable Kit For Natural Nails	3	DL Professional	\$3.66	
	Pedicure Set	2	8pc. - DL Professional	\$2.56	
	Feet To Go Travel Kit	1 pack	Gena sample products	\$8.15	
	Classic Manicure Bowl	1	Clear	\$0.91	
	Toenail Clipper	1	Satin Edge	\$0.81	
	French Manicure Kit	1	Fanta Sea	\$4.28	
					<b>\$190.58</b>
	<b>ARROJO</b>	Detangling Brush	1	Arrojo AP-B11	\$16.00
Round Paddle		1	Arrojo AP-B1	\$28.00	
Small Paddle Brush		1	Arrojo AP-B10	\$22.00	
Large Round		1	Arrojo AP-B7	\$32.00	
Medium Round		1	Arrojo AP-B6	\$28.00	
Small Round		1	Arrojo AP-B5	\$24.00	
Extra Small Round Brush		1	Arrojo AP-B4	\$23.00	
Italian Long Bristle		1	Arrojo AP-B8	\$32.00	
Small Ceramic Round Brush		1	Arrojo AP-B12	\$23.00	
Medium Ceramic Round Brush		1	Arrojo AP-B13	\$26.00	
Ceramic Round Brush		1	Arrojo AP-B9	\$30.00	
Styling Brush		1	Arrojo AP-B2	\$25.00	
Cutting Comb		2	Arrojo AP-C2	\$17.00	
Cutting comb		2	Arrojo AP-C1	\$15.00	
Arrojo Razor		1	Arrojo Styling Razor	\$130.00	
Razor Blades		1 box	Guarded Styling	\$11.00	
Arrojo Scissors		1	Arrojo 5 1/2 inch	\$335.00	
Arrojo Thinning Scissors		1	Arrojo 5 1/2 inch	\$375.00	
Arrojo Red Clips		2	Pack of plastic clips	\$28.00	
Arrojo Hairdryer		1	Arrojo	\$229.00	
				<b>\$1,449.00</b>	

# PRE ENROLLMENT INFORMATION

## COSMETOLOGY BOOKS AND STUDENT KIT INFORMATION AND PRICING

SUPPLIER	ITEM	# OF ITEMS	SPECIFICS	RETAIL PRICE
<b>PIVOT POINT</b>	Snap Cap Headform	1	Head form only	\$19.40
	Solid Full	3	one length medium length hair	\$264.30
	Quadrant	1	4 color hair	\$88.10
	Swatches Pack	1 pack	small pack of 70 blank swatches	\$20.30
<b>MILADY CENGAGE</b>	Milady Hard Cover Text Book	1	ISBN 10: 1-285-76941-4	\$123.95
	Milady Theory Workbook	1	ISBN 10: 1-285-76945-7	\$52.95
	Milady Practical Workbook	1	ISBN 10: 1-285-76947-3	\$52.95
	Milady Exam Review	1	ISBN 10: 1-285-76955-4	\$38.95
	Milady A & P Chart	1	ISBN 10: 1-111-64211-7	\$31.95
<b>SHEAR WORLD</b>	Detangling Comb	1	Champion Black	\$15.00
				<b>\$15.00</b>
<b>FROMM</b>	Tripod	1	Man Tripod	\$90.00
				<b>\$90.00</b>
<b>PARODI</b>	Hand Cream	1	2 fl.oz	\$18.00
				<b>\$18.00</b>
<b>TOTALS</b>				<b>\$2,585.43</b>
	Tax 8.875%			<b>\$229.46</b>
	Grand Total			<b>\$2,814.89</b>

LIC Salon Apparel 866 997 6237

Burmax 800 645 5118

Arrojo 212 242 7786

Pivot Point 800 886 4247

Milady Cengage 800 998 7498

Shear World 800 533 3102

Parodi 212 242 7786

Fromm 847 264-1241

# PRE ENROLLMENT INFORMATION

## BARBERING BOOKS AND STUDENT KIT INFORMATION AND PRICING

SUPPLIER	ITEM	# OF ITEMS	SPECIFICS	RETAIL PRICE	
<b>LIC SALON APPAREL</b>	Cutting Cape	1	Teflon White snap close	\$30.00	
	Uniform	2	Black with logo	\$100.00	
					<b>\$130.00</b>
<b>BURMAX</b>	Crystal Clear Spray Bottle	1	16 oz fine mist	\$0.92	
	Arrojo Expandable Bag	1	Black with logo	\$31.25	
	Rake Comb	1	Aristocrat 9" Rake Comb	\$9.15	
	Clipper Comb	2	8" Scalpmaster SC-9257	\$1.56	
	Plastic Sterilizing Tray	1	White	\$8.29	
	Andis Pivot Motor Combo	1	Clipper and Trimmer	\$37.93	
	Professional Straight Razor	1	Shaving Razor with Blades	\$2.99	
	Flat Top Clipper Comb	1 white	8 1/2" Clipper comb White	\$6.96	
	Flat Top Clipper Comb	1 black	8 1/2" Clipper comb Black	\$6.96	
	Shampoo Cape	1	Vinyl Shampoo Cape	\$2.61	
	Vial Styptic Powder	1	Safe Styptic Powder	\$2.95	
	Cutting Combs	1 Box	7" Aristocrat	\$3.81	
	Barber Combs	1 Box	7 1/2" Aristocrat	\$3.46	
	Sharps Box	1	Used Sharps Container	\$1.79	
	Spray Cleaner/Disinfectant for Clippers	1	Andis Cool Care 5-in-one	\$7.03	
	Small Jar	1	100 ml jar	\$0.84	
	Small Bottles	3	Soft'n Style 4oz flip-top bottle B25	\$2.31	
					<b>\$132.10</b>

# PRE ENROLLMENT INFORMATION

## BARBERING BOOKS AND STUDENT KIT INFORMATION AND PRICING

SUPPLIER	ITEM	# OF ITEMS	SPECIFICS	RETAIL PRICE
<b>ARROJO</b>	Cutting Comb	2	Arrojo	\$15.00
	Cutting Comb	2	Arrojo	\$17.00
	ARROJO Styling Brush	1	Arrojo AP-B2	\$25
	Razor Blades	1 Box	Guarded Styling	\$11
	ARROJO Razor	1	Arrojo Styling Razor	\$130
	ARROJO Scissors	1	Arrojo 5 1/2 inch	\$335
	ARROJO Thinning Scissors	1	Arrojo 5 1/2 inch	\$375
	ARROJO Clips	1	Pack of Plastic Clips	\$14
	ARROJO Hair Dryer	1	Arrojo	\$229
<b>CLIC</b>	Mens Mani	2	Mens Mani	\$130
	Mens Mani with Beard	1	Mens Mani with Beard	\$65
<b>MILADY CENGAGE</b>	Milady Hard Cover Text Book	1	ISBN: 9781305100558	\$142.95
	Milady Exam Review	1	ISBN: 9781305100671	\$47.95
<b>FROMM</b>	Tripod	1	Man Tripod	\$90.00
<b>TOTALS</b>				<b>\$1,889.00</b>
	Tax 8.875%			<b>\$167.65</b>
	Grand Total			<b>\$2056.65</b>

LIC Salon Apparel 866 997 6237

Burmax 800 645 5118

Arrojo 212 242 7786

Milady Cengage 800 998 7498

Shear World 800 533 3102

Fromm 847 264-1241

# PRE ENROLLMENT INFORMATION

## **MEDIAN DEBT OR MEDIAN LOAN DEBT**

Financing for the cosmetology or barbering program may be available through grants, scholarships, loans (federal ONLY) and institutional financing plans at 200 Hudson St & 56 King St. The median amount of debt for program graduates is shown below:

Federal Loans: \$5,500

Private education loans: \$0

Institutional financing plan: \$0

## **OCCUPATION DATA**

Occupation data refers to a set of information about specific profession. You might hear it called an occupational profile. The Bureau of Labor Statistic put together a series of facts designed to give those looking for a career a complete picture of various professions. Data includes occupational tasks, work context, activities and job style. The data helps to explain exactly what you may be expected to perform for a specific job or occupation. Occupations are classified using a Standard Occupation Code (SOC). For each profession you are considering or researching, the SOC code assigned to that occupation will be different. To view specific occupational data, visit the website: <http://www.oneonline.org/link/summary>. In the lower left hand corner, you'll enter the SOC code to see a specific listing of the career's requirements. The codes are for the programs offered at Arrojo Cosmetology School are:

Cosmetology- 39-5012.00

Barbering- 39-5011.00

## **ON TIME GRADUATION RATE**

The instructional hours a student needs to complete a course of study are mandated by most states. When a student completes the graduation requirements and instructional hours on or before their original contracted graduation date, that student is considered an on-time graduate. The Department of Education prohibits an institution from including in the on-time graduation rate any graduate that has a delayed graduation date. Whether you graduate 'on-time' or not can be affected by several different factors. Many post-secondary students could have delayed graduation dates due to family responsibilities, day care issues and or conflict with employment schedules while attending school.

Students, who fall into this category, although they graduate, do not meet the definition of on-time graduate and are not included in the on-time graduation rate. The on-time graduation rate represents those students who graduated on or before their contracted graduation date. At Arrojo Cosmetology School the on-time graduation rate for the cosmetology program is 98%. The on-time graduation rate for the barbering program is 100%.

# SCHOOL POLICIES AND PROFESSIONAL STANDARDS

**The cosmetology & barbering students of today are the hairdressing stars of tomorrow – but only when talent and technique combine with first-class professional habits. We set the highest standards of professionalism so you can practice these habits from the outset of your career. Do the right things every day and success will follow.**

## **ATTENDANCE**

ARROJO Cosmetology School is a clock hour institution; therefore, we are required to track students' hours. Attendance for full-time students must be taken at the beginning and end of each session. Attendance for part-time students is taken at the beginning and end of each session. Students enrolled in the full-time program are scheduled to attend 7 hours a day, 5 days a week, 35 hours per week. Evening students are scheduled to attend 4 hours a day, 4 nights a week, 16 hours per week. Day students receive a one-hour scheduled lunch break and evening students have no scheduled break. A comfort break may be provided if the session allows.

Students are required to attend a minimum of 90% of the scheduled hours to maximize their program, meet SAP requirements and complete the program within the maximum time frame. The school does not add or deduct hours as a penalty. Students unable to attend classes must contact the school a minimum of one hour before the scheduled class start.

Any absence due to incremental weather, illness, death in the immediate family and/or any other unavoidable circumstance must be reported to the school. Students who are absent and fail to notify the school will be advised of the consequences during their academic advising process.

There are no excused absences allowed at ARROJO Cosmetology School: all cosmetology students must complete 1000 clocked hours and Barbering students 600 clocked hours. Any hours missed must be made up within the maximum time frame or overtime charges will apply.

Late arrival or early departure to/from class is recorded to the next/previous quarter hour.

## **LATE ARRIVAL POLICY**

All students are expected to arrive at the facility prior to scheduled session start time and be fully prepared and present in the classroom for the scheduled start of session. Any student who is not in class at the start of session is considered late. Late arrival is recorded to the next quarter hour.

If a student arrives after the scheduled session start time they must sign in at the front desk and be escorted to class by a member of the faculty.

# SCHOOL POLICIES AND PROFESSIONAL STANDARDS

If the student arrives late a second time in the same week, they may be denied entry into class until scheduled break time.

If the student arrives late a third time in the same week, they may be denied entry into the session and asked to join the next scheduled class session.

If the student arrives late a fourth time in the same week, the student may be dismissed from class for the day.

## **LEAVE OF ABSENCE**

A Leave of Absence (LOA) is a temporary interruption that extends the students contract period and maximum time frame by the same number of days taken in the approved LOA. A leave of absence will be granted only in extenuating circumstances, such as, but not limited to, an accident, prolonged illness or the death of a relative. The LOA together with any additional leaves of absences must not exceed a total of 180 days in any 12-month period. The minimum time allowed for an authorized LOA is five (5) consecutive calendar days and the maximum time allowed is thirty (30) consecutive calendar days.

An LOA must be requested in writing, in advance, unless unforeseen circumstances prevent the student from doing so. If the student is unable to submit the request in advance, the beginning date of the LOA would be determined by the School to be the first date the student was unable to attend school due to the circumstances. The student must follow the institution's policy in requesting the LOA.

The written LOA request must include the reason for the student's request, the student's signature and supporting documentation to validate the reason for the request. The School Director(s) will review the request with the student, but not all LOA requests will be granted. There must be a reasonable expectation that the student will return from the LOA. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The student will not incur any additional institutional charges due to their LOA.

The contract scheduled graduation date will be adjusted on the Enrollment Agreement and initialed by all parties or an addendum will be signed and dated by all parties. The School will explain the implications of an LOA to the student. A retention evaluation will be performed upon the student's return. If the student fails to return on the agreed upon date, without prior notice, the student will be deemed as a withdrawal and a refund calculation performed. When calculating the refund, the student's last date of attendance will be used at the official withdrawal date.

## **MAKE UP HOURS**

Make up hours must be clearly differentiated from regular attendance. A Make Up Hour session is scheduled on the curriculum, for all students who qualify, to enable them to make up missed work and hours in order to re-establish SAP within the maximum time frame allowed.

# SCHOOL POLICIES AND PROFESSIONAL STANDARDS

Any additional hours required to complete the program after the maximum time frame are subject to overtime charges. Fees are calculated by dividing current program tuition cost by the number of course hours to give an hourly rate. This is currently \$17.00 per hour. Overtime hours are set at a maximum of 35 hours unless exceptional circumstances apply, as per discretion of School Director. Any student wishing to purchase overtime hours after maximum time frame must apply & be approved in writing prior to scheduling.

## **MAKE UP WORK**

Make up work is associated with any missed or failed assignments. All assignments should be made up following an absence. Make up work can only be completed with the permission of the instructor or School Director.

Make up work is not permitted for the purpose of receiving Veterans Affairs training allowances.

## **PERSONAL RESPONSIBILITY**

All students must be fully enrolled a minimum one day prior to course commencement. It is the responsibility of the individual student to ensure they arrive for class on time, in proper uniform and with all necessary tools and equipment.

## **INTERNAL GRIEVANCE POLICY**

In accordance with the institution's mission statement, the school will make every attempt to resolve a complaint. The procedure outlining the specific steps of the complaint process are provided at Orientation. The policy of Arrojo Cosmetology School is that the complainant attempt to resolve any issues through the schools' internal complaint process before submitting the complaint to the State and school's accrediting agency, if applicable. This procedure does not in any way limit a student's right to exercise his/her legally protected rights.

## **NEW YORK STATE COMPLAINTS PROCEDURE**

All complaints must follow the official complaints procedure. Please see the current edition of the Disclosure pamphlet for full instructions. Any student who believes he or she has been subjected to, or affected by any such harassing and/or discriminatory conduct, should report it to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the harassing and/or discriminatory conduct, in which case the complaint should be directed to the school director) so the supervisor may investigate and attempt to resolve the matter.

## **CORRECTIVE ACTION POLICY**

Our goal is to provide clear direction and feedback on your performance. When you choose to perform or behave outside of the school policies and guidelines, corrective action will be taken. Students must understand that any infraction of the Professional Guidelines, General Policies or Enrollment Agreement could result in any of the following corrective actions. A student may be provided a written warning for any infraction of the Professional Guidelines.

# SCHOOL POLICIES AND PROFESSIONAL STANDARDS

**Dismissal** - A student may be removed (clocked out) from class for the day for any infraction of the Professional Guidelines.

**Probation** - A student may be placed on probation for a specific time for any infraction of the Guidelines. If the problem is not corrected the student may be placed on suspension for a specific time frame.

**Termination of Enrollment** –A student may be terminated at the discretion of School Director if it is deemed necessary to maintain the general objectives of the school.

## **Reason for Termination Include:**

Failure to conform to Professional guidelines, general school policies or Enrollment

Failure to conform to state laws and regulations governing the school and students

Failure to maintain Satisfactory Academic Progress

Willful destruction of school property

Theft of school, student, client property

Any action that causes bodily harm to a client, student or Arrojo employee

Engaging in the use, manufacture, distribution, possession or sale of drugs or alcohol

Conduct deemed improper or immoral by school staff or management

Arrojo Cosmetology School may terminate a student's enrollment for noncompliance with General Policies or State Laws and Regulations: Improper conduct or any action which causes or could cause bodily harm to a client, a student or employee of the school; willful destruction of school property and theft or any illegal act. A refund calculation will be performed to assist in this process; any refund balance due will be paid within 14 days of withdrawal.

## **Measures Taken When a Student Drops:**

If absent three times consecutively without notifying the school, the student may be considered dropped. The school will contact the student by telephone and in writing and formally advise the student of their status. Results will be recorded on the attendance register. If appropriate, the student will be informed that a leave of absence status is available. The student will also be informed that the tuition paid will remain valid, unless there has been a significant financial or educational change to the program, in which case, extra tuition may be charged. The school will then request that the student respond in writing and provide reasons for withdrawal. The results will be recorded in the attendance register.

## **PERSONAL CONDUCT**

While on school property, or representing ARROJO Cosmetology School outside of school, all students must conduct themselves in a respectful, safe, and businesslike manner.

In order to maintain a professional environment, any student found to be disruptive (foul language, rude or unprofessional behavior), will be immediately removed from the learning environment and may be dismissed for the day, or until further notice.

# SCHOOL POLICIES AND PROFESSIONAL STANDARDS

## **PROFESSIONAL APPEARANCE**

In order to conduct oneself in a professional manner a cosmetology student must look and feel professional in him or herself. Full uniform must be worn at all specified times, with no modifications or alterations. If uniform becomes damaged it is the individual's responsibility to replace it within 24 hours at their own expense. Suitable closed-in footwear must be worn to comply with health and safety rules and regulations. For the same reason no jewelry is to be worn whilst attending practical class. Hair must be clean and styled at all times as we are promoting and working in a beauty environment (certain classes may require tying the hair back from the face and neck for health and safety reasons). Fingernails must be a workable length, neat and clean; neutral nail polish is allowed.

## **PERSONAL HYGIENE**

All students must be fully aware of their responsibility for their personal hygiene. A daily bath or shower must be taken, teeth must be clean with fresh breath, please use regular mints / mouthwash if you smoke or drink coffee. ARROJO Cosmetology School reserves the right to instruct students with regard to appearance and hygiene issues at any time.

## **PROFESSIONAL CONDUCT**

All clients must be treated courteously at all times. Client confidentiality must be maintained and never discussed with peers in or outside ARROJO Cosmetology School. All students will be responsible for arranging their own models for practical classes. Please stress the importance of this to your model and have a back up arranged for emergencies.

## **PERSONAL BELONGINGS**

All student kits must be brought clean, safe and sanitized to every practical lesson. It is the individual student's responsibility to replace any missing or damaged items to the same quality they were provided. Tools and equipment must only be used for their purpose as directed. All belongings are the responsibility of the individual and ARROJO Cosmetology School bears no responsibility for items lost on school property. Lockers are provided for daily use and locks must be removed at the end of your course, otherwise items will be removed and destroyed. Students must provide their own locks. For more information about the School Drug & Alcohol policy please see the Annual Security Report posted on the school website.

## **DRUG-FREE WORKPLACE POLICY**

Arrojo Cosmetology School intends to help provide a safe and drug-free work environment for our students and our employees. ARROJO Cosmetology School has a drug abuse prevention program in operation along with a Campus Security, Crime Awareness and Drug free workplace policy. Arrojo Cosmetology School explicitly prohibits the use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on or around school premises.

# SCHOOL POLICIES AND PROFESSIONAL STANDARDS

## **MEDIA GUIDELINES FOR STUDENTS**

Arrojo Cosmetology School respects the rights of students and co-workers to use social media during their personal time. Social media includes all forms of online publishing and discussion, including but not limited to Facebook, MySpace, Foursquare, Pinterest, Instagram, Twitter, Youtube, blogs, wikis, file-sharing and user-generated video and audio.

Arrojo Cosmetology School students are personally responsible for the content that they publish on social networking sites. Be mindful that what you publish will remain online for a very long time and be respectful of your audience.

Arrojo Cosmetology School does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying, or engaging in conduct that would not be acceptable in Arrojo Cosmetology Schools on any social media platform. Arrojo Cosmetology School reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of Arrojo Cosmetology School to protect itself from undue harm related to information that is shared on social networking sites.

## **COPYRIGHT INFRINGEMENT POLICY**

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject a student to civil and criminal liabilities. A summary of the penalties may be found at: <http://www.copyright.gov/title17/92appf.pdf>.

Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information system will be terminated.

## **OCCUPATIONAL OBJECTIVES HAIRDRESSING AND COSMETOLOGY COURSE**

The objective of the institute is to prepare each student to make the transition from school to a position in the field of cosmetology. To train each student to be able to take and pass the State Board Cosmetology Exam, thereby enabling the student to obtain a Hairdressing/Cosmetology Operator License. To obtain employment in the student's desired area(s) of the beauty field, using the skills mastered as a result of the training provided. In addition to the school's general curriculum and specialized courses, students are encouraged to seek their educational potential via extracurricular activities.

## **REASONABLE ACCOMMODATION POLICY**

The Americans with Disabilities Act Coordinator is your School Director. Prior to starting school, the Director should be contacted by any person requiring information relative to the services available for individuals with disabilities.

## **TUITION REIMBURSEMENT FUND**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance prior to the completion of your educational program, then you may be eligible for a refund of all

# SCHOOL POLICIES AND PROFESSIONAL STANDARDS

tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations. To file a complaint, either write the New York State Education Department - Bureau of Proprietary School Supervision, 116 West 32nd Street, 5th Floor, New York, NY 10001 or telephone (212) 643-4760. The New York State Education Department's staff will assist you in the preparation of a tuition reimbursement form (a sample of which should have been provided to you upon enrollment).

## **SEX DISCRIMINATION AND SEXUAL MISCONDUCT POLICIES**

Arrojo Cosmetology School firmly believes that each individual has the right to study and work in an environment that promotes equal opportunities for all and prohibits discrimination including any form of harassment. Therefore, Arrojo Cosmetology School has developed Sex Discrimination and Sexual Misconduct policies that are available in the Annual Security Report that can be found online at [www.arrojocosmetology.com/pre-enrollment-information-1/](http://www.arrojocosmetology.com/pre-enrollment-information-1/). The policies provide a means by which individuals can bring any violations of the policies to Arrojo Cosmetology School's attention. It also includes guidelines for reporting and investigation of complaints and adjudication procedures. Please see the Annual Security Report for more information.

## **OSHA (OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION)**

Arrojo Cosmetology School fully complies with all rules and regulations regarding OSHA industry standards. All MSDS sheets are kept on premises in a secured metal cabinet and are accessible to all employees as required.

## **WEATHER-RELATED SCHOOL CLOSINGS**

Arrojo cosmetology school does not generally close because of weather-related conditions. When there is a serious "weather emergency," which causes retail businesses and government offices to close, Arrojo Cosmetology School may cancel or delay classes. A decision to have a late opening or early closing will be made by the School Director. Students will be contacted by email regarding the status of the school.



All images taken on location at ARROJO Cosmetology School - 56 King St location

# APPLICATION FORM

PLEASE PRINTOUT AND COMPLETE THIS FORM IN FULL. IF NECESSARY, USE AND ATTACH SEPARATE SHEETS OF PAPER.

Please send the completed application to:

Arrojo Cosmetology School  
Director Of Admissions  
200 Hudson Street New York  
NY 10013

Arrojo Cosmetology School  
Director Of Admissions  
56 King Street New York  
NY 10014

## PERSONAL DETAILS

Name \_\_\_\_\_  
Current Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone (Home) \_\_\_\_\_  
Telephone (Cell) \_\_\_\_\_  
Email Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Current Age \_\_\_\_\_

## EDUCATION HISTORY

Last School / College Attended \_\_\_\_\_  
School / College Address \_\_\_\_\_  
Date to and from \_\_\_\_\_  
High School Diploma ? YES / NO  
Any Previous Vocational Experience? \_\_\_\_\_

## EMPLOYMENT HISTORY

Current or Last Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Date to and from \_\_\_\_\_  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving (if any) \_\_\_\_\_

## HISTORY

Do you have any previous  
cosmetology/barbering experience?

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Reason for application

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What personal skills do you have that  
will help you with your new career?

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Which program are you applying for

Cosmetology

Barbering

## FINANCIAL DETAILS

If accepted how do you plan to pay for  
your course?

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*ARROJO Cosmetology School offers federal financial aid to those who  
qualify. ARROJO Cosmetology School also offers private affordable  
financing options.*

Do you plan to work while attending  
Cosmetology School?

YES / NO

(If yes) Where?

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What days & hours?

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## OTHER DETAILS

Do you have any personal issues  
(Personal Health / Family Issues)  
that may affect your attendance /  
completion of the course?

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How did you hear about Arrojo  
Cosmetology School?

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Why did you choose Arrojo  
Cosmetology School?

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# **ADDENDUM 1:**

## **FACULTY STAFF**

### **DAVID ARROJO (NICK) - SCHOOL OWNER, COSMETOLOGY/BARBERING EDUCATOR**

Nick Arrojo's distinguished career began at Vidal Sassoon, Manchester, England. After ten successful years he joined Wella, London. Soon, his inspirational work caught the attention of Bumble & Bumble, and in 1994 he became Director of Education for this eminent New York City salon. Three years later, he opened ARROJO CUTLER, a new salon that would flourish under his guidance, while Nick became Global Master for Aveda. Then, in September 2001, Nick realized a lifelong dream: he opened the wholly independent ARROJO studio salon. Ten years later ARROJO studio is a multi-award-winning salon, world-renowned for the excellence and integrity of its services, and its success paved the way for Nick's business to become a brand, incorporating: salon, advanced education, cosmetology, product, and professional distribution. With thirty years on the salon floor, a razor-sharp portfolio, definitive exposure in print and television, Nick is recognized as the world's foremost razor-cutter, a revered stylist and educator, and a modern pioneer of the hairdressing craft.

### **JOSEPH GUINTO - SCHOOL DIRECTOR/COSMETOLOGY EDUCATOR**

School Director Joseph is a doyen of the classroom, a master hairdresser & instructor, and a key part of our faculty. A stylist for more than a decade with teaching experience for Bare Minerals and Nioxin before becoming Director of Education at Redken's Salon Professional Academy, Florida, Joseph is a Redken Certified Colorist and Master Specialist. He then moved on to become a cutting specialist at the Paul Mitchell School. His credits include NY Fashion Week and hair styling for TV. As an educator, Joseph combines technical precision and an artistic eye with patience, knowledge and understanding, helping each student to realize their potential; while as a School Director Joseph is organized, methodical and structured with excellent communication skills, making him a vital asset for both students and staff.

### **DEIRDRE HAGGERTY - SCHOOL DIRECTOR/ COSMETOLOGY EDUCATOR**

Deirdre has more than 25 years in the beauty industry as a stylist, former business owner, and New York wedding specialist. She has also expanded her love of hair into writing her beauty blog, Ask the Pro Stylist, as well as contributing to various online media outlets such as CBS New York. With experience as an educator and color specialist at Paul Mitchell, and a teacher at Long Island Beauty School, leading with positivity is at the core of Deirdre's teaching style. Deirdre started at Arrojo Cosmetology School as an educator and quickly progressed to SoHo School Director. She is as passionate about hair as she is for molding a happy and successful future for young professionals in the beauty industry.

# **ADDENDUM 1:**

## **FACULTY STAFF**

### **KARESS WILLIAMS - ADMISSIONS COORDINATOR**

Originally from Delaware, Karesse moved to NYC in search of a more ambitious city to spread wings and share her love of learning. A licensed cosmetologist for 10 years, Karesse can also boast a bachelor's degree in psychology and a master's degree in gender studies. Her combined passion for cosmetology and higher learning solidified her spot on the ARROJO Cosmetology admissions team. Her passionate energy and open communication style allows her make a connection with each student, showing them how rewarding the wide-ranging opportunities that exist in the hairdressing industry can be.

### **MARIA GUIAO - FINANCIAL AID COORDINATOR**

With four years' financial aid experience for Aveda, preceded by a background in corporate law, Maria is a highly skilled professional boasting comprehensive knowledge of financial aid process flows, implementing automated systems, student mentorship and development. She has administered VA benefits, ACCES-VR, and private loans and brings a thorough understanding of the role of financial aid in proprietary schools. Renowned for using technology and human enterprise to find innovative solutions to daily challenges, Maria's inspiring personal philosophy states: "Team work makes the dream work." Originally from Cleveland, Maria is a graduate of Georgetown University and has lived in NYC for five years.

### **MARK ALBRECHT - STUDENT SERVICES**

Great communication, high energy, and motivational skills make Mark an exceptional Student Services Coordinator, always on hand to keep our undergraduates on track. Mark's mother was a salon owner and, together with his experience of managing high-end salons in NYC, it gives him an intrinsic understanding of the hairdressing business. A deep passion to see success in himself and in others, and a self-confessed beauty product junkie, he's the perfect fit for ARROJO Cosmetology School, running student operations while building effective student relationships. Originally from Reading, Pennsylvania Mark moved to the Big Apple in 2002.

### **MEGAN RICHARDSON - COSMETOLOGY EDUCATOR**

Originally from Arizona, Megan moved to New York to continue her blossoming career. Since then, she has worked alongside many of the industry luminaries. She trained at the esteemed Paul Labrecque Salon and Spa, becoming the personal assistant of Paul and his Creative Director. Later, she moved to the Gerard Bollei Salon. Here she continued her upward curve, building a large and loyal client base while simultaneously developing in-salon training programs for an extensive team of stylists. An impressive love of learning new things developed into a burning passion to share knowledge and inspire, which led her to join the faculty at ARROJO Cosmetology. With exceptional communication skills, Megan is an engaging, powerful educator, with an expert understanding of the artistic nature of the craft.

# **ADDENDUM 1:**

## **FACULTY STAFF**

### **AISHA ROBLEY - COSMETOLOGY EDUCATOR**

Originally from Trinidad, Aisha is now a New Yorker with extensive experience in the hairdressing field. A hairstylist for 17 years and an educator for 13, Aisha brings a knowledge and passion for the industry and education that is hard to match. She comes to ARROJO from an Aveda background with certifications in everything from technical cutting to runway styling. Her strengths as an educator are in haircutting, chemical and coloring services and multicultural hair. Her credits include New York Fashion week as well as being the lead stylist at Brooklyn Fashion Week.

### **STACIA COHEN -COSMETOLOGY EDUCATOR**

Originally from New Jersey, Stacia has a garden full of hairdressing skills. A career spanning 30 years includes stints at prestigious locations like Bally's Hotel, Taj Mahal, and the famed NYC salon, Gil Ferrer. Coming from a family of educators, Stacia earned an honors degree in education and then, to further her career and polish her skills, she attended the Toni & Guy Academy in London. An expert in all elements of the craft, Stacia combines her passion for teaching with her passion for hairdressing; she embraces the energy and excitement of The Big Apple while guiding her students towards a great career in the creative craft of cosmetology.

### **GRACE VEGA - COSMETOLOGY/BARBERING EDUCATOR**

A native Brooklynite, Grace's parents were art directors, which meant she was surrounded by the elements of style throughout her childhood. It rubbed off — as a teenager she cut her own hair with a straightedge razor. After attending FIT & Parsons for design, Grace realized hairdressing was her true calling and has been a hairstylist in NYC for 25 years. Recognizing the importance of education, she has attended classes and shows with hairdressing icons like Irvin Rusk, Trevor Sorbie, Beth Minardi, and Vivian MacKinder. In 2012 Grace attended IBS NY and saw ARROJO razor cutting techniques live for the first time. Inspired, and with childhood memories rekindled, she immediately signed up for our advanced seminars for professional razor cutting. Grace became a devoted brand enthusiast and discovered her own love for sharing and teaching. Now part of our teaching staff, she encourages students to “Go forward and do great hair!”

### **LINA ARROJO - COSMETOLOGY EDUCATOR**

With ten years as part of the Vidal Sassoon creative team, and another six years as a master stylist at ARROJO studio, Lina combines vision, knowledge, and creativity with fierce technical precision. Her work includes hairstyling for New York Fashion Week and styling celebrities for the Sundance Film Festival. She also possesses a prodigious editorial portfolio, including collections for the ARROJO storefront window display. A world-class scissor and razor cutter, profiled and recommended by Allure magazine as a top New York City stylist, Lina has an intrinsic awareness of fashions and trends and styles. She is a charming, personable, inspirational communicator and educator.

# **ADDENDUM 1:**

## **FACULTY STAFF**

### **STEFANIE STADLER - COSMETOLOGY EDUCATOR**

Born and raised in Switzerland, Stefanie moved to New York in 2005. Her eye for art and design, the enjoyment she found when styling her own hair, and the happiness making others feel good gave her, led Stefanie to hairdressing. She attended ARROJO Cosmetology, graduating top of the class, and then flew through apprenticeship training to become a stylist and educator at ARROJO Studio. As an educator Stefanie strives to show students how to make clients look great and feel confident all while executing seamless precision.

### **ROBYN STANLEY - COSMETOLOGY EDUCATOR**

Originally from Pittsburgh, Pennsylvania, Robyn's dream was to pursue the craft of hairdressing, so she moved to NYC to attend ARROJO cosmetology, where she won several awards for the quality of her work. Impressed by the level of talent and professionalism throughout the company, Robyn transitioned from school to salon. Her work has featured at ARROJO, IBS NYC, and in editorial fashion shoots. Her approach to education and developing stylists is to teach students to learn how to creatively fashion styles that reflect the individuality of each client.

### **JESSICA FOOSKAS - COSMETOLOGY EDUCATOR**

Raised in Pennsylvania, Jessica realized her real dream was to cut and style hair. Graduating top of the class from Metro Beauty Academy, Allentown, and with honors from the MUD makeup school, LA. She has gained a reputation for excellence, passion, and creativity, and shares this with students. Her meteoric rise was noted back home when Metro Beauty Academy twice invited her to inspire new students with the story of her success. She now hopes to inspire the students of ARROJO Cosmetology School.

### **ALEXANDRA EFSTRATIOU - COSMETOLOGY EDUCATOR**

Alex's journey with ARROJO Studio started when she shared her hair creations online, which led to an introduction to the brand. Wowing us with her enthusiasm, she was invited to join our team. As a hair cutter and educator, she blends technical and creative skills with a sharp eye, and a heart full of passion. She is also part of the ARROJO Studio social media team so she is the go to educator to learn how to expand your client base through the digital world. Her credits include Goldwell's Portfolio Tour, ISSE California, and Expo NYC.

### **TINA LE NOBLE - COSMETOLOGY EDUCATOR**

Tina's career in fashion culminated as vintage clothing source coordinator for Betsey Johnson. Working with editorial hair and makeup stylists, she found new inspiration and took a different path. She attended ARROJO Cosmetology, and began her rise to the top. After school, Tina sped through ARROJO Studio's salon-training program to become a stylist with technical precision and creative edge. Tina creates editorials for ARROJO underground, and has become a mainstay of the ARROJO Artistic Team that travels the world to share new hairdressing trends and techniques. Despite a busy schedule she jumped at the chance to join the teaching team at ARROJO Cosmetology, both as a chance to share her skills and to bring her career full circle. "I've learned so much at ARROJO, and I want to give back. The chance to share my approach with the next generation is so exciting and inspiring," she says.

## **ADDENDUM 1:**

# **FACULTY STAFF**

### **ALEXANDRA LEE - COSMETOLOGY EDUCATOR**

A special effects make-up artist for fifteen years, Alexandra attended cosmetology school to enhance her all round skills and take her career to new heights. Combining hair and makeup, Alexandra continues to create beauty looks for movies and youtube tutorials, as well as doing wedding hair and makeup on a freelance basis. A passionate, enthusiastic, and knowledgeable educator, Alexandra brings unique experiences and creative versatility to our teaching team. “When one prospers, we all do,” she says. “Sharing information and techniques makes us flourish. I love working with students. They are striving to build a better future. The chance to be part of that journey is very special.”

### **CATRINA SMITH - COSMETOLOGY EDUCATOR**

Originally from Tennessee, Catrina join Arrojo Cosmetology School with over 27 years of experience and a dashing southern charm. Professionally trained at Vidal Sassoon Academy, On Set Motion Picture Academy, and Carlton Hair International, Catrina brings a kind and charismatic energy to the classroom. She has a multitude of experience from being an educator at Paul Mitchell the School and a co-owner of T2 Hair Salon in Hollywood, California. Catrina’s passion for making a difference in her students lives makes her a perfect fit for our education team.

### **JENNIFER ADAMS - COSMETOLOGY EDUCATOR**

Originally from Northern California Jen is a twenty-five-year industry veteran who has seen the cosmetology industry from every angle. As an award-winning salon owner, she mastered running a successful business; as a consultant she guided others on their path to success; as an educator for ten years she has helped thousands of hairdressers perfect their skills; working on editorial and runway she has influenced the fashion industry; as an expert in special FX makeup she has a rounded approach to creating beauty; and as Certified Advanced Barber she is on the vanguard of current trends in the industry. Easy going and personable, Jen joined our team of educators to make a positive contribution on the careers of future generations of cosmetologists.

# ADDENDUM 2: OEDS & STATE BOARD PASS RATES

56 KING STREET, NEW YORK, NY, 10014

## ENROLLMENT, COMPLETION AND PLACEMENT RATE IN NEW YORK STATE PRIVATE TRADE SCHOOLS AND REGISTERED PRIVATE BUSINESS SCHOOLS

JULY 1, 2016 THROUGH JUNE 30, 2017

### COSMETOLOGY

#### A. PROGRAM ENROLLMENT

Full -Time	5
Part-Time	0
Total Enrollment	5

#### B. PROGRAM COMPLETION RATE

Enrolled	N/A
Graduates	N/A
Non Completers	N/A
Continuing Students	N/A
Completion Rate	N/A

#### C. PLACEMENT OF PROGRAM COMPLETERS

Number of Graduates	N/A
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Percentage of graduates who are:

1.) Employed related field	N/A
2.) Employed slightly related field	N/A
3.) Employed unrelated field	N/A
4.) In military	N/A
5.) Seeking employment	N/A
6.) Pursuing additional education	N/A
7.) Unavailable for placement	N/A
8.) Status unknown	N/A

#### D. STATE LICENSING EXAMINATION RESULTS

Graduates	N/A
Pass Rate	N/A

## **ADDENDUM 2:**

# **OEDS & STATE BOARD PASS RATES**

56 KING STREET, NEW YORK, NY, 10014

**ENROLLMENT, COMPLETION AND PLACEMENT RATE**

**IN NEW YORK STATE PRIVATE TRADE SCHOOLS AND**

**REGISTERED PRIVATE BUSINESS SCHOOLS**

**JULY 1, 2015 THROUGH JUNE 30, 2016**

### **COSMETOLOGY**

#### **A. PROGRAM ENROLLMENT**

Full -Time	31
Part - Time	13
Total Enrollment	44

#### **B. PROGRAM COMPLETION RATE**

Enrolled	44
Graduates	43
Non Completers	1
Continuing Students	53
Completion Rate	98%

#### **C. PLACEMENT OF PROGRAM COMPLETERS**

Number of Graduates	77
---------------------	----

Percentage of graduates who are:

1.) Employed related field	90%
2.) Employed slightly related field	0%
3.) Employed unrelated field	0%
4.) In military	0%
5.) Seeking employment	10%
6.) Pursuing additional education	0%
7.) Unavailable for placement	0%
8.) Status unknown	0%

#### **D. STATE LICENSING EXAMINATION RESULTS**

Graduates	77
Pass Rate	77%

## **ADDENDUM 2:**

# **OEDS & STATE BOARD PASS RATES**

200 HUDSON STREET, NEW YORK, NY, 10013

**ENROLLMENT, COMPLETION AND PLACEMENT RATE**

**IN NEW YORK STATE PRIVATE TRADE SCHOOLS AND**

**REGISTERED PRIVATE BUSINESS SCHOOLS**

**JULY 1, 2015 THROUGH JUNE 30, 2016**

### **COSMETOLOGY**

#### **A. PROGRAM ENROLLMENT**

Full -Time	48
Part - Time	6
Total Enrollment	54

#### **B. PROGRAM COMPLETION RATE**

Enrolled	54
Graduates	5
Non Completers	2
Continuing Students	47
Completion Rate	71%

#### **C. PLACEMENT OF PROGRAM COMPLETERS**

Number of Graduates	5
---------------------	---

Percentage of graduates who are:

1.) Employed related field	80%
2.) Employed slightly related field	0%
3.) Employed unrelated field	0%
4.) In military	0%
5.) Seeking employment	20%
6.) Pursuing additional education	0%
7.) Unavailable for placement	0%
8.) Status unknown	0%

#### **D. STATE LICENSING EXAMINATION RESULTS**

Graduates	5
Pass Rate	70%

## **ADDENDUM 2:**

# **OEDS & STATE BOARD PASS RATES**

200 HUDSON STREET, NEW YORK, NY, 10013

**ENROLLMENT, COMPLETION AND PLACEMENT RATE**

**IN NEW YORK STATE PRIVATE TRADE SCHOOLS AND  
REGISTERED PRIVATE BUSINESS SCHOOLS**

**JULY 1, 2016 THROUGH JUNE 30, 2017**

### **COSMETOLOGY**

#### **A. PROGRAM ENROLLMENT**

Full -Time	94
Part - Time	11
Total Enrollment	105

#### **B. PROGRAM COMPLETION RATE**

Enrolled	105
Graduates	95
Non Completers	11
Continuing Students	48
Completion Rate	93%

#### **C. PLACEMENT OF PROGRAM COMPLETERS**

Number of Graduates	98
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Percentage of graduates who are:

1.) Employed related field	81%
2.) Employed slightly related field	0%
3.) Employed unrelated field	0%
4.) In military	0%
5.) Seeking employment	16%
6.) Pursuing additional education	3%
7.) Unavailable for placement	0%
8.) Status unknown	0%

#### **D. STATE LICENSING EXAMINATION RESULTS**

Graduates	98
Pass Rate	18%

## **ADDENDUM 3:**

# **INFORMATION FOR STUDENTS STUDENT RIGHTS**

### **SCHOOLS ARE REQUIRED TO GIVE THIS DISCLOSURE PAMPHLET TO INDIVIDUALS INTERESTED IN ENROLLING IN THEIR SCHOOL.**

#### **What is the purpose of this pamphlet?**

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

#### **Who can file a complaint?**

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

#### **What can a student or employee complain about?**

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

## **ADDENDUM 3:**

# **INFORMATION FOR STUDENTS**

# **STUDENT RIGHTS**

### **How can a complaint be filed by a student or employee?**

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

### **What is the Tuition Reimbursement Fund?**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State

## **ADDENDUM 3:**

# **INFORMATION FOR STUDENTS**

# **STUDENT RIGHTS**

Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

### **What is the tuition refund and cancellation policy?**

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

### **What should students know about "private school agents?"**

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

### **What should students know about "grants and guaranteed student loans"?**

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours-- the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

## **ADDENDUM 3:**

# **INFORMATION FOR STUDENTS**

# **STUDENT RIGHTS**

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.

**Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?**

Contact the New York State Education Department at:

New York State Education Department 116 West 32nd Street, 5th Floor  
New York, New York 10001  
Attention: Bureau of Proprietary School Supervision  
(212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.



## **FOR MORE INFORMATION**

### **ARROJO COSMETOLOGY SCHOOL**

200 Hudson Street, New York NY 10013  
1.646.979.2265

56 King Street, New York, NY 10014  
1.212.242.7786

**WEB** <http://www.arrojocosmetology.com> **EMAIL** [cosmo@arrojonyc.com](mailto:cosmo@arrojonyc.com)