



*The future is yours
plan today
for tomorrow*

STUDENT HANDBOOK



WE'RE EASY TO GET TO

By car: From the Cross County Parkway, going east or west, exit at N. Columbus Ave, and go south to East Prospect, make a right onto East Prospect Ave, and go to about $\frac{3}{4}$ mi, to Gramatan Ave. The school is on the corner of Gramatan and East Prospect above McDonald's on the second floor. There is ample parking on the street or in the Metro North Parking lot.

By bus: Bee Line Buses stop in front of the school and on East Prospect Ave.—just two blocks away. Bus routes 7, 40, 41, 42, 52 and 55 make us accessible to the whole county and connect us to the Bronx.

By train: Metro North has frequent service all day from Grand Central to Mt. Vernon East. The trip takes just 25 minute and the train station is only 2 blocks away from the school.



6 Gramatan Avenue, Mt. Vernon, NY 10550-2295

(914) 699-2344

Fax: (914) 699-4265

info@westchesterbeautyschool.com



Educating for Careers in Beauty since 1960

STUDENT HANDBOOK

Hairstylist

Hair Coloring Specialist

Permanent Specialist

Skin Care Specialist

Beauty Salon Owner

Beauty Salon Manager

Total-Beauty Image Consultant

Beauty Product Evaluator

Teacher

TV Stylist & Makeup Artist

Magazine Fashion-Model Specialist

Beauty Product Company

Marketing Manager

Beauty Store Manager

Beauty Product Rep.

Textbook Writer

Advertising Consultant

Personal Beauty Consultant

Beauty Magazine Editor

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OUR SCHOOL

Westchester School of Beauty Culture was established in 1960 in the thriving community of Mount Vernon. Our facility is located approximately two blocks from the Metro North train station in the heart of Mount Vernon shopping district. Bee Line bus routes 7, 40, 41, 42, 52 and 55 link us to the entire county and reach into the Bronx to reach the #5 subway. The buses stop in front of our school, or two blocks away on Prospect Avenue. There is ample parking nearby for those who drive.

The school occupies 7,500 square feet of floor space in a new facility with modern equipment and is composed of: four theory/lab rooms that can serve 30 students at a time, a senior area for 20 students, administrative offices, reception areas, student lounge and storage areas. We also have facilities to accommodate the handicapped.

Our students come from Mt. Vernon and nearby communities. The Bronx, Pelham, Yonkers, Manhattan and others are represented. The diversity of our students reflects our philosophy of providing a solid career education for people of all ages, colors, national origins and sexes. We all work together here to accomplish our goal: to assist the state in training economically disadvantaged individuals. Upon the successful completion of the programs offered, the student will have the skills necessary to obtain employment and become productive, taxpaying citizens.

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 check 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 aware 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 catalog may not be approved at a time that a student enrolls in the school or that the teaching personnel may have changed. It is again recommended that you check with the school director to determine if there are any changes courses/curricula offered or the teaching personnel listed in the catalog.

PHILOSOPHY AND GOALS

The beauty industry can provide a lifetime of satisfying career progress. Once the basic education has been completed, there are numerous ways of putting it to use on the job. And the work is one of the most rewarding ways to spend one's life—helping other people look their best.

The Westchester School of Beauty Culture was established to prepare qualified applicants for successful careers in this thriving and ever-changing beauty industry. Our curriculum is designed to fulfill all the course requirements necessary to become licensed hairdressers and estheticians: to provide students with proper training and the expertise needed to begin their careers and to assist the students in realizing their potential.

It is our goal that the training received in this school will establish a firm foundation on which graduates can build for a lifetime; that our students progress and prosper in the variety of career paths made available through this training.

In order to achieve this goal, Westchester School of Beauty Culture provides the environment and tools to educate all post-secondary applicants who have the ability to benefit from the training offered regardless of race, creed, age, sex, ethnic origin, color, religion or financial status. The administrative staff and every teacher at Westchester School of Beauty Culture are committed to encouraging and motivating each student in his or her learning experience.

Beyond basics, the program strives to help all students develop their potential, to raise their awareness of the importance of personal appearance, attitude, manners and approach to life in their career progress and to convert that awareness into growth.

And, beyond graduation, our commitment to our students continues. We'll try to find that crucial first job. Then, as their career progress, we are here to serve as a continuing resource for placement opportunities.

SCHOOL CALENDAR

Westchester School of Beauty Culture is operated on a continuous basis throughout the year. Classes being on the second Monday of every month. The school is open from 9:00 A.M. to 10:30 P.M. on Monday, Wednesday and Friday, 9:00 A.M. to 4:00 P.M. on Tuesday and Thursday and 9:00 A.M. to 5:30 P.M. to accommodate a variety of schedules.

Legal holidays observed are: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

A special holiday may be declared for special or emergency reasons. Students would be notified by telephone in the event of unexpected school closures.

Westchester School of Beauty Culture admits three types of students: Regular Students, Refresher Students and Advanced Credit Students. All can choose to schedule their study as full-time, ¾-quarter time or ½-time.

DOCUMENTATION

All applicants must provide documentation to show:

Proof of age (a copy of birth certificate, driver's license, etc.)

Proof of education (copy of diploma, G.E.D. certificate, transcript)

These copies will become part of your file.

ADMISSIONS

1. Regular students must be:

- A. (1) High school graduates or
(2) Holders of high school graduation equivalency certificate (G.E.D.)
- B. Over the age of 17

2. Refresher Students

The student must be a graduate of an approved school of beauty culture or the holder of a license in the applicable course. Please provide a copy of your diploma or license.

3. Advanced Credit Students

Students who have completed partial training at another school of beauty culture may apply for credit for that training. Credit will be granted on the basis of the transcript submitted and testing/evaluation by our staff.

The results of such testing and evaluation must be submitted to the State Education Department for approval.

Westchester School of Beauty Culture in its admission and graduation policies, practices no discrimination on the basis of race creed, religion, sex, age, financial status, ethnic origin, or area of residence.

GRADUATION REQUIREMENTS

Westchester School of Beauty Culture offers Certificates in Hairdressing/ Cosmetology and Esthetics.

Successful completion of the courses of study at the Westchester School of Beauty Culture is based on three elements: hours, grades, and financial responsibility.

Developing the skills needed for success in this career requires practice to support the course work.

HOURS

Regular attendance is a critical element. Our main course in Hairdressing/Cosmetology requires completion of 1040 hours to qualify for graduation. Esthetics requires 600 hours. Students may elect to attend as full time, $\frac{3}{4}$ time or $\frac{1}{2}$ time to fulfill this requirement.

GRADES

The student must achieve satisfactory grades (at least 70% cumulative average) in both theory classes and practical work—all courses.

FINANCIAL RESPONSIBILITY

The student must meet all financial obligations before the Certificate of Completion or license application will be issued.

LICENSING

Upon successful completion of the Hairdressing/Cosmetology or Esthetics courses the graduate obtains a certificate and an application for a temporary license to enter employment. The graduate must subsequently pass an examination required by the State. Should a graduate have any difficulty passing the examination, Westchester School of Beauty Culture

will provide assistance and any additional training that may be necessary without charge.

CAREER COUNSELING

Westchester School of Beauty Culture maintains two members on the office staff for the purpose of career counseling of both personal and business natures. We make all possible efforts to consider a graduate's career goals when pursuing employment possibilities.

EMPLOYMENT ASSISTANCE

Westchester School of Beauty Culture maintains a Placement Assistance Service for all graduates that coordinates with the course of study taken. Opportunities for employment, scheduling interviews and resume review are some of the services offered. There is no charge for this service. It must be understood that the school cannot promise or guarantee employment to any graduate. Our placement officer is responsible for helping students with job placement. Opportunities for employment come to our attention through notification from salon owners who have openings, as well as through outreach efforts by our placement officer to salon managers and other professional contacts.

SATISFACTORY PROGRESS POLICY

The following evaluations are used for determining whether attendance and academic progress are satisfactory, defined as a minimal of 67% attendance and 70% cumulative grade point average in academic and practical coursework.

ATTENDANCE PROGRESS EVALUATION

HAIRDRESSING/COSMETOLOGY (1040 hours)

9- & 10- & 13-month timeframe attendance will be evaluated at 450 & 900 hours.

ESTHETICS (600 hours)

5- & 10-month time-frame attendance will be evaluated at 300 hours.

MAXIMUM TIME-FRAME FOR COURSE COMPLETION

The student's rights under this agreement may not be assigned to any other person, and the student must complete the course within the following time frames.

Course Length	Maximum Timeframe
9 months (H/C full time)	13.5 months
10 months (H/C $\frac{3}{4}$ time)	15 months
13 months (H/C $\frac{1}{2}$ time)	19½ months
5 months (Esthetics full time)	7 ½ months
10 months (Esthetics 1/2 time)	15 months

ACADEMIC PROGRESS EVALUATION

Grading Policy			
		Theory	Practical
A	Excellent	93-100%	4
B	Very Good	84-92%	3
C	Good	75-83%	2
D	Satisfactory	70-74%	1
F	Unsatisfactory	Below 70%	0

DETERMINATION OF PROGRESS

HAIRDRESSING/COSMETOLOGY (evaluated at 450 & 900 hours)

Written evaluation in the following:

Bacteriology	Shampooing	Skin Disorders
Pin Curls	Manicuring	Eyebrows
Hair Coloring	Sterilization/Sanitation	Professional Ethics
Roller Placement	Haircutting	Scalp Treatments
Finger Waves		

Practical Evaluations in the following

Roller Placement	Pin Curls	Eyebrows
Scalp Treatments	Thermal Curling	Comb Out
Hair Straightening	Haircutting	Manicuring
Finger Waves	Hair Coloring	Permanent Waving

ESTHETICS (evaluated at 300 hours)

Evaluation in the following

Safety & health	Anatomy	Bacteriology
Facial using:	Makeup techniques	Handling of implements
Hand manipulations	Facial & body procedures	& machinery
Skin care machinery		

Students meeting minimum progress requirements at evaluation will be considered to making satisfactory progress until the next evaluation. In order for a student to be considered making satisfactory progress, he or she must meet both attendance and academic minimum requirements. A student returning from a leave of absence or other temporary interruption will resume classes in the same status as when they left school. A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence. All students, regardless of federal funding, must adhere to the satisfactory attendance policy.

Students failing to meet minimum progress requirements will be placed on probation for one month with the opportunity to meet requirements for the next period. Grades or theory tests and practical work are used to evaluate a student's academic progress. During a probation period, the student will not be eligible to receive financial aid funds.

At the end of the probationary period, the student's progress will be reevaluated. If the student meets minimum requirements, he or she will be determined to be making satisfactory progress. Financial aid will be restored and the student will return to regular status. If the student fails to meet minimum requirements, he or she will be terminated from the school.

APPEAL PROCEDURES

Students may appeal a negative progress report based on extenuating circumstances. Appeals must be in writing and with documentation and submitted to the Director for review. If through the appeal process, the student may be considered, due to mitigating circumstances or by remedial work, to be making satisfactory progress, an individual judgment may be made to discontinue probation or cancel a decision to suspend.

Course incompletes, repetitions and non-credit remedial courses have no effect upon the school's satisfactory progress standards.

ATTENDANCE

As graduation is based on completing a certain number of hours, students are encouraged not to miss school. However, in the recognition of reality, students will be permitted to make up hours by attending other class sessions (as outlined below) before their graduation date without charge. Student performance for attendance and academic progress is reviewed at regular intervals (see Page 8, SATISFACTORY ATTENDANCE POLICY), providing the student the opportunity to correct performance before it reaches problem status. Satisfactory attendance, academic achievement and conduct are required and the school reserves the right to dismiss any student who does not maintain them.

EXCUSED ABSENCE POLICY

Based on a requirement of completing the total hours of each applicable course, students will be allowed 10% of excused absences without incurring additional costs. These hours must be made up in order to qualify for graduation. (This 10% is based inclusively on the entire course length.) Students who have been absent for more than 10% must make up all the hours missed, but will only be charged (if they pass their scheduled graduation date and will need to make up hours) for the hours that exceed 10% of the entire course length. Hours in excess of the 10% will be charged an hourly rate of \$15.00. This is based on non-consecutive days. Any student absent for more than 30 consecutive days will be terminated.

MAKING UP ABSENCES

Day session students can make up absences on Monday, Wednesday and Friday evenings and on Saturday, but must sign in and work for a minimum of three hours. Night session students will be allowed to make up absences Monday thru Friday from 9:00 A.M. to 4:00 P.M., but they must sign in and work for a minimum of three hours. In order for a Certificate of Completion to be issued on schedule, all make up work must be completed on or before the scheduled graduation date.

INTERRUPTIONS IN THE COURSE OF STUDY

Interruptions in the course of study fall into several categories: Probation, Suspension, Leave of Absence, Discontinuance, Termination. The situations concerning each are discussed below. Communicating your needs to the administration of the school is strongly encouraged so that we can work together to resolve problems and bring about the completion of your course of study with us. The school has policies for making up time, accommodating special circumstances and otherwise helping the student meet his/her needs while also meeting the requirements of the school, the State Education Department and any financial aid granting institution.

PROBATION

Westchester School of Beauty Culture requires that any students not meeting the minimum requirements for attendance or academic progress be placed on probation for a period of 30 days. Evaluation of attendance and academic progress takes place at several intervals during the progress of the course. During the probation period, he or she is expected to make up missed hours and increase their average in coursework to 70% or greater. Suggestions regarding make up time, tests, evaluations will be discussed with the student. During this probation period the student will not be eligible to receive financial aid. After the 30-day period, if evaluation shows satisfactory progress, financial aid will be restored and the student will return to regular status. Failure to achieve these standards will result in discontinuance.

REINSTATEMENT OF AID

All financial aid disbursements are withheld until a student has regained satisfactory progress. A student will regain satisfactory progress when (a) they have prevailed upon appeal, (b) they re-enter after an interruption of training, or (c) they have re-established satisfactory status.

SUSPENSION

The school may suspend a student who cuts classes or leaves early without receiving permission to do so. Any breach of the rules could subject the student to suspension for a period of time determined by the Director.

DISCONTINUANCE/RE ADMITTANCE

RE-ADMITTANCE—previously discontinued students.

WITHIN 60 DAYS—the student will be allowed to finish the course based on the original enrollment agreement.

MORE THAN 60 DAYS—the student will be evaluated to determine if they can be given full credit for the previous hours completed. A new enrollment agreement will be signed and the student will be charged only for the hours that need to be completed.

FINANCIAL OBLIGATION

A discontinued student will be responsible for charges computed on the basis of the school's refund policy (see Addendum 6).

LEAVE OF ABSENCE

A student who must be absent for a period of time due to special circumstances that make attendance impossible or impractical, may be granted a leave of absence, indicating a specific date of return. The student will not receive credit for attendance or achievement during this leave of absence, nor be charged with absences. The school's director must approve arrangements for a leave. Request must be made, in writing before the anticipated date of the leave by the student or a family member if the student is unable to make the request. The student's request for a leave must include the reason for the leave. Multiple leaves of absence may be granted as long as the total number of days for all leaves does not exceed 180 days in a 12-month period. A leave of absence will extend the student's contract period and maximum time frame by the same number of days as the absence.

RESUMPTION OF STUDY

A student returning from a leave of absence who was making satisfactory progress will resume that status on his/her return to school. A returning student who was not making satisfactory progress in both attendance and course work will be placed on 30 days probation upon his/her return. If he/she was already on probation, it will continue up to 30 days, at the end of which he/she will be re-evaluated.

COURSES OF STUDY

HAIRDRESSING/COSMETOLOGY

ESTHETICS

MAXIMUM TIME-FRAME FOR COURSE COMPLETION

The student's rights under this agreement may not be assigned to any other person, and the student must complete the course within the following time-frames:

COURSE LENGTH/	MAXIMUM TIMEFRAME
9 months (H/C full time)	13.5 months
10 months (H/C $\frac{3}{4}$ time)	15 months
13 months (H/C $\frac{1}{2}$ time)	19½ months
5 months (Esthetics full time)	7½ months
10 months (Esthetics $\frac{1}{2}$ time)	15 months

HAIRDRESSING/COSMETOLOGY

1040 HOURS

COURSE DESCRIPTION/OBJECTIVES

Through a combination of classroom lecture/demonstrations and supervised skill development, we educate our students to become licensed in Hairdressing/Cosmetology. When they graduate they have learned a comprehensive array of skills necessary to cut, style, perm, straighten, and color hair; basic manicuring procedures and skills; skin care theory and techniques as well as primary business concerns, customer relations, ethics and salon management.

CURRICULUM

HOURS/UNIT

Safety and Health Requirements	26
Anatomy and Physiology	15
Shampoos, Rinses, Conditioners & Treatments	30
Hair & Scalp Disorders & Diseases	10
Chemistry as Applied to Cosmetology	5
Hair Analysis	10
Nail Care and Procedures	60
Hairstyling	265
Chemical Restructuring	180
Haircutting and Shaping	175
Hair Coloring & Lightening	180
Skin Care and Procedures	60
Professional Requirements	24
TOTAL HOURS	1,040

REFRESHER COURSE

65 HOURS MINIMUM—150 HOURS MAXIMUM

Prerequisite: Student must be a graduate of an approved School of Beauty Culture or hold a license in the applicable course.

COURSE DESCRIPTION/OBJECTIVES

This course is for the graduate who has been away from daily practice and needs to “brush up” on skills or catch up on the latest style trends and products. Course focuses on review with an emphasis on recent technology, skill assessment and refinement and selective review of technique.

ESTHETICS

600 HOURS

COURSE DESCRIPTION/OBJECTIVES

This course has been developed for the student who desires to expand his or her professional ability and master the art of Esthetics. Westchester School of Beauty Culture has developed this course to take the student step by step through the fundamentals and practical stages necessary in mastering the art of Esthetics. The goal is to develop Esthetician skills to obtain N.Y.S. license and an entry level position in the esthetic industry.

CURRICULUM	HOURS/UNIT
Orientation	4
Safety and health	8
Bacteriology	18
Anatomy, physiology and nutrition	25
Structure and functions of the skin	12
Superfluous hair	24
Chemistry	3
Chemistry as applied to cosmetics	21
Electricity and machines	18
Facial and body procedures	250
Make Up techniques	84
Business practices	30
Job skills	7
Introduction to Paramedical Esthetics	18
Unassigned Hours	79
TOTAL HOURS	600

FINANCIAL AID

Westchester School of Beauty Culture has been approved by the U.S. Department of Education, Office of Student Financial Assistance and the various state government agencies to participate in the following programs of financial assistance to eligible students as possibilities for meeting the expenses of their education.

1. **Pell Grants**
2. **Supplemental Educational Opportunity Grants (SEOG)**
3. **Direct Subsidized and Unsubsidized Student Loans**

The two programs listed are based on the student's need for financial aid. Forms for applying are available at the school. Full information is available in the form of a booklet prepared by the U.S. Department of Education that gives in-depth descriptions of the programs and the application process. The Financial Aid Administrator will give you the booklet, and explain the different programs available.

Such aid funds are limited. Recipients are selected on the basis of need, but the student must be qualified for admission to the school in other ways (see Admission Requirements, Page 4).

Students receiving financial aid will receive the funds in two disbursements. The first disbursement will be made when the student begins classes. The second disbursement will be made when the student reaches the midpoint of their academic period. At the time of all disbursements, the student must be in compliance with institutional satisfactory progress policy and requirements.

Estimated Cost of Attendance in addition to tuition charges:

1. Transportation Costs (estimated):
 - (a) 9 months (*5 days/week*) \$450
 - (b) 10 months (*5 days/week*)..... \$625
 - (c) 13 months (*4 days/week*) \$600

2. Room and Board Charges

Westchester School of Beauty Culture does not have any institutional housing or food plans. The following are estimated expenses incurred by students not living with their parents:

- (a) 9 months \$5400
- (b) 10 months \$6000
- (c) 13 months \$7200

OUR AFFILIATIONS

Westchester School of Beauty Culture complies with all city and state ordinances applicable to the school, including those pertaining to fire, building and sanitation.

Westchester School of Beauty Culture and its officers are members of the National Association of Cosmetology Schools, National Hairdressers and Cosmetology Association, New York Beauty School Association, and the New York State Financial Aid Administrators Association. The school is accredited by the National Accrediting Commission of Career Arts and Sciences, 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302, (703) 600-7600.

The school is licensed by the New York State Education Department, Bureau of Proprietary School Supervision, 116 West 32nd Street, 5th Floor, New York, NY 10001. All teachers are individually licensed by the New York State Education Department. Westchester School of Beauty Culture has school licenses, accrediting documents and certificates of affiliations displayed in the Director's office and the conference room. If a student wants to review any such certifications they may visit the office Monday through Saturday. The student will receive a copy of those documents upon request.

ADMINISTRATIVE STAFF

Westchester School of Beauty Culture is a private institution

Mr. Michael J SalamonePresident/Financial Aid Administrator/Owner

Mr. Joseph M. SalamoneVice President/Owner

Mrs. Jessica SalamoneDirector/Instructor

Mrs. Patricia BrownAssistant to the Director/Instructor/Owner

Mrs. Colleen PerilloAssistant to the Director/Financial Aid

Mr. Michael J Salamone has been a hairdresser since 1967. After graduation from the Westchester School of Beauty Culture, he worked at Roberts hair Salon and began his career as a teacher at his alma mater.

In recent years, he has been both manager and style director at the school. Currently he is vice president/financial aid administrator. Staying in touch with the most current developments in the field, Michael attends frequent workshops in cosmetology. He is an active member of the Westchester Hairdressers Guild and the President of the New York State Beauty School Association.

Mrs. Jessica Salamone graduated from Westchester School of Beauty Culture in 1971. She is a part time hairstylist, working in the field since 1972. She became a licensed Esthetician and has taken training in aromatherapy. She has recently become director of the W.S.B.C.

Mrs. Patricia Brown, instructor in scalp conditioning, hairstyling and skin care is a graduate of the Westchester School of Beauty Culture. Since her graduation in 1971, she has been a hairdressing and style instructor at the school. She is also on the administrative staff, functioning as assistant to the director. Patricia is a member of the Teachers Educational Council and an active participant of the national Cosmetology Association. Frequent attendance at seminars in cosmetology keep her abreast of developments in her special areas of expertise.

Mrs. Colleen Perillo began her career at Westchester School of Beauty Culture in 1992 as an administrative assistant. Over the years, she has become the assistant to the director. Her responsibilities include attendance, maintaining student records, assisting students with the admissions and financial aid process, as well as preparing annual reports for various organizations.

STUDENT RIGHTS

The school provides safeguards of a student's privacy as follows:

The school does not release any information to a third party (excluding: school officials, state, government or accrediting agencies) without the express written consent of the student or a parent/guardian of a dependant/minor student. Permission must be given for each request.

The student and/or parents/guardians of dependent minor wishing to review his/her records must schedule an appointment with the Director, an administrator or teacher to assist in the review of the file.

W.S.B.C. maintains student records for over three years.

Student refers to both academic and financial aid records.

All students files are kept in locked, fireproof file cabinets.

W.S.B.C. does not publish a student directory.

