



School Catalog 2023-24



Locations:



*Administrative Offices/ Primary Facility**

*1753 Woodclift Dr.
Jefferson City, MO 65109
(573) 635-4433*



*Secondary Facility***

*1101 Southwest Blvd.
Jefferson City, MO 65109
(573) 635-5780*

Memorial to Norman Merrell

Norman L. Merrell was an educator, who served 21 years as a teacher, principal, and superintendent of Missouri Public Schools. He continued his life in public service when he was elected to the Missouri State Senate in 1971. He was a member of the Senate until his death on June 14, 1994. He served an unprecedented three terms as President Pro Tempore and 16 years as Chairman of the Senate Appropriations Committee. Throughout his career as an educator and a leader in the State Senate, he placed a strong emphasis on support for vocational training. He carried this knowledge and guidance to the foundation of Merrell University. This foundation has continued under the direction of Larry and Marilyn Sharp and the dedicated and devoted staff of Merrell University.

*(Facility for Cosmetology, Barber, Barber-Crossover, and Manicuring Program and Instructor Training for respective programs)

** (Facility for Esthetics and Manicuring program and Instructor Training for respective program)

Website: www.merrelluniversity.edu Email: information@merrelluniversity.edu

Table of Contents

MESSAGE FROM OWNER	5
STAFF	6
MISSION STATEMENT	7
SCHOOL OBJECTIVES	7
GOALS	7
ADMISSION REQUIREMENTS	7-8
TRANSFER STUDENTS	8
RE-ENROLLMENT POLICY	8-9
NON-DISCRIMINATION AND HANDICAP POLICY	9
HUMAN RIGHTS AND CENTRAL JOB FUNCTION REQUIREMENTS	9-10
ACCREDITATION, AUTHORIZATION, AND APPROVAL	10
FACILITIES AND EQUIPMENT	11
STUDENT SALON/SPA	11
ENROLLMENT DATES AND HOLIDAYS	11
2020-21 START DATES	11
STUDENT SERVICES	12
Records.....	12
Housing.....	12
Parking	12
Student Advising	12
Employment Placement Assistance.....	12
FINANCIAL ASSISTANCE	12
Merrell University High School Scholarship	12
A+ Recognition Scholarship	12
Certificate of Excellence Scholarship	12
Pell Grant	12-13
Student Loan Program.....	13
Veteran Affairs	13
Job Training Partnership Act	13
Crossover Payment Period Policy	14
HIGH SCHOOL DIPLOMA POLICY	14
RETURN OF TITLE IV FINANCIAL AID POLICY	14
FOR STUDENTS WHO WITHDRAW OR TERMINATE FROM ANY PROGRAM	14-15
POST WITHDRAWAL DISBURSEMENTS	15
STUDENT RULES AND CONDUCT	16
Student Dress Code	16
Personal Appearance and Hygiene	16
Telephone Calls.....	16
Personal Services	17

Attendance	17
Absenteeism/Tardiness	17
Make-up Hours	17
Student Hours and Time Clock.....	17
Break Time	18
Leave of Absence Policy	18
Saturday Clinic Education for All Programs.....	19
Sanitation Duties	19
State Board Practical Exam Kit	19
Training Kit and Equipment.....	19
Clinic Floor	19
CAMPUS CRIME	20
PRIVACY POLICY.....	20
VOTER REGISTRATION.....	20
COPYRIGHT INFRINGEMENT.....	20
SEXUAL HARASSMENT POLICY	20-21
DRUG PREVENTION PROGRAM AND POLICY.....	21-23
CONSUMER COMPLAINT INFORMATION.....	23
PROGRAM OUTLINE: COSMETOLOGY	24
Program Description	24
Program Objectives.....	24
Hours and Units of Instruction	24-25
Instructional Methods.....	25
Testing and Grading Procedures.....	25-26
Electronic Resources	26
Supplementary Resources	26
Equipment, Products, and Supplies	26
Tuition and Fees.....	26
PROGRAM OUTLINE: ESTHETICS	27
Program Description	27
Program Objectives.....	27
Hours and Units of Instruction	27-28
Instructional Methods.....	28
Testing and Grading Procedures.....	28
Electronic Resources	29
Supplementary Resources	29
Equipment, Products, and Supplies	29
Tuition and Fees.....	29
PROGRAM OUTLINE: INSTRUCTOR TRAINING.....	30
Program Description	30

Program Objectives.....	30
Hours and Units of Instruction	30-31
Instructional Methods.....	31
Testing and Grading Procedures.....	31-32
Electronic Resources	32
Supplementary Resources	32
Equipment, Products, and Supplies.....	32
Tuition and Fees.....	32
PROGRAM OUTLINE: MANICURING.....	33
Program Description	33
Program Objectives.....	33
Hours and Units of Instruction	33-34
Instructional Methods.....	34
Testing and Grading Procedures.....	34
Textbooks	34
Supplementary Resources	34
Equipment, Products, and Supplies.....	35
Tuition and Fees.....	35
PROGRAM OUTLINE: BARBER.....	36
Program Description	36
Program Objectives.....	36
Hours and Units of Instruction	36-37
Instructional Methods.....	37
Testing and Grading Procedures.....	37
Textbooks	38
Supplementary Resources	38
Equipment, Products, and Supplies.....	38
Tuition and Fees.....	38
PROGRAM OUTLINE: BARBER CROSSOVER.....	39
Program Description	39
Program Objectives.....	39
Hours and Units of Instruction	39
Instructional Methods.....	39
Testing and Grading Procedures.....	39
Supplementary Resources	40
Equipment, Products, and Supplies.....	40
Tuition and Fees.....	40
GRADUATION REQUIREMENTS – ALL PROGRAMS	41
SATISFACTORY ACADEMIC PROGRESS (SAP) – ALL PROGRAMS	41-44
CANCELLATION AND REFUND POLICY – ALL PROGRAMS	44-45

MESSAGE FROM THE OWNER

Dear Student:

Merrell University is a nationally accredited, post-secondary school providing education in arts and sciences of cosmetology and esthetics. The school is dedicated to “professional excellence” enabling our graduates to be highly competitive in the job market. All educators are licensed by the Missouri Board of Cosmetology and Barber Examiners and are continuously updated with the new trends and products through educational seminars, workshops, and webinars.

A professionally licensed cosmetologist or esthetician has a wide variety of career opportunities for personal growth and success. The demand for hair stylists, platform artists, skincare specialists, sales representatives and sculptured nail technicians continues to grow each year. Being an employee is only a portion of the job opportunities available in the beauty business. In our free enterprise system, there are unlimited opportunities for management and ownership.

Training at Merrell University is comprehensive and complete while providing a balance of both theory and practical skills of the business. In each of our programs our students learn through, lectures and PowerPoint presentations, instructor demonstrations, and practical application.

I am personally excited about having you join our fine student body. If you want to become a part of the cosmetology industry, have visions for the future, and a desire to succeed, then together we will work toward the accomplishment of those goals. Your success is limited only to your imagination and your willingness to work hard.

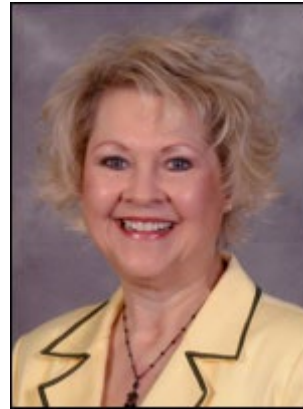
Sincerely,

Marilyn Sharp
Owner

CO-OWNERS



Larry Sharp
Director of Business Development



Marilyn Sharp
Director of Education – All Programs

STAFF:

Scott Sharp – Co-Owner/Dir. of Admissions/Cosmetology, Manicuring, Barber/Barber-Crossover Educator

Brandi Bax – Director of Financial Aid and Compliance

Ashley Sharp – Accounts Payable/Inventory Manager

Holly Hentges – Cosmetology and Manicuring Educator

Natalie Balk: Cosmetology and Manicuring Educator

Jamie Conner: Cosmetology and Manicuring Educator

Angela Kauffman – Director of Esthetics and Manicuring

Kristi Lehmen – Esthetics, Cosmetology, and Manicuring Educator

MISSION STATEMENT

To provide high standards of education in cosmetology arts and science, in order that state licensure and gainful employment be achieved.

SCHOOL OBJECTIVES

Upon completion of training the student will:

1. Be able to prepare materials and implements for taking the MO Board practical exam;
2. Have adequate training and knowledge to pass the MO Board practical exam;
3. Be prepared through lectures, textbook assignments, testing and evaluation to take and pass the MO Board written exam; and
4. Have the necessary practical and theory skills to gain industry-related employment.

GOALS

In order to achieve the mission statement, the following goals are used:

1. Employ well-trained, knowledgeable educators with current state licensure;
2. Provide lectures and PowerPoint presentations;
3. Provide clean, ventilated classrooms, equipped with necessary teaching materials;
4. Assist with and encourage students to enter industry-related competitions;
5. Host guest speakers, educational workshops, and break-out classes;
6. Encourage membership in industry-related organizations;
7. Conduct a mock board exam for each student;
8. Prepare students through lectures, textbook assignments, testing, and evaluations for the written MO Board exam; and
9. Provide job placement assistance to those seeking employment.

ADMISSION REQUIREMENTS

Merrell University offers continuous enrollment with classes starting monthly. All courses are written and taught in English. Start dates are subject to change without notice. To be eligible for enrollment an applicant must:

1. Be 18 years of age or have written approval from a legal guardian;
2. Complete a Merrell University application for admission;
3. Provide a copy of a valid high school diploma or its equivalent or GED certificate (see High School Diploma Policy for more information);
4. Provide a copy of a birth certificate, valid driver's license, or valid State ID;
5. Complete an interview with an administrator that indicates the applicant meets minimum requirements and the ability to perform all Central Job Functions. (See Human Rights and Central Job Function Requirements);
6. Submit two (four for Esthetics) recent 2"x2" pictures for state license; and
7. Complete post-secondary student enrollment application (to be completed with Dir. of Admissions) and submit \$5 licensing fee (\$10 licensing fee for Esthetics).

Instructor Training applicants must provide a current license (Cosmetology, Manicuring, Esthetics, or Barber) and ***Barber Crossover applicants*** must provide a current Cosmetology license registered with the Missouri Board of Cosmetology.

Barber/Barber Crossover applicants must also complete a Barber Medical Form from the Board of Cosmetology and Barber Examiners.

Merrell University does not participate in the Ability to Benefit Program and does not require proof of immunizations and/or vaccinations. Merrell University reserves the right to deny an application of admission if it is not filled out in its entirety, admission requirements are incomplete/fraudulent, or the applicant has a felony conviction of a violent crime within the last 10 year.

TRANSFER STUDENTS

Merrell University does not accept transfer clock hours for the Manicuring, Barber or Barber Crossover program. Transfer clock hours for the Esthetics program are only accepted from a CIDESCO Accredited school, up to 600 hours. Transfer clock hours for the Cosmetology program are only accepted from Nationally Accredited schools, up to 900 hours. Transfer clock hours for the Instructor Training program are only accepted through documented work experience as a licensed Cosmetologist, Esthetician, Manicurist or Barber. 100 hours for each year of experience, up to 300 hours. All transfer hours must be approved by the Missouri Board of Cosmetology and Barber Examiners.

Transfer “IN” students for Cosmetology and Esthetics must meet the following requirements:

1. Provide a complete transcript from previously attended Nationally Accredited school;
2. Take both, a written and practical exam to determine placement in Merrell University’s curriculum; and
3. Must have been enrolled in previous school within the last 12 months. (A waiver from this requirement must be approved at the discretion of the Director of Admissions).

Transfer “IN” students for Instructor Training must meet the following requirement:

1. Provide an affidavit of full-time work experience completed as a licensed Cosmetologist, Manicurist, Esthetician, or Barber. The affidavit of work experience will be completed by each employer and approved by the Missouri Board of Cosmetology.

The tuition for all transfer students will be the current tuition rate per clock-hour of instruction for the corresponding program.

Merrell University does not recruit students already attending or admitted to other schools that offer a similar program of study.

Transfer “OUT” Students:

Merrell University will provide a transcript to another school upon written request by the student, providing all financial obligations due to Merrell University have been met. A transcript request form must be submitted along with a payment of \$5.00 (per transcript).

RE-ENROLLMENT POLICY

A student must wait a minimum of six months, but no more than five years, from the date of withdrawal, as determined by the school, before being considered for re-enrollment. A new admissions application and all admissions requirements must be completed, and any prior contractual fees must be paid in full.

Clock-hours and academic grades from the previous enrollment will be transferred ONLY if the student will be enrolling in the same program.

If it is determined that clock-hours and academic grades from previous enrollment can be transferred, then the student will complete a contract under the same guidelines as a transfer student. If it is determined that the previous clock-hours and academic grades cannot be

transferred, then the student will enroll as a new student. A student may only re-enroll once, regardless of the program.

Any student previously terminated for exceeding the maximum time frame will only be eligible for re-enrollment as a cash pay student. The student would also have to meet the other re-enrollment criteria. A student accepted for re-enrollment will return in the same Satisfactory Academic Progress status as at the time of withdrawal.

NON-DISCRIMINATION AND HANDICAP POLICY

Merrell University is in compliance with the Civil Rights Act of 1974, as amended, and does not discriminate on the basis of race, age, color, sex, ethnic origin, creed, marital status, sexual orientation, disability, religion or any other basis prohibited by federal or state law, in the application, admission, operation, participation, access and treatment of the School's programs and activities.

Merrell University is in compliance with the Rehabilitation Act of 1973 in that no qualified person (see Human Rights and Central Job Function Requirements), by reason of handicap, will be excluded from enrolling in its program of instruction. Merrell University will assist the handicapped applicant in finding the appropriate state or federal agency that would best help the applicant achieve their goals.

For additional information regarding this policy or special facilities/services to accommodate handicapped students; please contact Title IX Coordinator – Scott Sharp at 573-632-4464.

HUMAN RIGHTS AND CENTRAL JOB FUNCTION REQUIREMENTS

Handicap parking spaces are provided at 1101 Southwest Blvd. and 1753 Woodcliff Dr. Jefferson City, MO. Signage is visible and posted. Front and rear doors of 1101 Southwest Blvd. are wheelchair accessible. The front door of 1753 Woodcliff Dr. is also wheelchair accessible. One bathroom at each location is designated for handicap usage and includes: grab bars, accessible sink with appropriate handles and ADA approved stool height.

In order to be eligible for admission, the Central Job Function requirements are listed below:

Cosmetology/Barber student:

- Stand for extended periods of time.
- Raise arms and hold there for extended periods of time.
- Use sharp cutting implements with accuracy and complete control.
- Shampoo with rhythm using both hands and arms.
- Must be able to lift a client's head with complete control and maintain that position.
- Pump a hydraulic chair to a comfortable position for client.
- Sit on floor for extended periods of time to perform a pedicure (**cosmetology only**).
- Lift and carry at least 50 lbs.
- Perform the directives of the school curriculum without detaining the progress of others.

Esthetics student:

- Stand for extended periods of time.
- Walk around a massage table or facial chair.
- Use precision and total control of hands and arms.
- Determine if product or tools are too hot for client safety.
- Have strength to assist an incapacitated adult to or from a massage table or facial chair without compromising the safety of the client.
- Lift and carry at least 50 lbs.

- Change into a swimsuit without assistance for the purpose of classroom practice.
- Sit on floor for extended periods of time to perform a pedicure.
- Use full range of motion in arms and legs.
- Have physical strength and endurance in arms and legs.
- Perform the directives of the school curriculum without detaining the progress of others.

Manicuring student:

- Sit for extended periods of time.
- Assist client with removal of shoes and stockings.
- Assist client by placing his/her shoes and stockings back on.
- Tie shoestrings.
- Lift and carry at least 50 lbs.
- Lift and carry hot tubs of water to and from client.
- Sit down on the floor to perform a pedicure.
- Not be affected by strong odors and chemicals.
- Get up from floor without assistance.
- Have strength and endurance and full range of motion in legs and arms.
- Perform directives of school curriculum without detaining the progress of others.

If an applicant meets the above criteria and admission is granted, Merrell University will consider reasonable requests that are made by the student. Merrell University reserves the right to evaluate students on their physical ability to perform the Central Job Function before admission to the University. For additional information on reasonable accommodations for currently attending students please contact Title IX Coordinator, Scott Sharp at 573-632-4264.

Clients or students must be able to use bathroom facilities without assistance of staff or other students.

Merrell University is not liable for injuries obtained by accidents in or outside school premises and students must adhere to the rules and regulations of the school.

ACCREDITATION, AUTHORIZATION, AND APPROVAL

ACCREDITED National Accrediting Commission of Career Arts and Science (NACCAS), 3015 Colvin St., Alexandria, VA 22314 (703) 600-7600

MEMBER Pivot Point International, INC. 8725 Higgins Rd., Suite 700 Chicago, Illinois 60631 (847)-866-0500

LICENSED Missouri Board of Cosmetology and Barber Examiners, P.O. Box 1062, Jefferson City, MO 65109 (573) 751-1052

APPROVED Missouri Department of Elementary-Secondary Education, Veterans Education and Training, P.O. Box 480 Jefferson City, MO 65102-0480 (573)751-2571

MEMBER American Association of Cosmetology Schools (AACS), 1300 Piccards Dr., #LL-14 Rockville, MD 20850 (480)281-0431

MEMBER Missouri Association of Cosmetology Schools (MACS), www.moacschools.com

ACCREDITED Comité International d'Esthétique et de Cosmétologie (CIDESCO), Waidstrasse 4a 8037 Zurich, Switzerland +41 44 448 22 00

FACILITIES AND EQUIPMENT

Merrell University in Jefferson City is located in two separate buildings. The Main Office/Cosmetology facility consists of approximately 6,000 square feet and the Esthetics facility consists of approximately 7,200 square feet. Each facility is used for classrooms, offices, dispensary, and student clinic.

All equipment was selected and purchased new for quality education. All facilities are well lit, ventilated and designed and equipped to offer the student an environment conducive to learning. The floor space, equipment, resource material and visual aids meet or exceed the requirements of the Board of Cosmetology and Barber Examiners and were purchased with education in mind.

STUDENT SALON/SPA

Merrell University students are provided valuable hands-on experience through Student Salon/Spa assignments. Students perform services under the supervision of licensed instructors. Student salon services are assigned to students according to educational needs.

Student Salon/Spa training includes:

1. Managing the reception desk;
2. Managing the dispensary;
3. Retail selling and product knowledge;
4. Client consultation;
5. Performing sanitation duties; and
6. Performing salon and spa client services.

ENROLLMENT DATES AND HOLIDAYS

Merrell University offers continuous enrollment with classes starting monthly. See below for start dates. The following holidays are observed: New Year's Day, a week during Independence Day, Thanksgiving Day and the following day, and a week during Christmas. If the school must be closed unexpectedly due to extenuating circumstances such as inclement weather, students will be notified by local television, text, and/or social media.

2023-24 START DATES

(start dates are subject to change without notice)

COSMETOLOGY	BARBER	ESTHETICS
07/12/23*	07/12/23	08/09/23
08/09/23	09/06/23	10/04/23
09/06/23*	01/31/24	01/03/24
10/04/23	03/27/24	02/28/24
01/03/24*	05/22/24	04/24/24
01/31/24		
02/28/24*	BARBER CROSSOVER	
03/27/24	08/07/23	
04/24/24*	12/04/23	
05/22/24	02/26/24	
*Manicure start date	06/03/24	

Instructor training students may start on any scheduled start date.

STUDENT SERVICES

Records:

The student, or the parent/guardian of a dependent/minor student, may view student records within 24 hours of written notice. A member of the administrative staff must be present (see Privacy Act Policy for additional information).

Housing:

The Office of Admissions provides assistance to students who are in search of housing while in school. The University does not have on-campus housing. During the admissions process, the student should indicate any housing need.

Parking:

Adequate parking is available for students. Parking lots are located behind both the Cosmetology and Esthetics buildings.

Student Advising:

Each student receives a progress report quarterly, which is reviewed with the student by an educator. During the review, the educator advises the student and provides assistance as necessary.

Employment Placement Assistance:

While the school cannot guarantee employment for graduates, assistance in finding industry-related employment is provided by posting area job openings on a career bulletin board as they become available. In addition, each curriculum places emphasis on how to obtain and retain employment after graduation. Students receive training in professionalism and job search skills including how to write a resume, complete an employment application, and prepare for an effective interview. An annual career fair is held for salon/spa owners and other industry-related businesses to set-up booths and network with students. Graduates are encouraged to maintain contact and follow-up with the school on current employment or employment needs.

FINANCIAL ASSISTANCE

Merrell University High School Scholarship:

Merrell University offers an annual Scholarship for Cosmetology and Esthetics to each area high school. The Scholarship amounts are \$1,000 for Cosmetology and \$1,000 for Esthetics and are non-renewable. One Scholarship is awarded per high school and applied to tuition and fees upon completion of the course. Candidates should be in the upper 50% of their graduating class and indicate an interest in Cosmetology or Esthetics. Merrell University selects the recipient. Please visit our website for an application.

A+ Recognition Scholarship (applicable for courses 750 hours or longer):

Merrell University offers a non-renewable \$1,000 scholarship to any full-time, first-year student who successfully completes the Missouri A+ Program. Proof of A+ completion through transcript or certificate must be submitted to the admissions office prior to enrollment. Scholarship will be applied to tuition and fees upon completion of the course.

Certificate of Excellence Scholarship:

A student who graduates from a course at Merrell University and qualifies for a Certificate of Excellence (graduates with a 95% GPA and 95% attendance or higher), will be eligible to receive a \$1,000 scholarship for any additional course offered at Merrell University.

Pell Grant:

A Federal Pell Grant, unlike a loan, does not have to be repaid and is need-based. In order to receive a Pell Grant, the student must:

1. Be enrolled as a regular student;
2. Complete a Free Application for Federal Student Aid (FAFSA) www.fafsa.ed.gov;
3. Have a high school diploma or recognized equivalent;
4. Be either a U.S. citizen or an eligible non-citizen;
5. Have a valid Social Security Number;
6. Register with the Selective Service if required; and
7. Maintain Satisfactory Academic Progress once in school.

The amount depends upon financial need, costs to attend school, status as a full-time or part-time student, and plans to attend school for a full academic year or less.

Students are **not** eligible for a Pell Grant if he or she is enrolled in an elementary or secondary school, has obtained a bachelor's degree, is in default on a student loan, or owes a refund on a student grant from the U.S. Department of Education.

Student Loan Program:

Merrell University participates in the Direct Loan program. Direct loans are low-interest loans for students and parents to help pay for the cost of attendance. The lender is the U.S. Department of Education. In order to be eligible a student must:

1. Be enrolled as a regular student;
2. Complete a Free Application for Federal Student Aid (FAFSA) www.fafsa.ed.gov;
3. Have a high school diploma or recognized equivalent;
4. Be either a U.S. citizen or an eligible non-citizen;
5. Have a valid Social Security Number;
6. Register with the Selective Service if required; and
7. Maintain Satisfactory Academic Progress once in school.

Veteran Affairs:

The Missouri State Approving Agency, Veterans Education and Training Section, Department of Elementary and Secondary Education approve the curriculum at Merrell University for Student Financial Assistance. Student applicants must receive enrollment approval from the Department of Veteran Affairs prior to receiving financial assistance. No penalty will be imposed for a recipient's inability to meet financial obligations due to the delayed disbursement of payment by the Department of Veteran's Affairs. This would not apply in cases where the student owes additional payment to the school beyond the amount of the tuition and fee payment from VA to the school.

Job Training Partnership Act:

The Job Training Partnership for student financial assistance approves the curriculum at Merrell University. Student applicants must receive enrollment approval from the Division of Job Training prior to receiving financial assistance.

Please note Merrell University defines an academic year for all programs as 900 clock-hours/30 weeks. In addition, should the program be completed earlier than the estimated timeframe above, then the financial aid package may be recalculated and could result in liabilities owed by the student and/or the University, if applicable.

Crossover Payment Period Policy:

For a crossover payment period (*A Pell Grant payment period that includes both June 30th and July 1st*), Merrell University elects to use the Expected Family Contribution (EFC) on the Free Application for Federal Student Aid (FAFSA) from the first award year applicable to determine eligibility for the crossover period. Merrell University will use the EFC from the subsequent FAFSA for the crossover period for the benefit of the student.

HIGH SCHOOL DIPLOMA POLICY

Enrollment for all programs require proof of a high school diploma (or its equivalent) or evidence of completion of homeschooling that Missouri law treats as homeschool completion. Since the state of Missouri currently does not issue a credential for home school completion, the following are acceptable means of documentation for admission: notarized transcript signed by the principal instructor and includes the graduation date and show high school completion. If a public or private high school diploma appears to be questionable, then an official transcript will be requested and evaluated by the Director of Admissions prior to a student's enrollment. If the information cannot be verified or is rejected by The Missouri Board of Cosmetology and Barber Examiners, the student will be required to pass a GED or MO HiSET (MO High School Equivalency Test) prior to enrollment. The Missouri Board of Cosmetology and Barber Examiners will only issue a post-secondary student license to an applicant that has valid high school diploma or its equivalent.

RETURN OF TITLE IV FINANCIAL AID POLICY

All students with Title IV aid must earn their aid before they are entitled to keep 100% of it.

If 100% of a student's Title IV aid is not earned, then loans and/or grants will be reduced based on the federal regulations pertaining to treatment of Title IV Funds when a student withdraws from a clock-hour program. A student is entitled to keep the earned portion of aid, and must repay the unearned portion to Merrell University. Merrell University will send a bill to the student for the unearned portion of the financial aid if there is a balance on tuition owed.

FOR STUDENTS WHO WITHDRAW OR TERMINATE FROM ANY PROGRAM

If a student begins instruction at Merrell University and receives federal financial aid, and then withdraws or is terminated from a program, the student's financial aid will be adjusted according to federal regulations. The regulations state that a student earns financial aid based on the period of time they were actually enrolled. The student must notify the University in order to withdraw from a program. A student's withdrawal date is determined based on the following: For official withdrawal's a student's withdrawal date is the date the University receives notice from the student that they are withdrawing. For unofficial withdrawals a student's withdrawal date is the last day of physical attendance. The University will determine an unofficial withdrawal if the student has 14 consecutive, scheduled days absent (unless the student is on an approved Leave of Absence). If a student is on an approved Leave of Absence, then the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that he/she will not be returning. The date of determination that the student withdraws is 14 days from the student's last date of attendance, as determined by the University's attendance records, which are routinely monitored. If the student provides notification of withdrawal prior to the date the school would normally determine the withdrawal, the date of determination is the date of notification.

Hours scheduled to complete/Total hours in period = % of Aid Earned

The earned amount is subtracted from the awarded amount, and the difference represents the unearned amount that must be returned to the federal financial aid program(s).

Financial aid to be returned = Amount of Aid Disbursed – Earned Amount

Federal regulations require the repayment of all unearned financial aid within 45 days of withdrawal. Until unearned funds are returned, the student is ineligible to receive additional federal financial aid at any college. The University is not required to return funds for a student who withdraws after attaining at least 60% of the scheduled hours for that period. When a return of Federal Title IV funds is due, the University has a responsibility to return unearned aid. This calculation is provided by a third-party servicer of financial aid according to federal guidelines. Unearned Title IV aid will be returned to the following program, within 45 days, in the following order:

1. Federal Direct Loan (Unsubsidized)
2. Federal Direct Loan (Subsidized)
3. Federal PLUS (Parent) Loan
4. Federal Pell Grant
5. Other Federal Aid
6. The donor determines refund and repayment of institutional, state, private, and third-party scholarships.

If it is determined that a Title IV credit balance exists, the balance will be returned to the student within 14 days after the Return to Title IV calculation is complete, unless the University has a signed student authorization allowing the University to return the credit balance to the direct loan program to reduce the student's loan debt.

POST WITHDRAWAL DISBURSEMENTS

A post-withdrawal disbursement is the amount of federal student aid funds a student is eligible to receive after withdrawing. If the financial aid earned by the student exceeds the aid disbursed, additional funds may be disbursed to the student in the form of a late disbursement. Post-withdrawal disbursements will be made from Pell Grant funds if the student is eligible. If there are current tuition costs still the at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible, but no more than 45 days after the date of determination. Prior to making any eligible post-withdrawal disbursements of loan funds, the University will notify a student, or parent for a parent PLUS loan, in writing within 30 calendar days after the determined date of withdrawal and the University must receive the student's authorization accepting the funds before crediting their account. Additional disbursements are not permitted if the amount of earned aid is less than the total Federal Title IV aid that was disbursed prior to the determined withdrawal date. This calculation is provided by a third-party servicer of financial aid.

If a student is selected for the verification process, the University will notify the student on a timely basis and request the necessary documents in order to complete the verification process. The University will not award any funds until the verification process is completed.

Merrell University reserves the right to request similar information for verification purposes for any student applying for federal aid. Verification documentation and results will be kept on file.

For more information about Title IV program funds contact the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). Student Aid information is also available on the web at www.studentaid.ed.gov.

STUDENT RULES AND CONDUCT

The following are rules and expectations all students must commit to and follow during their enrollment at Merrell University. These rules were established to assist in creating a safe, focused, and conducive learning environment. Students are expected to cooperate with instructors and staff members and always conduct themselves in a professional manner. Failure to obey school rules is cause for corrective action, which may include written warning, probation, suspension, loss of hours, or possible termination depending on the severity of the action. Inappropriate posts on social media regarding the University or its affiliates may be grounds for termination. The University reserves the right to amend the rules as necessary.

Student Dress Code:

Dress code must be *followed at all times*. The dress code for each program is as follows:

Cosmetology, Manicuring, and Barber

Shirts

Merrell University Shirt (school issued - shirts MAY NOT be altered in any way). Any color of shirt may be worn under Merrell University shirt.

Two Merrell University shirts are included with tuition. Students may purchase additional shirts.

Pants and capri's (solid colors)

Must be black, white, grey, or khaki (no rips, frays, or holes). ***Sweatpants, leggings, and exercise pants are not acceptable.***

Dress Shoes

Closed-toed, solid black, brown, grey or white shoes. NO tennis shoes, unless a doctor's note is provided (socks are recommended, but optional).

Esthetics

Uniform and Shoes

Scrub top and bottom (colors may be gray or black). Black, white, or gray shoes (athletic shoes or rubber clogs). One Merrell University shirt (school issued - shirts MAY NOT be altered in any way) is included with tuition.

Instructor Training

Business casual.

The following are prohibited: blue jeans, shorts, leggings, sleeveless shirts, pants with elastic waist band (sweatpants, yoga pants, etc.), hats/caps, and athletic shoes. **Esthetic students are exempt and may wear white athletic shoes.** You must be in uniform to receive hours. Any student out of dress code at *any time during school hours* will not receive hours for that day.

Personal Appearance and Hygiene:

Being in the beauty industry, it is important to put great emphasis on personal appearance, including clothes, makeup, hair care and personal hygiene. Clothing must be clean. Professional use of makeup is required of the female students at all times, both in class and on the clinic floor. Hair must be styled at all times. Students are responsible for always maintaining appropriate levels of personal hygiene. Locking restrooms are available at each facility and are limited to single occupancy.

Telephone Calls:

Personal calls are not to be taken or made on the business lines, except in an emergency. Cell phone ringers cannot be turned on in the building. Students must use cell phones only on break

in the cafeteria or outside. Any other use of cell phone is only with permission from an instructor.

Personal Services:

Students maintaining an attendance and academic percentage of 85% or higher may request personal services upon the approval of an instructor. All required modules and make-up tests must be completed. The ticket must be signed by an instructor and paid by the student, prior to receiving the service. Services are half-price for students. Instructors are not permitted to cut or style student's hair or perform esthetic services on students unless it is done as part of a class demonstration.

Attendance:

The required schedule for all full-time programs is as follows: Wednesday through Saturday from 8:30 a.m. to 4:30 p.m. (30-hours per week). Students are required to attend a minimum of 67.5% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress (see Satisfactory Academic Progress Policy for more information). Students receiving monthly living expense funds, regardless of the source, must maintain a minimum of an **85%** overall attendance.

Absenteeism/Tardiness:

If it is necessary to be absent or tardy, the student must call before class begins at 8:30 a.m. All phone calls concerning absenteeism must be taken by a staff member or a message must be left on the proper extension. Any student arriving after 10:30 a.m. will not be allowed a lunch break. If a student needs to leave before 4:30 p.m., an early-out form must be fill-out and signed by an instructor.

There are no excused absences. Any absence, regardless of the reason, delays a student's graduation date and could result in extra instructional charges. Clock-hours and classroom assignments missed must be made up. Any student who fails to call and/or show up for two consecutive weeks will be terminated.

An accumulation of three tardies in a month will result in a written warning. An accumulation of three early outs in a month will result in a written warning. Any student that does not call by 8:30 a.m. will be considered a no call/no show and given written warning. Three written warnings during the duration of enrollment may result in one-week of in-school suspension. In-school suspension will require additional modules or written work to substitute for practice and knowledge lost from absences. Nine written warnings, for violating attendance or school policies, will result in termination.

Make-Up Hours/Work:

Tuesdays are optional for students to make-up hours missed. Students may attend school on Tuesday all-day from 8:30 a.m. to 4:30 p.m. or choose from the two half-day options 8:30 a.m. to 12:30 p.m. or 12:30 p.m. to 4:30 p.m. Students are required to make-up tests and assignments that were missed from absenteeism. 80% is the highest possible score given when retaking a test unless the student has a prior arrangement with the instructor, doctor's excuse or on an approved leave of absence.

Student Hours and Time Clock:

It is the responsibility of each student to clock in and out accurately each day. In accordance with Missouri State Law, students leaving the building for any reason must clock out and students must clock in and out for lunch. Any issues regarding the time clock/punches should

be correct by the student with a punch request or reported to a staff member so it can be rectified. The hours recorded by the time clock will not be adjusted without a justifiable reason.

Break Time:

Students are given two 15-minute breaks daily: one in the morning and one in the afternoon. Students must maintain an 85% attendance percentage to be eligible for breaks. It is not necessary to clock out during this time. Each student is eligible for a 30-minute lunch every day and must clock out and back in for lunch. Breaks are a privilege. Missouri State law does not require schools to have breaks outside of their lunch. Smoking of any type is prohibited indoors. Smoking is allowed outside the student entrance in the rear of all buildings. All cigarette butts, papers and trash must be disposed of properly and not thrown on the ground. Students are not allowed to leave the premises or be in the instructor's offices without permission during break.

Leave of Absence Policy:

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA. If enrollment is temporarily interrupted for a LOA, the student will return to school in the same progress status as prior to the LOA. Hours elapsed during a LOA will extend the student's contract period and maximum time frame by the same number of calendar days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. The LOA request will include an addendum to the enrollment contract to extend the contract period and be signed by all parties. A student will not be assessed any additional institutional charges as a result of an approved LOA.

A student must follow the LOA policy when requesting a LOA. Merrell University may grant a leave of absence(s) to a student in any 12-month period provided that the student has made a written request in advance to be granted an LOA and if there is reasonable expectation that the student will return from the LOA. The LOA request must include the student's reason for the LOA and be signed by the student. Reasons a LOA may be granted include: illness/injury of student or immediate family member, death in the student's immediate family, loss of childcare, loss of transportation, military duty, jury duty, or a vacation in which the student must leave town. Additional documentation may be requested depending on the reason for the requested LOA. The start date of the approved LOA will be the first date the student was unable to attend. If a student cannot provide the request in advance due to an unforeseen circumstance (i.e., illness, accident, etc.), then the institution may still grant a LOA with documented reason for the decision. However, the student must still complete the request at a later date. Typically, a LOA may not exceed 30 days. However, the school may grant a LOA up to six months if the LOA is requested due to medical reasons and the student provides a written recommendation from a physician.

The LOA, together with any additional LOAs previously granted, must not exceed a total of 180 days in any 12-month period.

Merrell University will notify the lender that a borrower is on an approved LOA.

A student that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. If a student does not return at the expiration of an approved LOA (or a student takes an unapproved LOA), the withdrawal date for the purpose of calculating a refund will be the student's last day of attendance.

Saturday Clinic Education for All Programs:

Saturday is especially important for client services and therefore essential for a student's practical experience. Students absent on Saturday will be required to pay \$1.00 every 15 minutes absent as specified in the Enrollment Contract. The *only* exception is if the student is on an approved Leave of Absence.

Sanitation Duties:

Students are assigned sanitation duties at the end of each school day. Students receive clock-hours in sanitation to fulfill the Missouri Board of Cosmetology and Barber Examiners requirement by performing these duties. Duties are assigned on a rotating basis, allowing students to obtain experience in all required areas. Students will also assume the responsibility for maintaining their workstation in a neat and clean condition.

Training Kit and Equipment:

Students will be issued a complimentary student kit upon completion of Level 1. Each kit will remain the property of the University and are not to be removed from the school premises until all graduation requirements are met. Students are required to maintain a kit of equipment and supplies comparable to those issued. Each student is issued a locker to store equipment and personal belongings. The University is not responsible for lost, stolen, loaned, broken, or misplaced items or personal property.

State Board Practical Examination Kit:

The Missouri Board of Cosmetology and Barber Examiners is responsible for licensing and regulating barber and cosmetology related professions in the State of Missouri. The Board has contracted with PSI Services, LLC (PSI) to provide administrative examination services. The Board will exclusively use the National Interstate Council of State Boards of Cosmetology (NIC) examinations. Please visit <http://www.nictesting.org/> for the most current theory and practical content outline information. The student is responsible for obtaining the necessary kit supplies needed for the practical board examination and must ensure they have sufficient quantity of supplies that meet NIC requirements and are in sanitary condition.

Clinic Floor/Classroom:

Experience on the clinic floor prepares students for employment in a professional salon/spa. All services provided by students, including retail sold and number of request clients, are recorded. Learning to interact with clients and perform services are important elements in each program.

- A student cannot refuse to take a client.
- Instructor consultations are required both **before** and **after** services.
- Students may not bring children/visitors to school. Children/visitors may schedule an appointment but are expected to pay full price for the service received and must leave upon the conclusion of the service, the same as any other client. Children may receive services only if accompanied by an adult other than the student.
- Professional attitude must be exhibited at all times. Remember to keep all conversations (even those with other students) professional at all times. No profanity or vulgar language will be permitted on school property.
- Food and beverages are prohibited on the clinic and classroom (water bottles are allowed).
- No cell phones or headphones are allowed out on clinic floor or classroom, unless for classroom use.
- Destruction of school property is grounds for termination. Taking school property from premises without permission is grounds for termination, regardless of monetary value.
- Academic dishonesty will not be tolerated and is grounds for termination. That includes, but is not limited to, activities such as cheating, plagiarism, or any other academically unethical activity.

CAMPUS CRIME

Students are to report any crimes that take place on campus to a staff member as soon as possible. In the event of emergency, please dial 911. The Campus Crime Security report is available for viewing in the administrative office upon request.

Upon written request, the results of disciplinary action will be disclosed to an alleged victim of a crime of violence or non-forcible sex offense. Additional information may be obtained online at <http://ope.ed.gov/security>

PRIVACY POLICY

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The University notifies students annually of their rights under FERPA.

Students and parent/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the Director of Financial Aid. The student will be granted supervised access to their records within five business days of the request. Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor. Merrell University requires a release form be completed for each third-party request of information. The institution maintains a record of all release forms and requests for information.

Merrell University provides access to student records without written consent to its accrediting agency, the U.S. Department of Education, MO Board of Cosmetology and Barber Examiners, any other school official, or as required by law.

Student school records are safeguarded and maintained in fireproof file cabinets. Student academic records are kept in files located in the educator's office.

VOTER REGISTRATION

Voter registration and election date information for the state of Missouri is available at: <http://www.sos.mo.gov/elections>

COPYRIGHT INFRINGEMENT

Merrell University recognizes federal law which states that it is illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for violation of copyright laws, unless the copying or using conforms to the "fair use" doctrine. Merrell University will not be responsible or held liable for any student, applicant, or staff member violating copyright laws.

For additional information on the "fair use" doctrine visit: <http://www.copyright.gov/fls/fl102.html>

SEXUAL HARASSMENT POLICY AND VIOLENCE AGAINST WOMEN ACT (VAWA)

Students, instructors, and staff are entitled to learn and work in an environment free of sexual harassment. Sexual harassment is prohibited in any school related activity. Sexual harassment is defined as unwelcome sexual advances (including sexual assault, requests for sexual favors, and/or physical, verbal or written conduct of sexual nature when): Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, education, or participation in the school's programs or activities, or, Submission to or rejection of such conduct

by an individual is used as a basis for decisions pertaining to an individual's employment, education, or participation in our school's programs or activities, or Such speech or conduct is directed against another and is abusive or humiliating and persists after the objection of the person targeted by the speech or conduct, or such conduct would be regarded by a reasonable person as creating an intimidating, hostile, or offensive environment that substantially interferes with an individual's work, education, or participation in our programs or activities.

Merrell University will take appropriate action to prevent and correct behavior that violates this policy. Depending on the circumstances and the severity of the offense, disciplinary actions may include, but are not limited to, verbal or written reprimand, suspension, or termination. This policy on sexual harassment and Violence Against Women Act (VAWA) along with crime statistics will be discussed during orientation. For more information on sexual harassment and violence against women, visit <https://www.justice.gov/ovw>. Contact the University's Title IX Coordinator, Scott Sharp at 573-632-4464 for Internal Grievance Policy and Procedure.

DRUG PREVENTION PROGRAM AND POLICY

The Drug-Free School and Communities Act Amendments of 1989, Public Law 101-226, requires that as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school property or part of any school activity.

Merrell University has developed and adopted the drug prevention program described herein pursuant to the requirements of Public Law 101-126. This program document including a policy statement and educational information will be known as the Merrell University Drug Prevention Program.

As a means of self-regulation, Merrell University adopted a set of standards that were developed by The Network of Colleges and Universities Committed to the Elimination of Drug & Alcohol Abuse. By adopting these standards, Merrell University made a commitment throughout the institution to:

1. Establish and enforce policies that promote an educational environment free from the abuse of alcohol and other drugs;
2. Educate members of the campus community for the purpose of preventing alcohol and other drug abuse, as well as educate the students about the use of legal drugs in ways that are not harmful to themselves or others; and
3. Create an environment that promotes and reinforces healthy and responsible living, respect for community, campus standards and regulations, the individual's responsibility within the community, and the intellectual, social, emotional, spiritual, ethical, and physical well-being of its community members.

Standards of Conduct:

The unlawful possession, use, or distribution of illicit drugs and alcohol by student or employees on Merrell University property, or as part of any University activity, is prohibited. Any student or staff member who violates the Standards of Conduct will be subject to disciplinary sanctions.

Disciplinary sanctions may include suspension, dismissal, or expulsion and referral for prosecution.

Any disciplinary sanction may include the completion of an appropriate rehabilitation program.

Educational Information:

As part of the drug prevention program, Merrell University has prepared the following information summary for educational purposes.

Counseling Services:

In spring 2013, the State of Missouri Divisions of Comprehensive Psychiatric Services and Alcohol and Drug Abuse merged into one division, the Division of Behavioral Health. The Missouri Division of Behavioral Health manages programs and services for people who need help for a mental illness or alcohol or drug problem. Services available are prevention, education, evaluation, intervention, treatment, and rehabilitation.

Other counseling and/or treatment resources available in the central Missouri area include:

- Missouri State Employees Assistance Program
- Alcoholics Anonymous
- Family Mental Health Center
- St. Mary's Health Center
- Capital Regional Medical Center

Hotline numbers for counseling services and information:

- Addiction Center for Treatment: 1-800-711-6402
- Prevention Resource Center: 1-573-442-2591
- Narcotics Anonymous: 1-573-634-5123
- Pathways - Family Counseling Center: 1-573-634-4591
- Suicide Hotline: 1-800-273-TALK (1-800-273-8255)

For more information on Alcohol and Drug Use, including treatment and prevention services, contact the Missouri Department of Mental Health (573) 751-4122 or visit <https://dmh.mo.gov/>.

Merrell University makes no endorsement with regard to any counseling/treatment facility and assumes no responsibility for the quality of services available.

Health Risks:

The possible side effects of drug use range from euphoria, slurred speech, and fatigue to hallucinations, increased blood pressure, coma, and possible death.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, which increase the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses will produce the effects just described.

Repeat use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics.

Legal Sanctions:

A summary of Federal drug trafficking penalties is provided.

The Liquor Control Law for the State of Missouri provides that any person under the age of twenty-one years, who purchases, attempts to purchase, or has in his possession any intoxicating liquor is guilty of misdemeanor.

A person who has been convicted of a misdemeanor may be subject to a fine ranging from \$50 to \$1,000 and/or imprisonment for up to one year.

A person who has been convicted of a misdemeanor through which he derived money or property through the commission of a crime may be fined the amount, which does not exceed double the amount of the money or property derived through the commission of the crime. An individual offender may not be fined more than \$20,000 under this provision.

State law prohibits the manufacture, possession, sale, distribution and use of illicit drugs. Other prohibited acts include possession with intent to use drug paraphernalia and advertising the sale of drug paraphernalia.

Penalties for drug violations range from a fine of \$1,000 to life imprisonment. Merrell University presents annual programs by the Jefferson City Police Department, Department of Mental Health, and/or Highway Patrol.

Drugs and alcohol are prohibited on the campus of Merrell University. Any violation or conviction must be reported to proper authorities of Merrell University within five days, and is cause for termination. A copy of this Drug Prevention Program and Policy will be distributed annually to each student and employee.

CONSUMER COMPLAINT INFORMATION

Please visit <http://pr.mo.gov/cosbar.asp> for information about the Missouri Board of Cosmetology and Barber Examiners Consumer Complaint Guide and Complaint Form.

PROGRAM OUTLINE: COSMETOLOGY (*classes held at primary facility*)

Program Description:

Merrell University offers a program in cosmetology which includes hair design, skin care and manicuring. This is a program in the services, theories, and principles of cosmetology arts and sciences. The program is a full-time program for a minimum length of 1,500 clock-hours covering approximately 50 weeks. Merrell University is a member school of Pivot Point International, which is highly respected in the cosmetology industry. The Pivot Point curriculum provides a scientific approach to hair design.

Professional titles and/or names for this occupation include, but are not limited to: Hair Stylist, Cosmetologist or Hairdresser. The nature of this occupation includes, but is not limited to: styling, cutting, permanent waving, relaxing, coloring, braiding, massaging, manipulating and enhancing hair using numerous processes. It includes manicuring, pedicuring, and the addition of artificial nails and/or nail enhancements. This licensure also allows skin care services on the décolleté and up, such as facials and treatments, waxing, arching the brows and massage. Upon completion of this course, the graduate will have the skills necessary for entry-level employment.

Program Objectives:

Upon the completion of the 1,500 clock-hour program, the student will have acquired the technical abilities and academic theories in order to:

1. Gain knowledge necessary to perform cosmetology services on hair, skin and nails;
2. Have the ability to use professional products and chemicals in a safe and sanitary manner;
3. Understand the basic business skills needed to work in a salon or related discipline;
4. Obtain the necessary skills to achieve gainful employment in the cosmetology industry; and
5. Take and pass the Missouri Board written and practical examination for licensure.

Hours and Units of Instruction:

1. **PROFESSIONAL DEVELOPMENT (10 clock hours)**
Healthy Body and Mind, Effective Communication and Human Relations
2. **SALON ECOLOGY (130 clock hours)**
Microbiology, Infection Control and First Aid, Sanitation
3. **ANATOMY AND PHYSIOLOGY (24 clock hours)**
Cells and Basic Body Systems and functions
4. **ELECTRICITY (10 clock hours)**
Vocabulary, Electric Current, Safety Measures, Electrotherapy and Light Therapy
5. **CHEMISTRY (25 clock hours)**
Matter, Elements, Chemical Bonds, PH Scale, Chemistry of Shampoos, Rinses, Perms, Relaxers, Curl Reformation, Hair Color and Products
6. **SALON BUSINESS (20 clock hours)**
The Salon Industry, Job Search, Resume`s, Job Interviews, Networking, Building a Clientele, Relationships, Salon Ownership Responsibilities, Retailing, Gainful Employment Preparation
7. **TRICHOLOGY (60 clock hours)**
Properties of Hair and Scalp, Hair Care, Hair Conditions and Scalp Diseases and Conditions
8. **SHAMPOOING (140 clock hours)**
Theory, Draping, Scalp Massage, Scalp Treatments, Infection Control, Safety, Shampooing and Conditioning Demonstration
9. **HAIR DESIGNING (330 clock hours)**

- Wet Styling, Design Decisions, Infection Control, Safety, Tools, Thermal Styling, Long Hair
10. **HAIR SCULPTING (200 clock hours)**
Hair Sculpting Theory, Tools, Sculpting Procedures, Texturizing, Infection control and Safety
 11. **WIGS, HAIRPIECES AND ARTIFICIAL HAIR (10 clock hours)**
History, Composition, Colors, Construction, Infection Control, Safety and Hair Additions
 12. **PERMANENT WAVING/TEXTURE (125 clock hours)**
History, Theory, Infection Control, Safety, Physical and Chemical Phase, Wrapping Techniques, Problems and Solutions, History of Relaxing, Theory of Relaxing, Procedures, Service Essentials
 13. **HAIR COLOR (130 clock hours)**
Theory, Law of Color, Existing Tone and Levels, Tools, Chemistry, Infection Control, Safety, Products, Procedures, Problems and Solutions
 14. **MANICURING (110 clock hours)**
Nail Theory, Structure, Growth, Diseases, Disorders and Conditions, Basic Manicure and Pedicure Procedures and Demonstrations, Infection Control, Safety and Artificial Nail Care
 15. **STUDY OF SKIN (40 clock hours)**
Theory, Functions, Composition, Types, Skin Diseases and Disorders, Massage, Infection Control and Safety, Basic Facialing, Makeup, Facial Shapes
 16. **HAIR REMOVAL (40 clock hours)**
Theory, Infection Control, Safety, Temporary and Permanent Hair Removal, Basic waxing
 17. **STATE LAW (16 clock hours)**
Rules and Regulations, Missouri Board Examination Preparation
 18. **MISCELLANEOUS (80 clock hours)**
Field trips, community projects, state competition, fund raisers for charity and team building activities. Orientations are given when entering a new Level of Instruction.

TOTAL HOURS (1500 clock hours)

Instructional Methods:

At Merrell University the students learn by, but are not limited to, the use of: Power-point presentations, demonstrations and audio-visual aids, lectures, group activities, guest speakers and practical clinic services.

Testing and Grading Procedures:

The qualitative element used to determine academic and practical progress is determined by written and practical testing. Written tests are assigned upon completion of each unit of study. Practical assessments are made upon completion of criteria given on a practical grade sheet. Both written and practical tests are graded on the basis of 100% rating. The student must receive a minimum of 80% to achieve a passing score. Written and practical finals are given in order to meet the requirements to complete Level I and Level II. Level III must complete a final comprehensive written examination and a mock board practical examination. Modules or project sheets are used as a source to ensure required practical hours are being met. They are initialed upon completion, but not scored as a grade.

Students are required to retake tests that were failed or missed. 80% is the highest possible score given when retaking tests with the exception of a leave of absence or a doctor's excuse. A test with a minimum score of 80% cannot be retaken to achieve a higher grade. A student may take any failed exam over without any limitation, at the discretion of the educator. An overall average of 80% is required for graduation. The grading scale is based on a numerical system where:

100% - 95% = Excellent
94% - 90% = Very Good

89% - 80% = Satisfactory
79% - 01% = Unsatisfactory

Merrell University makes available to students the following:

Electronic Resources

Each student who enrolls will be issued a tablet with access to Pivot Point's LAB (Learn About Beauty), which is an integrated, social learning environment revolutionizing the way students learn. Each student will have a learning path, which includes access to collaborative learning tools including modules, textbooks, videos, quizzes and much more. Each tablet must remain at the school, however; LAB can be access through other electronic devices. The tablet becomes the property of the student upon graduation.

Supplementary Resources

Resource materials are available in the administrative office.

Equipment, Products, and Supplies

Each student is issued a complimentary student kit upon completion of Level I. This kit will provide the student with tools necessary to complete requirements. Additional equipment for performing services or classroom practice is made available per service. Products and supplies needed to perform clinic services or classroom practice are provided in the dispensary or made available by staff with reasonable request. All items remain property of Merrell University until all graduation requirements have been met.

Tuition and Fees:

Tuition and fees for the complete, full-time cosmetology program is \$17,775. A non-refundable registration fee of \$150 must be paid when the Enrollment Contract is signed. The remaining balance of tuition being paid in one of the following manners:

1. Payment made in full (cash, check, credit card, or money order) at the commencement of classes.
2. Tuition paid through the University's interest-free payment plan requires the balance of \$17,625.00 to be paid monthly (cash, check, credit card, or money order) in the amount of \$1,468.75 per month for the next 12 months.
3. Tuition paid through Title IV (Federal grants and Student Loan Programs) and/or Title V (VR-Vocational Rehabilitation, VA-Veterans Administration) will be credited to the student's unpaid tuition account upon the receipt of payment from the agency. Any expense not covered by the above-mentioned programs will be the responsibility of the student and dealt with on a case-by-case basis.

The tuition fee will cover 1,500 clock-hours of instruction.

Extra instructional charges of \$11.75 per hour will be assessed should the student miss 11.1% or more of the of the total course hours. The student will not be charged while on an approved LOA. The school, at its option, may reduce extra instructional charges on a case-by-case basis.

Saturday is especially important for students' practical experience. ***Students absent on Saturday will be required to pay \$1.00 every 15 minutes absent as specified in the Enrollment Contract.*** Exceptions would include if a student is on an approved leave of absence or the school is closed due to an unforeseen circumstance (such as inclement weather).

PROGRAM OUTLINE: ESTHETICS (*classes held at secondary facility*)

Program Description:

This is a program of study in the practice and theories of Esthetics. The program is a full-time program with a minimum length of 1,125 hours, covering a period of approximately 38 weeks. The units of study and completion requirements exceed those required by the Missouri Board of Cosmetology and Barber Examiners. Merrell University is one of ten accredited CIDESCO schools in the United States. In order to meet CIDESCO requirements, a student must complete a total of 1,125 clock-hours. International certification is offered to any graduate passing the CIDESCO exam. This enables the graduate to work on a cruise ship on international waters and have worldwide recognition.

Professional titles or names for this profession include but are not limited to: Esthetician or another spelling synonymous with Esthetician is Aesthetician. Skin Care Specialist is also a preferred title. The most commonly used title in Europe is Beauty Therapist. The nature of the occupation includes, but is not limited to, performing facial techniques and analyzing skin types and conditions. Determining skin diseases and disorders to be able to refer to a physician, body waxing, lash and brow tinting, spray tanning, make-up applications, applying eye lash extensions. The Esthetician can perform body treatments such as detox wraps, Swedish massage, cellulite reduction, toning and shaping. Upon completion of this course, the graduate will have the skills necessary for entry-level employment.

Program Objectives:

Upon the completion of the 1,125 clock-hour program, the student will have acquired the technical abilities and academic theories in order to:

1. Perform professional skin care services on the face and body;
2. Have the ability to use professional products and chemicals in a safe and sanitary manner;
3. Understand the basic business skills needed to work in a spa/salon or related discipline;
4. Obtain the necessary skills to achieve gainful employment in the skin care industry;
5. Take and pass Missouri Board written and practical examination for licensure; and
6. Meet the criteria to test in an international CIDESCO exam.

Hours and Units of Instruction:

1. **PROFESSIONAL DEVELOPMENT (10 clock hours)**
Healthy Mind and Body, Effective Communication, Purposeful Relationships
2. **BUSINESS BASICS (75 clock hours)**
Starting a Business, Operating and Business, Job Search, Resume's, Job Interviews, Networking, Building a Clientele, Retailing, Gainful Employment Preparation
3. **SKIN CARE ECOLOGY (65 clock hours)**
Microbiology, Infection Control, Sanitation, Safety, First Aid
4. **ANATOMY (30 clock hours)**
Cells, Tissues, Organs, Body Systems
5. **ELECTRICITY (10 clock hours)**
Basics, Measurements and Safety of Electricity, Electrotherapy, Equipment, Infection Control
6. **CHEMISTRY (80 clock hours)**

Matter, Biochemical Components of the body and Skin, PH, Cosmetic Products, Ingredients, Regulations

7. **SKIN PHYSIOLOGY (180 clock hours)**

Functions and layers of the Skin, Cell Formation, Behavior and Conditions

8. **TREATMENT AND SERVICES (400 clock hours)**

Client Care, Facials, Cleansing and Toning, Hair Removal, Make-up, Advanced Face and Body Treatments, Medical Services, Scope of Practice, Infection Control, Safety

9. **STATE LAW (20 clock hours)**

Rules and Regulations, Missouri Board Examination Preparation

10. **MANICURING (220 clock hours)**

Nail Theory, Structure, Diseases and Disorders and Conditions, Basic Manicuring and Pedicuring, Demonstrations, Infection Control, Safety and Artificial Nail Care

11. **REFLEXOLOGY (35 clock hours)**

History, Techniques and Treatments

TOTAL HOURS (1125 clock hours)

An additional 75 clock-hours must be completed to meet CIDESCO minimum requirement of 1,200 clock-hours. There is no additional tuition charge for these hours.

Instructional Methods:

At Merrell University, the students learn through demonstrations, audio-visual aids, power point presentations, lectures, guest speakers and actual hands-on practical techniques. By adding individual creativity through the artistry of make-up, the student will master the art of skin care and massage.

Testing and Grading Procedures:

The qualitative element used to determine academic and practical progress is determined by written and practical testing. Written tests are assigned upon completion of each unit of study. Practical assessments are made upon completion of criteria given on a practical grade sheet. Both written and practical tests are graded based on 100% rating. The student must receive a minimum of 80% to achieve a passing score. Written and practical finals are given in order to meet the requirements to complete Level I and Level II. Level III must complete a final comprehensive written examination and a mock board practical examination. Modules or project sheets are used as a source to ensure required practical hours are being met. They are initialed upon completion, but not scored as a grade.

Students are required to retake tests that were failed or missed. 80% is the highest possible score given when retaking tests with the exception of a leave of absence or a doctor's excuse. A test with a minimum score of 80% cannot be retaken to achieve a higher grade. A student may take any failed exam again without any limitation, at the discretion of the educator. An overall average of 80% is required for graduation. The grading scale is based on a numerical system where:

100% - 95% = Excellent
94% - 90% = Very Good
89% - 80% = Satisfactory
79% - 01% = Unsatisfactory

Merrell University makes available to students the following:

Electronic Resources

Each student who enrolls will be issued a tablet with access to Pivot Point's LAB (Learn About Beauty), which is an integrated, social learning environment revolutionizing the way students learn. Each student will have a learning path, which includes access to collaborative learning tools including modules, textbooks, videos, quizzes and much more. Each tablet must remain at the school, however; LAB can be access through other electronic devices. The tablet becomes the property of the student upon graduation.

Supplementary Resources

Resource materials are available in the administrative office.

Equipment, Products, and Supplies

Each student is issued a complimentary student kit upon completion of the third week of Level I. This kit will provide the student with tools necessary to complete requirements. Additional equipment for performing services or classroom practice is made available per service. Products and supplies needed to perform clinic services or classroom practice are provided in the dispensary or made available by staff with reasonable request. All items remain property of Merrell University until all graduation requirements have been met.

Tuition and Fees:

Tuition and fees for the complete, full-time Esthetics course are \$14,325. A non-refundable registration fee of \$150 must be paid when the Enrollment Contract is signed. The remaining balance of tuition being paid in one of the following manners:

1. Payment made in full (cash, check, credit card, or money order) at the commencement of classes.
2. Tuition paid through the University's interest-free payment plan requires the balance of \$14,175 to be paid monthly (cash, check, credit card, or money order) in the amount of \$1,417.50 per month for the next ten months.
3. Tuition paid through Title IV (Federal grants and Student Loan Programs) and/or Title V (VR-Vocational Rehabilitation, JPTA-Job Training Partnership Act, VA-Veterans Administration) will be credited to the student's unpaid tuition account upon the receipt of payment from the agency. Any expense not covered by the above-mentioned programs will be the responsibility of the student and dealt with on a case-by-case basis.

The tuition fee will cover 1,125 clock-hours of instruction (+75 complimentary hours of continuing education to meet CIDESCO requirements).

Extra instructional charges of \$12.60 per hour will be assessed should the student miss 11.1% or more of the of the total course hours. The student will not be charged while on an approved LOA. The school, at its option, may reduce extra instructional charges on a case-by-case basis.

Saturday is especially important for students' practical experience. ***Students absent on Saturday will be required to pay \$1.00 every 15 minutes absent as specified in the Enrollment Contract.*** Exceptions would include if a student were on an approved leave of absence or the school is closed due to an unforeseen circumstance (such as inclement weather).

PROGRAM OUTLINE: INSTRUCTOR TRAINING (*classes held at primary facility*)

Program Description:

Instructor Training is a program of study and educational disciplines. The program is a full-time program for a minimum of 600 clock-hours, covering a period of approximately 20 weeks. It will prepare a licensed individual to become a qualified instructor in a school within the scope of their respective license.

Professional titles and/or names for this occupation include, but are not limited to: Instructor, Educator, and Teacher. The nature of the occupation includes, but is not limited to, teaching in a school including classroom and student salon management, writing curriculum for a school or company, managing a school, owning and operating a school. Many product companies prefer to hire licensed educators for sales and education positions. Upon completion of this course, the graduate will have the skills necessary for entry-level employment.

Program Objectives:

Upon completion of the program, the instructor trainee will have acquired the professional skills necessary for:

1. Effective teaching in a school;
2. Curriculum preparation;
3. Taking and passing the written and practical Missouri Board examination; and
4. Gainful employment as an educator in the Beauty Industry and related disciplines.

Hours and Units of Instruction:

1. Orientation (3 clock hours)

- Quotes of Inspiration
- Schedule
- Rules & Regulations
- Last but not Least Game

2. Be an Educator 101 (22 clock hours)

- Qualities, Responsibilities and Challenges for an Educator
- Communication Exercise Game
- Evaluation of skills (Cosmetology and/or Esthetics)

3. Learning 201 (25 clock hours) Psychology as applied to teaching (50 clock hours)

- Methods of Learning
- Learning Disabilities
- Psychology
- It's All In Your Attitude Game
- Examination: Learner Disabilities

4. Curriculum Planning For All Programs 301 (50 clock hours)

- Organizing and Prioritizing
- Down and Across Game

5. Lesson Planning 301 and 501 (50 clock hours)

- Parts of a Lesson: Objectives, Introduction, Lecture or Demonstration,
- Summary and Outlines with a sample of a lesson plan
- Fundamentals of Instruction
- Support Materials
- Self-evaluation
- Stretch Game

- Lesson Plan Format and State Board licensure examination
 - Examination: Curriculum
6. **Clinic Floor 701 / Business Management (50 clock hours)**
- Management and Supervision
 - Charges: Cost of services for cosmetology and esthetics
 - Potato Belief
 - Business Management: Millennium (Front Desk), Inventory, Clock Hours, Recording grades, Admissions for enrollment, Privacy issues.
7. **Classrooms 401 (25 clock hours)**
- Arrangement
 - Management
 - Examination: The Educator
 - Lost at Sea Game and The Bean Counter
8. **Assessment 601 (25 clock hours)**
- Types of assessment: Practical and Written
 - Types of written assessment: True/False, Multiple Choice, Essay, Demonstration, Discussion
 - Examination: The Learner
 - Stepping Up to Success Game
9. **Examination and Clinic supervision (300 clock hours)**
- Practice teaching on clinic and classrooms
 - Final Examination and Write Your Own Check Game
 - **Total Hours (600 clock hours)**

Instructional Methods:

Instructor trainees learn by observation of licensed instructors teaching and performing demonstrations in class. Class lectures, discussion, activities, and actual hands-on experience on the student clinic. The instructor trainee will learn by preparing and presenting a lecture given to a theory class.

Testing and Grading Procedures:

The qualitative element used to determine academic and practical progress is determined by written and practical testing. Written tests are assigned upon completion of each unit of study. Practical assessments are made upon completion of criteria given on a practical grade sheet. Both written and practical tests are graded based on 100% rating. The student must receive a minimum of 80% to achieve a passing score. Written and practical finals are given in order to meet the requirements to complete Level I and Level II. Level III must complete a final comprehensive written examination and a mock state board practical examination. Modules or project sheets are used as a source to ensure required practical hours are being met. They are initialed upon completion, but not scored as a grade.

Students are required to retake tests that were failed or missed. 80% is the highest possible score given when retaking tests with the exception of a leave of absence or a doctor's excuse. A test with a minimum score of 80% cannot be retaken to achieve a higher grade. A student may take any failed exam again without any limitation, at the discretion of the educator. An overall average of 80% is required for graduation. The grading scale is based on a numerical system where:

- 100% - 95% = Excellent
- 94% - 90% = Very Good
- 89% - 80% = Satisfactory
- 79% - 01% = Unsatisfactory

Merrell University makes available to students the following:

Electronic Resources and Textbook

Each student who enrolls will be given a textbook and access to Pivot Point's LAB (Learn About Beauty), which is an integrated, social learning environment revolutionizing the way students learn. LAB includes access to collaborative learning tools including modules, textbooks, videos, quizzes and much more.

Program - Instructor Training	Language	Copyright	ISBN	Cover	Price
Master Educator Exam Review	English	2014	978-1-133-77659-8 1-133-77659-0	soft	\$49.95

(textbook published by Milady - Cengage Learning, Inc)

Supplementary Resources

Resource materials are available in the administrative office.

Equipment, Products and Supplies

Teaching supplies and equipment such as audio- visual aids are made available to the student to meet requirements.

Tuition and Fees:

Tuition and fees for the complete, full-time Instructor Training program is \$3,900. A non-refundable registration fee of \$150 must be paid when the Enrollment Contract is signed. The remaining balance of tuition being paid in one of the following manners:

1. Payment made in full (cash, check, credit card, or money order) at the commencement of classes.
2. Tuition paid through the University's interest-free payment plan requires the balance of \$3,750 to be paid monthly (cash, check, credit card, or money order) in the amount of \$750 per month for the next five months.
3. Tuition paid through Title IV (Federal grants and Student Loan Programs) and/or Title V (VR-Vocational Rehabilitation, JPTA-Job Training Partnership Act, VA-Veterans Administration) will be credited to the student's unpaid tuition account upon the receipt of payment from the agency. Any expense not covered by the above-mentioned programs will be the responsibility of the student and dealt with on a case-by-case basis.

The tuition fee will cover 600 clock-hours of instruction.

Extra instructional charges of \$6.25 per hour will be assessed should the student miss 11.1% or more of the of the total course hours. The student will not be charged while on an approved LOA. The school, at its option, may reduce extra instructional charges on a case-by-case basis.

Saturday is especially important for students' practical experience. ***Students absent on Saturday will be required to pay \$1.00 every 15 minutes absent as specified in the Enrollment Contract.*** Exceptions would include if a student were on an approved leave of absence or the school is closed due to an unforeseen circumstance (such as inclement weather).

PROGRAM OUTLINE: MANICURING (*classes held at primary and secondary facility*)

Program Description:

This is a program of study in all phases of manicuring and pedicuring, as well as the application of artificial and sculptured nails. The program is a full-time program with a minimum length of 400 clock-hours, covering approximately 13 ½ weeks. The program includes history, contemporary methods, techniques, and products and chemicals used by the manicurist/nail technician in salon services. The first 70 hours of the program is an introduction to manicuring and is primarily spent in a classroom setting. The balance of 330 hours is a continued combination of theory and practical application of manicuring and nail technology, testing, and evaluation.

Professional titles and/or names for this occupation include, but are not limited to: manicurist, pedicurist, nail technician. The nature of the occupation includes, but is not limited to: manicuring, pedicuring, applying artificial nails, sculptured nails, nail enhancements.

Program Objectives:

Upon completion of the program, the student will have:

1. The ability to perform manicure and pedicure services in a professional salon;
2. The ability to use professional chemical products correctly for the safety of the consumer;
3. Knowledge of basic salon business, professional ethics, and state law;
4. The skill set to take and pass the written and practical Missouri Board examination; and
5. The skills necessary to achieve gainful employment.

Hours and Units of Instruction:

1. **MANICURING (220 clock hours)**
Client Consultation, Nail and Skin Structure, Theory, Manicuring Procedure, Pedicuring Procedure, Hand and Arm Massage, Infection Control, Safety
2. **PROFESSIONAL DEVELOPMENT (10 clock hours)**
Healthy Body and Mind, Effective Communication and Human Relations
3. **SALON ECOLOGY (20 clock hours)**
Microbiology, Infection Control and First Aid, Sanitation
4. **SALON BUSINESS (20 clock hours)**
The Salon Industry, Job Search, Resume`s, Job Interviews, Networking, Building a Clientele, Relationships, Salon Ownership Responsibilities, Retailing, Gainful Employment Preparation
5. **STATE LAW (10 clock hours)**
Rules and Regulations, Board Examination Preparation
6. **CHEMISTRY (40 clock hours)**
Matter, Elements, Chemical Bonds, PH Scale, Chemistry of Artificial Nails
7. **ANATOMY (10 clock hours)**

Cells and Basic Body Systems and their Functions, Anatomy of Hand and Arm

8. **ARTIFICIAL AND SCULPTURED NAILS (40 clock hours)**
Product Knowledge, Sculptured Nail Procedure, Nail Wraps, Nail Tips, Nail Art, Gel Nails, Infection Control, Safety
 9. **NAIL DISEASES AND DISORDERS (10 clock hours)**
Identification, Causes, Diagnosis and Treatment
 10. **MISCELLANEOUS (20 clock hours)**
Practical exams and finals, Orientations, field trips, community events
- TOTAL HOURS (400 clock hours)**

Instructional Methods:

At Merrell University, the student learns with demonstrations and audio-visual aids, power point presentations, lectures and actual hands-on practical techniques.

Testing and Grading Procedures:

The qualitative element used to determine academic and practical progress is determined by written and practical testing. Written tests are assigned upon completion of each unit of study. Practical assessments are made upon completion of criteria given on a practical grade sheet. Both written and practical tests are graded on the basis of 100% rating. The student must receive a minimum of 80% to achieve a passing score. Written and practical finals are given in order to meet the requirements to complete Level I and Level II. Level III must complete a final comprehensive written examination and a mock state board practical examination. Modules or project sheets are used as a source to ensure required practical hours are being met. They are initialed upon completion, but not scored as a grade.

Students are required to retake tests that were failed or missed. 80% is the highest possible score given when retaking tests with the exception of a leave of absence or a doctor's excuse. A test with a minimum score of 80% cannot be retaken to achieve a higher grade. A student may take any failed exam again without any limitation, at the discretion of the educator. An overall average of 80% is required for graduation. The grading scale is based on a numerical system where:

- 100% - 95% = Excellent
- 94% - 90% = Very Good
- 89% - 80% = Satisfactory
- 79% - 01% = Unsatisfactory

Merrell University makes available to students the following:

Textbook

Program - Cosmetology	Language	Copyright	ISBN	Cover	Price
Salon Fundamentals Nails Combo Textbook and Study Guide - Pivot Point Inc.	English	2010	978-1-936349-50-0	soft	\$97.70

(all textbooks published by Pivot Point International, Inc.)

Supplementary Resources

Resource materials are available in the administrative office.

Equipment, Products and Supplies

Each student is issued a complimentary student kit upon completion of the first week of Level I. This kit will provide the student with tools necessary to complete requirements. Additional equipment for performing services or classroom practice is made available per service. Products and supplies needed to perform clinic services or classroom practice are provided in the dispensary or made available by staff with reasonable request. All items remain property of Merrell University until all graduation requirements have been met.

Tuition and Fees:

Tuition and fees for the complete, full-time manicuring program is \$7,394. A non-refundable registration fee of \$150 must be paid when the Enrollment Contract is signed. The remaining balance of tuition being paid in one of the following manners:

1. Payment made in full (cash, check, credit card, or money order) at the commencement of classes.
2. Tuition paid through the University's interest-free payment plan requires the balance of \$7,244 to be paid monthly (cash, check, credit card, or money order) in the amount of \$2,414.67 per month for three months.

The tuition fee will cover 400 clock-hours of instruction. Sculptured nail supplies are not included in the cost of tuition. Sculptured Nail Kits are made available to the student for purchase when the sculptured nail class is offered.

Extra instructional charges of \$18.11 per hour will be assessed should the student miss 11.1% or more of the of the total course hours. The student will not be charged while on an approved LOA. The school, at its option, may reduce extra instructional charges on a case-by-case basis.

Saturday is especially important for students' practical experience. ***Students absent on Saturday will be required to pay \$1.00 every 15 minutes absent as specified in the Enrollment Contract.*** Exceptions would include if a student were on an approved leave of absence, or the school is closed due to an unforeseen circumstance (such as inclement weather).

PROGRAM OUTLINE: BARBER (*classes held at primary facility*)

Program Description:

Merrell University offers a program in barbering which includes hair design, history, skin care and shaving. This is a program in the services, theories, and principles of barbering arts and sciences. This program is a full-time program for a minimum length of 1,000 clock-hours covering approximately 34 weeks.

The nature of this occupation includes, but is not limited to, styling, cutting, permanent waving, relaxing, coloring, skin care, hairpieces, and shaving. Upon completion of this course, the graduate will have the skills necessary for entry-level employment.

Program Objectives:

Upon completion of the 1000 clock-hour program, the student will have acquired the technical abilities and academic theories in order to:

1. Gain knowledge necessary to perform barbering services on hair and skin;
2. Have the ability to use professional products and chemicals in a safe and sanitary manner;
3. Understand the basic business skills needed to work in a shop/salon or related discipline;
4. Obtain the necessary skills to achieve gainful employment in the barbering industry; and
5. Take and pass the Missouri State Board written and practical examination for licensure.

Hours and Units of Instruction:

- 1. History (5 clock hours)**
Understand the history of barbering, Trace the rise of the barber-surgeon, and Understanding the modern barber
- 2. Professional Image (5 clock hours)**
Healthy habits in your daily routine, Image building, proper ergonomics to protect your body and Communication skills
- 3. Bacteriology, Sterilization, Sanitation and Safe Work Practices (25 clock hours)**
Infection control, Principles and Practices
- 4. Implements, Tools and Equipment (15 clock hours)**
Learn about tools and implements, identify different types of tools and implements, and how to properly use and store the different types of tools and implements used in barbering
- 5. Properties and disorders of the skin, scalp, and hair (15 clock hours)**
Structure of hair, hair growth and loss, Scalp analysis, anatomy of skin and disease and disorders of the scalp, skin and hair
- 6. Treatment of Hair and Scalp (20 clock hours)**
Treatments of the hair, scalp and hair
- 7. Facial Massage and Treatments (5 clock hours)**
Facial massage and treatments
- 8. Shaving (35 clock hours)**
Shaving
- 9. Haircutting (425 clock hours)**
Client consultation, basis principles of haircutting for men and women, recognize haircutting techniques, haircut finish work, and safety precautions
- 10. Hairstyling (325 clock hours)**
Styling techniques with thermal styling and wet styling for men and women
- 11. Mustache and Beard Design (5 clock hours)**
Facial hair designs

12. Permanent Waving (30 clock hours)

Chemical texture services and permanent waving

13. Chemical Hair Relaxing and Soft Curl Permanents (30 clock hours)

Chemical hair relaxing, soft curl permanents and chemical blowouts

14. Hair Coloring (30 clock hours)

Hair color and lightening

15. Hairpieces (5 clock hours)

Types of hair replacement, cleaning, and styling hair replacements

16. Chemistry (5 clock hours)

Basics of chemistry, properties of water and pH, different chemicals and cosmetics used in barbering

17. Anatomy and Physiology (5 clock hours)

Cells, tissues, and the body systems

18. Salesmanship and Establishment Management/Business (5 clock hours)

Sales, management and preparing for state licensure examinations. The Barber Industry, Job Search, Resume`s, Job Interviews, Networking, Building a Clientele, Relationships, Barber Ownership Responsibilities, Retailing, Gainful Employment Preparation

19. State Law (10 clock hours)

Laws, rules and regulations for cosmetology and barbering

Total Hours (1000 clock hours)

Instructional Methods:

At Merrell University the students learn by, but are not limited to, the use of: Power-point presentations, demonstrations and audio-visual aids, lectures, group activities, guest speakers and practical clinic services.

Testing and Grading Procedures:

The qualitative element used to determine academic and practical progress is determined by written and practical testing. Written tests are assigned upon completion of each unit of study. Practical assessments are made upon completion of criteria given on a practical grade sheet. Both written and practical tests are graded on the basis of 100% rating. The student must receive a minimum of 80% to achieve a passing score. Written and practical finals are given in order to meet the requirements to complete Level I and Level II. Level III must complete a final comprehensive written examination and a mock board practical examination. Modules or project sheets are used as a source to ensure required practical hours are being met. They are initialed upon completion, but not scored as a grade.

Students are required to retake tests that were failed or missed. 80% is the highest possible score given when retaking tests with the exception of a leave of absence or a doctor's excuse. A test with a minimum score of 80% cannot be retaken to achieve a higher grade. A student may take any failed exam over without any limitation, at the discretion of the educator. An overall average of 80% is required for graduation. The grading scale is based on a numerical system where:

- 100% - 95% = Excellent
- 94% - 90% = Very Good
- 89% - 80% = Satisfactory
- 79% - 01% = Unsatisfactory

Merrell University makes available to students the following:

Textbooks:

Program - Barbering	Language	Copyright	ISBN	Cover	Price
Fundamentals Barbering Coursebook Set with Student Study Guide and Exam Review	English	2018	978-1-940593-97-5	Soft	\$238.80

Supplementary Resources:

Resource materials are available in the administrative office.

Equipment, Products and Supplies:

Each student is issued a complimentary student kit upon completion of Level I. This kit will provide the student with tools necessary to complete requirements. Additional equipment for performing services or classroom practice is made available per service. Products and supplies needed to perform clinic services or classroom practice are provided in the dispensary or made available by staff with reasonable request. All items remain property of Merrell University until all graduation requirements have been met.

Tuition and Fees:

Tuition and fees for the complete, full-time barbering program is \$12,750. A non-refundable registration fee of \$150 must be paid when the Enrollment Contract is signed. The remaining balance of tuition being paid in one of the following manners:

1. Payment made in full (cash, check, credit card, or money order) at the commencement of classes.
2. Tuition paid through the University's interest-free payment plan requires the balance of \$12,600 to be paid monthly (cash, check, credit card, or money order) in the amount of \$1,575.00 per month for the next 8 months.

The tuition fee will cover 1,000 clock hours of instruction.

Extra instructional charges of \$12.60 per hour will be assessed should the student miss 11.1% or more of the total course hours. The student will not be charged while on an approved LOA. The school, at its option, may reduce extra instructional charges on a case-by-case basis.

Saturday is especially important for students' practical experience. ***Students absent on Saturday will be required to pay \$1.00 every 15 minutes absent as specified in the Enrollment Contract.*** Exceptions would include if a student were on an approved leave of absence or the school is closed due to an unforeseen circumstance (such as inclement weather).

PROGRAM OUTLINE: BARBER CROSSOVER (*classes held at primary facility*)

Program Description:

Merrell University offers a Barber Crossover program for individuals who hold a current Missouri cosmetology license. The program is a part-time program with a minimum length of 45 clock-hours, covering 3 weeks. The required subjects for the Crossover program are history of barbering and the art of shaving.

Upon the completion of the course, the graduate will have the skills necessary for entry-level employment.

Program Objectives:

Upon completion of the 45-clock hour program, the student will have acquired the technical abilities and academic theories in order to:

1. Perform proper shaving techniques in a safe and sanitary manner.
2. Gain knowledge of the history of barbering.
3. Use life skills of healthy body and mind through ergonomics when shaving.
4. Add skills to a Cosmetology license in order to achieve gainful employment in the barbering field.
5. Take and pass the Missouri Board practical (and written when applicable) examination for licensure.

Hours and Units of Instruction:

1. **History of Barbering (5 clock hours)**
History of the Barber Shop, significance in culture, history of the barber pole.
2. **Art of Shaving (40 clock hours)**
14 zones of the face, three types of razor strokes, procedures of shaving face and head, healthy body and mind, ergonomics when shaving.

TOTAL HOURS (45 clock hours)

Instructional Methods:

At Merrell University the students learn by, but are not limited to, the use of: Power-point presentations, demonstrations and audio-visual aids, lectures, group activities, guest speakers and practical clinic services. The student will also receive hand-outs. The content will include, history of barbering, ergonomics of shaving and procedures.

Testing and Grading Procedures:

The qualitative element used to determine academic and practical progress is determined by written and practical testing. The practical and written testing will be in the form of a final examination. The practical assessment will be evaluated using a rubric. Both finals are graded based on 100%. The student must receive a minimum of 80% to achieve a passing score. Students are required to retake tests that were failed or missed. 80% is the highest possible score given when retaking tests, with the exception of a doctor's excuse. An overall average of 80% is required for satisfactory completion of the course.

The grading scale is based on a numerical system where:

100% - 95% = Excellent
94% - 90% = Very Good
89% - 80% = Satisfactory
79% - 01% = Unsatisfactory

Supplementary Resources:

Resource materials are available in the administrative office.

Equipment, Products, and Supplies:

Each student is issued a complimentary student kit. This kit will provide the student with tools necessary to complete requirements. Additional equipment for performing services or classroom practice is made available per service. Products and supplies needed to perform clinic services or classroom practice are provided in the dispensary or made available by staff with reasonable request. All items remain property of Merrell University until all graduation requirements have been met.

Tuition and Fees:

Tuition for the complete Barber Crossover program is \$865.00. A non-refundable registration fee of \$50.00 must be paid when the Enrollment Contract is signed. The remaining balance of tuition must be paid in full (cash, check, credit card, or money order) at the commencement of classes.

The tuition fee will cover 45 clock hours of instruction.

Extra instructional charges of \$18.11 per hour will be assessed should the student miss 11.1% or more of the total course hours. The student will not be charged while on an approved LOA. The school, at its option, may reduce extra instructional charges on a case-by-case basis.

Saturday charges are not applicable for the Barber Crossover program.

GRADUATION REQUIREMENTS – ALL PROGRAMS

- Cosmetology – Complete 1,500 clock-hours of training
- Esthetics – Complete 1,125 clock-hours of training
- Manicuring – Complete 400 clock-hours of training
- Instructor Training – Complete 600 clock- hours of training
- Barber – Complete 1,000 clock- hours of training
- Barber Crossover – Complete 45 clock- hours of training

Each student must pass all required tests, practical assignments, projects, a final comprehensive written examination, and practical mock board examination with a grade of 80% or higher. In addition, each student must complete an exit interview. Upon graduation, the student will be issued a diploma for the applicable course. The student will also be eligible to receive a temporary license from the MO Board of Cosmetology and Barber Examiners and complete registration to take the written and practical board examination to obtain licensure. A \$146 exam fee must be paid to the testing company by the student with a credit or debit card.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY- ALL PROGRAMS

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the University regardless of the program or category of attendance (full time/part time). It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. The student may request in writing access to Satisfactory Academic Progress evaluation results from the Director of Financial Aid. *Please note Merrell University defines an academic year for all programs as 900 clock-hours/30 weeks.*

Evaluation Periods:

Students are evaluated on a cumulative basis, including both quantitative and qualitative elements. Evaluations are completed at the conclusion of the following evaluation periods, except the last.

Cosmetology – 450 (15 wks.), 900 (30 wks.), 1,200 (40 wks.), 1500 (50 wks.) actual clock hours

Esthetics – 450 (15 wks.), 900 (30 wks.), 1125 (38 wks.) actual clock hours

Manicuring – 200 (7 wks.), 400 (14 wks.) actual clock hours

Barber – 450 (15 wks.), 900 (30 wks.), 1000 (34 wks.) actual clock hours

Instructor Training – 300 (10 wks.), 600 (20 wks.) actual clock hours

Barber Crossover – 22.5 (2 wks.), 45 (3 wks.) actual clock hours

All evaluations are completed within seven (7) School business days following the established evaluation periods.

Transfer Students -The mid-point of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Attendance Progress Evaluations:

Students are required to attend a minimum of 66.67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining 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 at least 66.67% cumulative attendance since the beginning of the course which indicates the student will graduate within the maximum time frame allowed.

Maximum Time Frame Definition and Policy:

The maximum time for completion of a course does not exceed 150% of the course length. The maximum time for students to complete each course at Satisfactory Academic Progress is stated below:

COURSE	MAXIMUM TIME ALLOWED		ACADEMIC YEAR
	WEEKS	SCHEDULED HOURS	HOURS
Cosmetology (full-time, 30 hrs./wk.) - 1,500 Hours	75 weeks	2,250	900
Esthetics (full-time, 30 hrs./wk.) - 1,125 Hours	57 weeks	1687.5	900
Manicuring (full-time, 30 hrs./wk.) - 400 Hours	20 weeks	600	900
Barber (full-time, 30 hrs./wk.) - 1000 Hours	50 weeks	1500	900
Instructor Training (full-time, 30 hrs./wk.) - 600 Hours	30 weeks	900	900
Barber crossover (part-time, 15 hrs./wk.) - 45 Hours	5 weeks	67.5	900

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 66.67% of the scheduled contracted hours. Any student exceeding the maximum time frame will be terminated and will only be eligible for re-enrollment as a cash pay student. The student would also have to meet the other re-enrollment criteria.

Academic Progress Evaluations:

The qualitative and quantitative element used to determine academic and practical progress is determined by written and practical testing. Written tests are assigned upon completion of each unit of study. Practical assessments are made upon completion of criteria given on a practical grade sheet. Both written and practical tests are graded on the basis of 100% rating. The student must receive a minimum of 80% to achieve a passing score. Written and practical finals are given in order to meet the requirements to complete Level I and Level II. Level III must complete a final comprehensive written examination and a mock state board practical examination. Modules or project sheets are used as a source to ensure required practical hours are being met. They are initialed upon completion, but not scored as a grade.

Students are required to retake tests that were failed or missed. 80% is the highest possible score given when retaking tests with the exception of a leave of absence or a doctor’s excuse. A test with a minimum score of 80% cannot be retaken to achieve a higher grade. A student may take any failed exam over without any limitation, at the discretion of the educator. An overall average of 80% is required for graduation. The grading scale is based on a numerical system where:

- 100% - 95% = Excellent
- 94% - 90% = Very Good
- 89% - 80% = Satisfactory
- 79% - 01% = Unsatisfactory

Determination of Progress Status:

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. If the scheduled evaluation deems the student is not meeting the minimum requirement for Satisfactory Academic Progress, then the student will receive a hard copy of the evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning:

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making Satisfactory Academic Progress while during the warning period. The student will be advised in writing on the actions required to attain Satisfactory Academic Progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation:

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making Satisfactory Academic Progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, 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 probation. If the School believes the student will not meet the SAP requirements, in one payment period, under FA probation, the student may be placed on an academic plan, but must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. 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 required for Satisfactory Academic Progress or by the academic plan, he/she will be determined as NOT making Satisfactory Academic Progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

Re-Establishment of Satisfactory Academic Progress:

Students may re-establish Satisfactory Academic Progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Interruptions, Course Incompletes, Withdrawals:

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.

Appeal Procedure:

If a student is determined to not be making Satisfactory Academic Progress, the student may appeal the determination within five scheduled school days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the Director of Financial Aid describing why they failed to meet Satisfactory Academic Progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported in writing to the student within ten scheduled school days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the Satisfactory Academic Progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Noncredit, Remedial Courses, Repetitions:

Noncredit, remedial courses, incompletes, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's Satisfactory Academic Progress standards.

Transfer Hours:

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the University.

CANCELLATION AND REFUND POLICY – ALL PROGRAMS

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or University closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the University. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment contract. In this case all monies collected by the University shall be refunded, regardless of whether the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the University less the registration fee in the amount of \$150.
4. A student notifies the University of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the University that he/she will not be returning. The date of withdrawal shall be the earlier of the date of scheduled date of return from leave of absence or the date the student notifies the University that the student will not be returning.
6. A student is expelled by the University. (Unofficial withdrawals will be determined by the University by monitoring attendance at least every 14 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered directly to a University administrator or Owner in person.
8. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following percentages will be used to determine tuition owed to the University. All refunds are based on actual hours:

Percentage of Length Completed to Total Length of Course	Amount of Total Tuition Owed to the University
.01% to 4.9%	20%
5.0% to 9.9%	30%
10.0% to 14.9%	40%
15.0% to 24.9%	45%
25.0 % to 49.9%	70%
50% AND OVER	100%

9. All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, disabling accident or death, or other mitigating circumstances, a reasonable and fair refund settlement will be made.
10. If the University closes permanently and ceases to offer instruction after a student has enrolled and instruction has begun, the University will provide a pro rata refund of tuition to the student.

11. If the course is canceled after a student's enrollment, and before instruction in the course has begun, the University will provide a full refund of all monies paid.
12. If the course is cancelled and the University ceases to offer instruction after students have enrolled and instruction has begun, the University shall provide instruction for completion of the course.
13. A termination fee, not to exceed \$150, will be instituted at the time a student terminates prior to completing the course.
14. This refund policy applies to tuition and fees charged in the enrollment contract. Any accrued Saturday charges and/or extra instructional (if applicable) are not included in the tuition price and will be waived upon withdrawal.
15. The student also understands that a collection fee may be added to any balance owed in accordance with the Fair Debt Collections Practices Act. Our accreditation commission is not used for any collection efforts.

CATALOG REVISED: November 2023