pb COSMETOLOGY EDUCATION CENTRE

2026-2027 Student Catalog



110 Monmouth St., Gloucester City, NJ 08030

1-800-336-HAIR

pbbeautyschool.com

STUDENT CATALOG

PB COSMETOLOGY EDUCATION CENTRE

Academic Year 2026-2027

PB COSMETOLOGY EDUCATION CENTRE
WAS FOUNDED BY

MARGARET M. AND ROBERT J. HOGAN
ON
JULY 17, 1960
AND IS PROUD TO BE CELEBRATING ITS
66TH ANNIVERSARY

DEDICATED TO EDUCATIONAL EXCELLENCE
IN COSMETOLOGY ARTS AND SCIENCES

OWNER
PB School of Beauty Culture, Inc
Doing business as PB COSMETOLOGY EDUCATION CENTRE

CHIEF EXECUTIVE OFFICER
ROBERT L. HOGAN

DIRECTOR
MONICA M. HESLIN

CONTROLLER
TRACEY A. MITCHELL

PB Cosmetology Education Centre
110 Monmouth Street
Gloucester City, NJ 08030

The content of this book is certified as true in content and policy.
Volume: 2026/2027 Revised: 6/26 AY 7/1/26-6/30/27

Message from the President

Congratulations! You have taken the first step toward a very exciting and rewarding career.

Here at PB, we are celebrating a 66 year tradition of educating students to enter and progress in the lucrative field of Cosmetology. We believe in providing each student with the maximum possible support toward achieving their career goals. PB is a complete educational environment with an appreciation for the multiple ways of learning, from the theory classrooms to hands-on experiential learning in our student salon, to active participation in the job market as a shampoo or stylist's assistant.

We strive to challenge, excite, and engage students by providing them with an experience that will be the foundation of their career. The beauty industry is in constant need of qualified, creative, well-trained professionals.

On behalf of the students, faculty, and administration, I welcome you to PB Cosmetology Education Centre, the "center of your future!"

Sincerely,

Robert L. Hogan, Owner/President

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PB Cosmetology Education Centre will furthermore be known in this document as "PB" OR "THE SCHOOL"

STUDENT CATALOG
Students are responsible for reading this school catalog and complying with its policies, rules, and regulations. This Catalog is part of the student kit & should be brought to class daily with the student's equipment.

ACCREDITATION, LICENSING, AND APPROVALS

PB Cosmetology Education Centre is certified to participate in Title IV Student Financial Aid Program by the United States Department of Education.

Accredited by:

National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street
Alexandria, Virginia 22314
(703) 600-7600

Licensed by:

New Jersey State Board of Cosmetology and Hairstyling
P.O. Box 45003
Newark, NJ 07101
(973) 504-6400

Associations:
American Association of Cosmetology Schools
New Jersey Association of Cosmetology Schools
Gloucester City Business Association
Mid-Atlantic Association of Career Schools

Documents evidencing these approvals, accreditation, and licensing are available by contacting the School Director.

Cosmetology: A World of Opportunity

The Cosmetology Industry, a threshold of opportunity, offers excitement and financial rewards for those who have the courage to exercise their creative spirits and the commitment to invest in him or herself. You have chosen a wonderful profession and are embarking on a career that offers personal satisfaction, financial security, and the opportunity to travel. The decision of which path to take is up to you. Whatever you choose, the opportunities are unlimited in the world of cosmetology. As you begin your journey, you can explore the different avenues that the field of cosmetology has to offer. Here are just some of the many opportunities:

Cosmetology
Hairstylist
Nail Technician
Skin Care Specialist
Makeup Artist
Platform Artist
Sales Representative
Research Assistant
Hair Colorist
Salon Owner
Competition Champion

Education
Clinic Coordinator
Educator
Cosmetology Specialist Educator
Job Placement Adviser
Guest Artist Demonstrator
School Director
State Board Cosmetology Examiner
Barber

Desirable qualifications for success as a professional cosmetologist are:

- You must have a positive attitude
- You must enjoy people
- You must be well groomed
- You must possess enthusiasm, want a better standard of living, and be willing to work to attain success.

Graduate Compensation:
The average salary for a cosmetologist, aesthetician, barber, manicurist, and/or hair braider working in the industry full-time, according to the Bureau of Labor Statics is $43,440 as of May 2023.

Physical demands of the cosmetology, aesthetics, barbering, manicuring, and hair braiding profession include a need for good eye-hand coordination, finger dexterity, and physical stamina to stand for a long period of time. In addition, those individuals who have experienced skin irritations or allergic reactions to chemicals used in hair, skin or nail products may need a physician's clearance to pursue training. This does not mean that another avenue in this profession cannot be taken.

Safety requirements for these professions include obeying the NJ State Board of Cosmetology and the NJ Department of Health's rules and regulations for sanitation and sterilization. OSHA (The Occupational Safety and Health Administration) is the regulating agency under the Department of Labor that enforces safety and health standards in the workplace. OSHA Standards require that employees be informed of the dangers of the materials used in the workplace and the exposure they might have to toxic substances. Material Safety Data Sheets (MSDS) and labeling of products are two important regulations that this group has put in to place to assist in safe operations. It is your responsibility to collect these sheets and to keep them available for reference.

Advantages of becoming a professional:

1. It is the type of work that exists in all localities, large or small. A cosmetologist can find a job near home or elsewhere.
2. The time and money needed to prepare for a career in cosmetology is far less than many other occupations.
3. Working conditions and surroundings are very clean and well maintained.
4. Cosmetology offers personal satisfaction; meeting the challenge of pleasing your clients is very rewarding.
5. The Cosmetology Industry has a long-range outlook and yields a steady income. The number of people who require services and visit beauty salons and the amount of money spent on beauty services is constantly increasing.

POLICY STATEMENT

It is the policy of the PB Cosmetology Education Centre to offer state of the art training for a career in Cosmetology, Aesthetics, Barbering, Manicuring, and Hair Braiding.

The development of our programs and the training and recruitment of our faculty are highly respected in cosmetology education. Our curriculum includes modern developments in hairstyling as well as up-to-date educational techniques. We place a major emphasis on the individual needs of our students.

Current records of the faculty are on file in the Controller's Office and they are available for inspection by the appropriate agencies. Also on file is information on fiscal integrity and limits of institutional liability. The School's Administration will comply with any legitimate request for the above information.

MISSION STATEMENT

Our fundamental goal is to provide high quality training to students in the principles and practices of cosmetology, skin care, nail design, barbering, makeup, hair braiding, and educator arts and sciences. Our curriculum is relevant to the needs of the student and his/her ability to seek and obtain gainful employment with preparation for state licensing. We strive to prepare students for the opportunity to enter, progress in, and contribute to the profession.

FACILITY/HOURS OF OPERATION

PB Cosmetology Education Centre is a 13,000-square foot facility. The campus consists of five self-contained junior classrooms, complete with styling stations, sinks, dryers, lap tops, and LCD projectors. In addition to the junior classroom, the education centre houses a fully equipped Aesthetician Studio with facial beds and European aesthetic equipment and microdermabrasion equipment. The Senior Student Salon is designed as a professional salon environment consisting of individual styling stations and a retail display area.

The school's non-teaching areas consist of a Education Office with an extensive reference library, educational resources, and computer station. The staff lounge and student lounge provide lockers for staff and students. The dispensary/laboratory is used for the preparation of chemical supplies and storage of school beauty supplies and equipment, as well as a laundry room. The administrative areas of the training centre also include a Financial Aid Office, Career Development, Office of the School Director, Admissions Room and Office of the Controller.

All classrooms are staffed with highly trained and qualified teachers.

Class starting Dates

New classes for Cosmetology, Barbering, Skin Care, Nails, Teachers and Hair Braiding, when offered, may start on the first Monday of each month, full or part time, as prescribed by the State Board of Cosmetology and Hairstyling. Classes starting on any other day are at the approval of the NJ State Board's discretion. Class size is limited to a maximum of 25 students, to enable the instructor to give personal attention to each student.

Hours of Operation

SCHOOL FULL TIME	
Monday through Friday	9:00a.m. to 4:00 p.m.
SCHOOL PART TIME	
Monday through Thursday	11:00a.m. p.m. to 4:30 p.m.

INCLEMENT WEATHER

In the case of inclement weather, students should subscribe to the school's "Remind" app by Texting @f8f38e to the number 81010. Students are also encouraged to follow PB on Facebook and Instagram.

Holiday Schedule

New Year's Day
Martin Luther King Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Thanksgiving Day
President's Day
Christmas Week

Student Body Diversity

Retention Rate:	83%
Male:	22%
Female:	78%
Black:	13%
Asian Pacific Islander:	0%
Two or more races:	2%
White:	75%
Hispanic:	10%
Pell Grant Recipients:	71%
Loan Recipients:	77%
No Pell or Loan Recipients:	23%

ADMISSIONS POLICIES

Discrimination Policy
This institution in its admissions, instruction, and graduation policies, practices no discrimination on the basis of sex, race, color, age, creed, religion, ethic origin, sexual orientation, financial status, country, area of origin, or residence.

Courses Offered

Cosmetology 1200 hours	Barbering 900 hours	Skin Care 600 hours	Teachers 600 hours
Nails 300 hours	Hair Braiding 50 hours		

Admissions Requirements for Cosmetology, Barbering, Skin Care, Nails and Hair Braiding
Applicants must be at least 17 years of age and applicants must provide proof of age (a birth certificate, a valid New Jersey driver's license, or a Passport), and a high school diploma. A certified high school transcript substantiating successful completion of a secondary program is acceptable. A diploma or transcript issued after successful passage of the examination developed by the General Education Development (GED) Testing Service is acceptable.

HIGH SCHOOL DIPLOMA VERIFICATION POLICY

The New Jersey Division of Consumer Affairs regulates the board of Cosmetology and Hairstyling in the State of NJ. Applicants for examination and licensure must have a high school diploma or GED or a certified transcript from a high school showing high school completion. **The NJ Department of Education does not recognize home school or on-line diplomas, because there are no credential requirements in the State Codes that verifies the legitimacy of the education received. Therefore, home school diplomas or on-line diplomas are unacceptable.** When presented with a copy of a high school diploma or transcript that is questionable the following steps are taken to verify that the high school diploma is legitimate.

1. Search the NJ Department of Education for the school's code. If the school does not have a code, the applicant must obtain a G.E.D.
2. Search the State Department of Education's website or the actual school's website if the student obtained a high school diploma from an outside state. If the review of the website raises any questions about the diploma being presented it will not be accepted as proof of a high school diploma and the applicant must obtain a G.E.D.
3. Applicants with on-line diplomas must obtain a G.E.D.
4. PB Cosmetology does not offer the ability to benefit testing.

Admissions Requirements for Teacher Trainees
Applicants must possess a current New Jersey Beautician or Cosmetologist/Hairstyling License. In addition, applicants must provide a birth certificate, a high school diploma or G.E.D. and a letter from an employer verifying a minimum of 6 months' work experience as a Cosmetologist/Hairstylist or stating that the applicant will have been employed for at least 6 months by the time the teacher training course is completed. All applicants must complete a New Jersey State Board Registration Form (provided by the school.) Applicants must also provide a one-page statement of goals.

Ability to Benefit Applicants
PB Cosmetology Education Centre accepts as regular students only those applicants with a high school diploma or its equivalent. Ability to benefit students **are not** accepted for admission into PB Cosmetology Education Centre. The New Jersey State Board of Cosmetology and Hairstyling require a high school diploma or its equivalent for examination and licensing.

ORIENTATION

All students are required to participate in two orientation sessions while enrolled in their course at PB Cosmetology Education Centre. The Junior Student Orientation is held on an evening prior to the class starting date. Enrollment contracts, financial aid entrance interview counseling, catalogue review, and school rules and regulations are conducted during the Junior Orientation session. The Senior Student Orientation is held prior to students entering the senior level of training. Senior permits, clinic policies and procedures, and station assignments are discussed.

Orientations are mandatory for participation in the training programs. It is the responsibility of the student to reschedule orientation if they are absent for the regularly scheduled orientation.

IMMUNIZATION POLICY

PB Cosmetology Education Centre does not have a policy on vaccination at this time. The State of NJ does not require licensee to have had any types of vaccinations.

PROFESSIONAL POLICY

PB Cosmetology Education Centre strives to provide students, clients, and visitors with a positive, enjoyable, and professional atmosphere. Students must maintain proper decorum on school grounds and at school functions at all times. Any students found to be making malicious remarks against the school, consistently complaining about school policies, being disrespectful to an educator or staff person, using foul language or raised voice or disrupting classes may be subjected to disciplinary action. Any such disruption that interferes with an educator's lesson, clinic service, school tour, or school field trip could result in termination. Students who publish content in any form including social media that reflects negatively upon PB Cosmetology Education Centre and its entities, reputation, services, products, management or employees may be subject to disciplinary or legal action depending upon the circumstances. While out in public settings in their PB Cosmetology uniform students are expected to maintain professional decorum. Any student in a PB uniform during off school hours is subject to disciplinary action in accordance with this policy. Personal hygiene is not only part of professionalism but of the uniform. Students with improper personal hygiene, constant foul odor, unclean uniforms will be sent home with the possibility of suspension/ termination from the program.

TRANSFER STUDENT POLICY

Transfers are accepted only if previous training was earned in the State of New Jersey within the past three years. Transfer students are accepted after careful evaluation and a review of the student's academic records. The student must obtain an official transcript of hours in order to be given proper hourly credit. This policy applies to all programs offered by PB.

Once the transcript is received, the student must be evaluated in order to validate the hours. A written and practical test is administered. The School informs the New Jersey State Board of Cosmetology and Hairstyling regarding the total numbers of hours for which the student will receive credit.

Tuition will be pro-rated on a per-hour basis. The transferring student will pay tuition at an hourly rate for the remainder of hours required by the New Jersey State Board of Cosmetology and Hairstyling for the course in which the student is enrolled. PB endeavors to place students into classrooms according to educational experience and hour requirements; however, it cannot be guaranteed that individual curriculum deficiencies will be addressed. Transfer students will be required to purchase an equipment kit.

DISABLED STUDENTS

No qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction. Additionally, the school will exert its best effort to provide reasonable special requirements for the handicapped person by nature of their handicap. If you would like to request academic adjustment or auxiliary aids, please contact the School Director. You may request academic adjustments or auxiliary aids at any time. The School Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of Americans with Disabilities Act of 1990.

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

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1) Notify the School Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the School Director at (856) 456-4927.
2) The School Director will respond within two weeks of receiving the request

Enrollment Statuses

- **Full time Cosmetology**

Cosmetology students enrolled under full time status are required to attend classes Monday through Friday 9:00a.m. to 4:00p.m., during the twelve hundred (1200) hours of training. Once a Junior has 150 actual training hours, absent hours for full-time Junior Cosmetology students may be made up during the allowable makeup hours schedule. Senior Cosmetology students may makeup absent hours during the allowable makeup hours schedule as posted by their educator-no minimum hours needed for senior students to attend makeup hours.

- **Part time Cosmetology**

Cosmetology students enrolled under part-time status are required to attend classes Monday through Thursday 11:00a.m. to 4:30p.m. during the twelve hundred (1200) hours of training. Once a Junior has 150 actual training hours, absent hours for part-time Junior Cosmetology students may be made up during the allowable makeup hours schedule. Senior Cosmetology students may makeup absent hours during the allowable makeup hours schedule as posted by their educator-no minimum hours needed for senior students to attend makeup hours.

- **Full time Barbering**

Barber students enrolled under the full-time schedule are required to attend classes Monday through Friday 9:00a.m.-4:00p.m. during their nine hundred (900) hours of training. Once a Junior has 120 actual training hours, absent hours for full-time Junior Barbering students may be made up during the allowable makeup hours schedule. Senior Barbering students may makeup absent hours during the allowable makeup hours schedule as posted by their educator-no minimum hours needed for senior students to attend makeup hours.

- **Full time Skin Care**

Skin Care students enrolled under full time status are required to attend classes Monday through Friday 9:00a.m. to 4:00p.m. during their six hundred (600) hours of training. Once a Junior has 90 actual training hours, absent hours for full-time Junior Skin Care students may be made up during the allowable makeup hours schedule. Senior Skin Care students may makeup absent hours during the allowable makeup hours schedule as posted by their educator-no minimum hours needed for senior students to attend makeup hours.

- **Full time Teacher Trainee**

Teacher trainee students enrolled under full time status are required to attend classes Monday through Friday 9:00a.m. to 4:00p.m.during their six hundred (600) hours of training. Once a teacher trainee has 90 actual training hours, absent hours for full-time teacher training students may be made up during the allowable makeup hours schedule.

- **Part time Nails**

Nail students enrolled under part-time status are required to attend classes Monday, Tuesday, Thursday, and Friday 9:00a.m. to 4:00p.m. during their three hundred (300) hours of training. Once a Junior has 60 actual training hours, absent hours for part-time Junior Nail Design students may be made up during the allowable makeup hours schedule. Senior Nail Design students may makeup absent hours during the allowable makeup hours schedule as posted by their educator-no minimum hours needed for senior students to attend makeup hours.

- **Part time Hair Braiding**

Hair braiding students enrolled under the part-time schedule are required to attend classes Monday through Friday 9:00a.m. to 2:30p.m., during their fifty (50) hours of training. Once a junior student has 15 actual training hours, absent hours maybe made up the allowable makeup hours schedule. Absent hours for part-time Senior Hair Braiding students may makeup absent hours during the allowable makeup hours schedule as posted by their educator-no minimum hours needed for senior students to attend makeup hours.

Change of Enrollment Status

Students requesting transfer from full time to part time or from part time to full time are required to complete a Change of Status Request form. Should a student be approved for the schedule change, an addendum to the student's enrollment agreement must be completed, along with the payment of a $25.00 processing fee. Students transferring schedules can only do so at the beginning of the month and only if there is adequate space in the classroom or clinic. In addition, students transferring schedules may be required to repeat subjects, may be required to pay for a replacement kit, and may receive instruction from a different educator.

Class Scheduling

Full time classes for Cosmetology, Skin Care, Barbering, as well as the part time Nail Design class consist of seven hours from 9:00a.m. to 4:00p.m. The seven-hour day consists of six hours of instructional training with a sixty-minute lunch break. Part time classes for Cosmetology and Hair Braiding consist of five and a half hours from 11:00.m. to 4:30p.m. for part time cosmetology and 9:00am-2:30pm for hair braiding. The five and a half day consists of four hours of instructional training with a thirty-minute lunch break. If the student is not in their scheduled class, the student will be marked absent. Teachers are rotated at the junior and senior level so that students have the opportunity to adapt to new situations and experience the educators' strengths and differences.

Attendance Policy

Punctual and regular attendance is an essential responsibility of each student at PB Cosmetology Education Centre. Students must attend at a 90% rate or better. Students will receive monthly progress reports detailing their attendance percentages, actual hours, scheduled hours, and makeup hours. Each student is given allowable time to use which is 10% of the course they are enrolled in. The hours will be divided up by junior and senior level. **Cosmetology** students are granted 60 hours junior level – remainder in the senior level, all hours not used during the junior level will roll over to the senior level. **Barbering** students are granted 45 hours at the junior level remainder in the senior level, all hours not used during the junior level will roll over to the senior level. **Skin Care** students are granted 30 hours in the junior level- remainder in the senior level, all hours not used during the junior level will roll over to the senior level. **Nail Design** students are granted 15 hours in the junior level- remainder in the senior level, all hours not used during the junior level will roll over to the senior level. **Hair Braiding** students are granted 2.5 hours in the junior level remainder in the senior level, all hours not used during the junior level will roll over to the senior level. **Teacher Training** students are granted 60 hours for the duration of the program.

***If a student exceeds the allowable amount of hours in their junior level, their enrollment is subject to termination and they must wait 180 days from their last day attended to request a re-enrollment.**

***Once senior status is achieved if a student exceeds the allowable 10% maximum for the program length the student is subject to termination and must wait 180 days from their last day attended to request re-enrollment.**

Overtime Charges

Upon enrollment students contract for a specified course and training hours: (Cosmetology 1200 hours, Barbering 900 hours, Skin Care 600 hours, Teachers 600 hours, Nails 300 hours, and Hair Braiding 50 hours).

The School provides each student with an allowable non-chargeable absence factor equal to 10% of their contracted course length. Therefore, a 1200-hour Cosmetology student is entitled to 120 hours of non-chargeable absences, a 900-hour Barber student is entitled to 90 hours of non-chargeable absences, a 600-hour Skin Care student is entitled to 60 hours of non-chargeable absences, a 600 hour Teachers student is entitled to 60 hours, a 300 hour Nails student is entitled to 30 hours of non-chargeable absences, and a 50-hour Hair Braiding student is entitled to 5 hours of non-chargeable absences

If the student exceeds the 10% absence factor as of the scheduled hour mark the student will be charged at the current hourly tuition rate (for that program) for every training hour beyond the allowable absence factor thereafter. Hours in excess of the 10% allowable non-chargeable absence factor are known as overtime hours. All absent hours should be made up prior to the student's scheduled completion date to reduce the risk of overtime hours charges.

Overtime hours which have not been made up by the scheduled 1200, 900,600, 600, 300, or 50-hour mark will be charged to the student's tuition account. Overtime charges become due as of the student's scheduled 1200,900, 600, 600, 300, or 50-hour mark.
The school reserves the right to prohibit student participation until overtime charges have been paid.

Overtime charge by Course:
$16.00 per hour (Cosmetology) $14.17 per hour (Barbering)
$16.00 per hour (Skin Care) $10.67 per hour (Nails)
$11.50 per hour (Teachers)$18.00 per hour (Hair Braiding)

Attendance Policy Scholarship Recipients
Scholarship recipients must maintain a 90% rate of attendance or he/she will forfeit half or all of the scholarship monies. Attendance is monitored monthly via student progress reports. Attendance percentages for scholarship recipients are checked at the mid-point of the hour requirement for each course. If a scholarship recipient is below 90% at the mid-point (scheduled hours) of the course he/she will lose half of the scholarship. Attendance percentages are checked again at the completion of the course (scheduled hours) and if students are below 90% they will forfeit half of their scholarship.

Leave of Absence (LOA) POLICY
Students are required to follow the school's LOA policy stated below.
Students may request a leave of absence in writing to the school Director on the designated form. The request must include the student's signature. Students must state their reason for the LOA in the request. Reasons for a LOA include but are not limited to medical situations, bereavement, transportation issues, maternity leave, and child care problems. At the discretion of the School Director, LOAs for other reasons may be approved with supporting documentation and the school will document the reason for this decision. If approved, a student may take up to 90 calendar days but may not exceed 90 calendar days within their enrollment period. Students will not incur any additional institutional charges as a result of a LOA. An addendum to the student's contract will be completed and signed reflecting the extension of the contract period by the same number of days taken in the LOA.

PB Cosmetology Education Centre may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. The institution will document the reason for its decision. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend due to the unforeseen incident. Documentation will be collected at a later date and maintained in the student file.

A student granted an LOA is not considered to have withdrawn, and no refund calculation is required at this time. If a student takes an unapproved Leave of Absence they will be withdrawn by the student's last day of attendance.

Students on financial suspension are ineligible for a LOA. A student may take one Leave of Absence during their enrollment at PB Cosmetology Education Centre. During a Leave of Absence students who are on a monthly tuition payment plan with the school must still continue to make their payments. Students returning from a leave of absence may be required to receive instruction from a different educator, repeat subjects, and purchase replacement kit parts. Students must notify the school if they wish to extend the LOA to the 60 or 90-day mark before the expiration date of the original leave. If a student does not return at the expiration of a LOA, the student's withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

Re-enrollment-*There is a maximum of 2 enrollments allowed, one being the standard and the other a re-enrollment.
Any student re-enrolling in the school will be held to the Satisfactory Academic Progress Policy on page 38 of this catalog. Students re-enrolling will reenter with the same progress to which they left. The fee to re-enroll is $100.00 for students re-enrolling within 180 days from last day attended. For students re-enrolling after 180 days from the last day attended students will be required to fully reapply with the standard $100.00 application fee as well as the $300.00 registration fee. In addition, there may be a need to purchase a replacement kit, participate in the same subject twice, pay for the remaining hours of instruction and students may receive instruction from a different educator. Students who have withdrawn or have been terminated from the school who would like to re-enter must complete the NJ State Board of Cosmetology registration procedure. At the time of re-enrollment, the student will be required to complete an addendum to their enrollment agreement that will reflect their revised graduation date and

current tuition costs. Re-enrolling students have the ability to meet with financial aid to discuss their individual financial aid resources that may be available to them.

Recording of Hours
Students are required to manually sign in/out of class. Students must be present for a verbal roll call at the start and finish of every class day. Students must also maintain an accurate record of attendance in their classroom folder.

The student assumes full responsibility for the proper recording of their hours and the recording of hours to the New Jersey State Board of Cosmetology through these methods.
***No adjustments to student's hours will be made to the NJ State Board of Cosmetology due to a student's failure to sign in or out or due to missing verbal roll. Failure to sign in or out will result in loss of hours.**

No student shall manually sign in/out of class for another student. Classroom hours are to be observed without fail. Please be prompt. Roll call will be conducted at the start of each class. Roll call will also be conducted at the end of each class.

Late Entry Policy
As part of salon-readiness preparation, students are expected to be in their scheduled classroom and prepared for the starting time of each class.

For all full time students as well as Nail Design students, every station should be set up by 9:00a.m. For all part time students, every station should be set up by 11:00 a.m.

Late entry is permitted once per week. Students arriving late a second time within the same week are not permitted to stay.

ALL FULL TIME Classes for Cosmetology, Barbering, Skin Care, and Teacher Training as well as Nail Design and Hair Braiding Late Entry

9:01-9:10a.m. Students may enter class upon arrival to school.
9:11-9:59a.m. Students must wait to enter class until 10:00a.m. Students entering between these times will be deducted one full hour of training as required by the NJ State Board of Cosmetology.

ANY STUDENT ARRIVING AFTER 10:00A.M. WILL NOT BE PERMITTED TO ENTER

All FULL TIME and Nail Design students are given one hour for lunch break. Students returning late from lunch are not permitted to stay in class, therefore losing the remaining clock hours for the day.

ALL PART TIME Cosmetology Class Late Entry
11:01-11:10 a.m. Students may enter class upon arrival to school.
11:11-11:59 a.m. Students must wait to enter class until 12:00pm.

ANY STUDENT ARRIVING AFTER 12:00p.m. WILL NOT BE PERMITTED TO ENTER

PART TIME students are given 30 mins for lunch break. Students returning late from lunch are not permitted to stay in class, therefore losing the remaining clock hours for the day.

DOCUMENTATION OF ANY KIND WILL NOT BE ACCEPTED TO EXCUSE LATENESS. PLEASE DO NOT TURN IN DOCTOR'S NOTES, HOSPITAL RECORDS, COURT SUMMONS, TRAFFIC TICKETS, ETC.

Early Dismissal

In order to keep classroom disruptions to a minimum, students requiring early dismissal must sign out at their designated lunch break. Students choosing to leave after their lunch break but before the end of the scheduled class conclusion will be subjected to disciplinary action and documentation will be collected for their student file. Three violations of this policy will result in a three day suspension from school. Repeated offenses can result in termination from the program.

Absences

All absenteeism must be accounted for and reported by way of written notice or telephone to your instructor. Students are given allowed absences equal to 10% of their course length (120 hours of absences allowed for cosmetology students, 90 hours for barbering students, 60 hours of absences for skin care and teacher training, 30 hours of absences allowed for nail design students and 5 hours for hair braiding students.) Transfer students are given an absentee allowance of 10% of the hours for which they have enrolled.

Student attendance/absenteeism is monitored on a daily basis and may result in the student failing to meet satisfactory progress requirements.

***There are no excused absences in a clock hour program regardless of documentation such as hospital records, doctor's notices, death certificates, etc. Please do not submit this documentation to your educator. Absences must be made up prior to the student's scheduled 1200, 900, 600, 300, or 50-hourmark (according to program) so as not to incur overtime charges.** Please see Overtime Charges in this catalog. Students with personal problems/health issues that may impact their attendance may consider taking a Leave of Absence. Please see Leave of Absence in this catalog.

Make-up Classes

Pursuant of NJAC Law 13:28-6.11(b), a student may earn make-up hourly credit to the extent of 6 hours per week in addition to their regular schedule. A student may attend up to 36 hours per week for those on a 30 hour a week schedule (full time cosmetology, barbering, skin care, and teacher), 30 hours per week for those on a 24 hour a week schedule (nail design), 31 for those on a 25 hour a week scheduled (hair braiding), 26 for those on a 20 hour a week schedule (part time cosmetology). Make-up days vary according to the school calendar. Students are informed on an "as needed basis" of the make-up schedule.

Termination of Enrollment

Students may be terminated from PB Cosmetology Education Centre for any of the following reasons: 1) failure to maintain required attendance standards or standards of Satisfactory Academic Progress as defined in the school catalog, 2) failure to remit required payments as outlined above, 3) failure to maintain proper decorum (behavior) on school grounds and/or at school functions, 4) failure to meet required standards of hygiene as required by state regulations, and 5) any other violation of school rules and/or regulations as defined in the school catalog.

REQUEST FOR ACADEMIC TRANSCRIPTS

Students may request official transcripts from the Student Services office. Please allow one week to process the request. Requests should be sent in writing to studentservices@pbbeautyschool.com.

UNIFORM POLICY

All students are required to comply with the following uniform code pursuant to N.J.A.C. Law 13:28-6.21:

While in the school uniform, students are expected to look and act as a professional. This includes wearing the school uniform during the lunch break, off the premises of PB Cosmetology Education Centre.

- **Junior Status Male/Female for Cosmetology/Barber /Nail Design/ Hair Braiding**:

Solid black nurse's uniform pants (scrubs), regulation white uniform top, white smock, all black leather uniform shoes with a rubber sole (**no open toe shoes, no sandals, no open back shoes, no higher than 1-1/2" heel**). All students must wear the school issued name badge every day. Sling back shoes and Croc style shoes are **NOT PERMITTED**.

- **Senior Status Male/Female for Cosmetology/Barber/Nail Design/Hair Braiding**:

Solid black nurse's uniform pants (scrubs), regulation black uniform top, black smock, all black leather uniform shoes with a rubber sole (**no open toe shoes, no sandals, no open back shoes, no higher than 1-1/2" heel**). All students must wear the school issued name badge every day. Sling back shoes and Croc style shoes are **NOT PERMITTED**.

- **Aesthetician students** remain in all white during their junior and senior status, school issued PB white uniform top and lab coat. Along with white nurse's scrub pants. All white closed toed shoes, no sandals are permitted.

Uniform Policy Important Notes:

Students are provided PB issued uniform tops and lab coats/smocks as part of their student kit. Uniform pants and shoes may be purchased at any uniform supply store.

No head apparel such as hats, scarves, sunglasses, ear buds/headphones, etc. is permitted.

No sweatshirts, jackets, sweaters, cardigans, etc are permitted over the lab coat or smock. No leggings, sweatpants or jeans are permitted-only nursing scrub pants. Hoodies are not permitted at anytime-even under the regulation uniform shirt.

Students may wear a long sleeve t-shirt or turtleneck underneath his/her uniform shirt as long as it is the same color as the regulation uniform top and has no visible writing and does not have a hood.

You are expected to look and conduct yourself as a professional, particularly in terms of personal hygiene and good grooming, attitude and personality.

Students who do not meet the uniform code will not be permitted to attend classes, therefore losing training hours for the day and thus receiving absent hours. White regulation uniform tops or smocks that have been dyed black are not permitted. For safety and sanitation PB does not provide rental/loaner uniforms of any kind.

COSMETOLOGY COURSE

Description:
This course, which is taught in English, consists of twelve hundred (1200) hours of instruction in the art, science, and business of professional beauty care. A comprehensive full service approach applicable in today's salon environment is stressed. The student will receive instruction in "theory" (textbook/lecture oriented material) and in "clinical" experiences (actual models and clients).

The first six hundred (600) hours of the course the student is designated "junior" status. Learning activities take place in the classrooms separate from the "Clinic" to assure a quiet and orderly learning environment. Junior students receive instruction in the basic methods of all the areas covered in the course. No previous knowledge of any aspect of cosmetology is required or assumed. Students learn through a combination of lectures, visual aids, demonstrations, and "hands on" practical experiences on mannequins. Opportunity is also provided for students to practice on each other and models for testing to offer a more realistic learning experience. Juniors wear white uniforms to signify their student status.

The second six hundred (600) hours of the course the student is designated "senior" status. Senior learning activities take place in the classrooms and the clinic. Along with continued theory and mannequin assignments, senior students perform beauty services as realistically as possible to a modern salon environment. During this phase of the course the student is guided in gaining experience designed not only to develop and perfect the skills previously acquired, but to aid in the development of the speed, confidence, salesmanship, customer relation skills and professionalism required for success in the professional salon environment. Senior students often receive tips from clients who are satisfied with the beauty services provided. Senior students wear black uniforms to differentiate themselves from junior students.

Cosmetology Course Goals

1. Students are to acquire knowledge and skills, theoretical and practical, sufficient to pass the State of New Jersey Board of Cosmetology and Hairstyling examination for licensing as a professional cosmetologist.
2. Graduates will have the practical and business skills to acquire employment in a professional, licensed salon environment.
3. Graduates will have developed the skills, speed, salesmanship, ethics, and professionalism required to prosper as a professional cosmetologist.
4. Successful graduates will have the pride and professionalism to not only maintain, but to elevate the perceived value of their services by the consumer of today's full service beauty salon.

Cosmetology Course Format:
The course is a combination of lecture, demonstration, and student participation and practice. Student practice will include experiences both on mannequins and clients. Audio visual aids and guest artists will supplement regular instruction. Students will be provided the opportunity to participate in field trips and other extracurricular activities.

Upon completion of the basic course in cosmetology, the student should have acquired all the skills necessary to work in a beauty salon. He/she has mastered the skills required to treat the hair, nails, and skin.

Evaluation:
All students will be administered regular written "theory" and practical examinations. Junior students will be graded on mannequin assignments and workbook assignments as they are completed. Senior students will be required to complete a minimum number of practical assignments daily including services performed on clients in the senior clinic. Written and practical examinations will be weighted equally. A minimum score of seventy percent (70%) is required as a passing score on all examinations.

Cosmetology Attendance:
All students are expected to attend class regularly and to pursue the instruction diligently. Students who must be absent from class are required to notify their educator, as would be expected by an employer. Students are allotted one late entry to class per week-see "Late Entry Policy" on page 13 of this catalog.

Cosmetology Textbooks:
Pivot Point Fundamentals
13 book library
Milady Exam Prep Review Book

Cosmetology Course Length:
The basic course in Cosmetology can be completed in 40 weeks (approximately 10 months) for full time students or 60 weeks (approximately 15 months) for part time students.

Cosmetology Course Outline 1200 Hours

Subject	Hours
I. Career & Employment	10
A. State Laws, Rules and Regulations	
1. Licensing requirements	
2. Student registration, temporary & work permits	
3. Examination requirements	

B. Salon Business
    1. Planning the physical layout
    2. Regulations, business laws and insurance
    3. Advertising
    4. Business operation and personnel management
    5. Safety in the salon
        a.) Client
        b.) Student

C. Employment
    1. Preparing a resume
    2. Preparing an employment application
    3. Successful communication with co-workers
    4. Compensation packages and payroll deductions

D. Professional Image
    1. Healthful living
    2. Personal appearance, posture
    3. Professional attitude and ethics

II. Sanitation and Sterilization 10

A. Methods of Sterilization & Sanitation
    1. Physical agents
    2. Chemical agents

B. Safety Precautions
    1. Properly labeled and stored chemicals
    2. Procedures on measuring and diluting

C. Public Sanitation
    1. Sanitary regulations governing salons, implements, supplies and equipment
    2. Implements, supplies, equipment

D. Bacteriology
    1. Types and classifications of bacteria
    2. Movements and reproduction

III. Facials 100

A. Skin and Disorders
    1. Histology of Skin
    2. Skin functions, glands
    3. Skin disorders

B. Facial Treatments
    1. Procedure and manipulative skills
    2. Acne treatment, packs and mask facials
    3. Muscle toning
    4. Skill analysis

C. Facial Make-up
    1. Procedure of make-up application
    2. Cosmetics used in facial make-up
    3. Facial types, color and tones
    4. Corrective make-up techniques
    5. False Eyelashes

D. Eyebrow Arching
    1. Procedure for giving an eyebrow arch
    2. Use of eyebrow pencil

E. Superfluous Hair Removal
    1. Permanent and temporary hair removal methods
    2. Depilatories: physical and chemical

F. Shaving
    1. Straight razor stropping and honing techniques

2. 14 shaving areas of the face
3. 5 basic strokes for shaving
4. Types of shaves

G. Cells and Anatomy
1. Cells, tissues, organs, and systems
2. Skeletal System
3. Muscular System
4. Circulatory System
5. Respiratory System

IV. Shampooing and Draping 70

A. Physical and Chemical Actions
1. Types of shampoos
2. Scalp manipulation

B. Hair Rinses
1. Different types of rinses
2. Benefits of various types

C. Draping
1. Dry Services
2. Wet Services

V. Hair and Scalp Treatments 55

A. Scalp Treatments
1. Procedures for normal, dry, and oily hair and scalp treatments
2. Techniques in scalp manipulation
3. Scalp disorders and treatments
4. Hair and scalp conditions

VI. Hair Shaping and Cutting 170

A. Salon Fundamentals Hair cutting
1. Types of implements
2. Use of implements
3. Procedure Framework

B. Ladies' Hair Cutting
1. Solid Form
2. Graduated Form
3. Increased Form
4. Uniform Layered Forms
5. Combination Forms

C. Men's Hair Cutting
1. Graduation, shear over comb, clipper

VII. Hairstyling 180

A. Salon Fundamentals Hairstyling

B. Roller Curls
1. Sectioning
2. Shaping and carving
3. Point of origin
4. Five steps to roller control

C. Pin Curls
1. Parts of curl, mobility, direction, placement, comb-out
2. Shaping, ribbon and stretch

D. Finger Waves
1. Application of finger waving lotion
2. Horizontal and vertical waves

E. Artificial Hair

1. Wigs and their care and how to measure
2. Hair pieces and uses

F. Hairstyling
1. Various facial types, special considerations, shapes of heads and profiles
2. Five steps to comb-out

G. Long Hair Styles
1. Long hairstyling and hair extensions

VII. Salon Fundamentals of Hair Coloring 145

A. Classification of Hair Coloring
1. Temporary
2. Semi-permanent
3. Permanent

B. Preparation and Procedures for Hair Coloring
1. Patch Test
2. Color selection and strand test
3. Hair tint record
4. Sectioning, outlining and sub-dividing

C. Hair Lightening
1. Chemistry of lighteners
2. Procedures and preliminary strand test

D. Partial Lightening
1. Frosting
2. Tipping
3. Streaking
4. Foil highlighting

IX. Salon Fundamentals of Chemical Texturizing 130

A. Chemistry of Permanent Waving
1. Physical action
2. Chemical action

B. Scalp and Hair Analysis
1. Scalp condition
2. Hair porosity
3. Hair texture and elasticity

C. Types of Permanent Waving
1. Cold waving
2. Heat waving
3. Soft curl permanent

D. Permanent Waving Techniques
1. Sectioning and blocking
2. Proper rod size wrapping
3. Processing time
4. Test curls and safety rules
5. Permanent wave records
6. Various wrapping, spiral, projection

X. Chemical Relaxing and Pressing 90

A. Chemical Hair Relaxers
1. General types of relaxers
2. How to hold and manipulate irons

B. Basic Steps for Chemical Relaxers
1. Processing
2. Neutralizing
3. Conditioning
4. Safety Precautions

C. Hair Pressing
    1. Knowledge of implements: pressing comb, oils, creams, thermal irons, ovens
    2. Hair sectioning and sub-dividing
    3. Soft press technique
    4. Hard press technique
    5. Safety precautions

XI. Thermal Curling and Waxing 60

A. Methods of Thermal Curling
    1. Various types of thermal curling, electric and marcel
    2. How to hold and manipulate irons
    3. Technique of spiral curling, figure 6, figure8

B. Blow-Drying Styling (Air forming)
    1. Techniques for blow-dry curling with a brush
    2. Techniques for blow-dry waving with a comb
    3. Techniques for blow-drying with a diffuser

C. Electricity and Light
    1. Using electricity and safety
    2. Electrotherapy, light therapy and benefits

XII. Manicuring and Pedicuring 150

A. Manicuring
    1. Equipment, implements and cosmetics
    2. Preparation of the manicuring table
    3. Procedure for various manicures
    4. Shape of nails and styling
    5. Arm and hand massage
    6. Nail repair
    7. Nail disorders
    8. Artificial nails, sculpted and tips with overlay

B. Pedicuring
    1. Equipment, implements and materials
    2. Procedure for pedicuring
    3. Foot massage
    4. Abnormal foot conditions

C. Theory of Massage, Movements, Effects

XII. Chemistry Relating to Cosmetology 30

A. Science of Chemistry
    1. Matter-elements and compounds
    2. Forms-gases, liquids, and solids
    3. Difference between organic and inorganic

B. Chemistry Related Products
    1. Shampoos and rinses
    2. Permanent wave solutions
    3. Hair coloring and lighteners
    4. Cosmetics

C. Product Knowledge
    1. Various types of product used on hair
    2. Features and Benefits
    3. Uses and safety

Academic Progress:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. The software (LAB by Pivot Point) will report completion of the written assignment. Practical assignments are assessed using rubrics. Students must maintain achieve 70% on all written and practical exams with an overall academic average (combined written and practical) of 70% Please see the policy on "Assessment/Classwork" on page 36 of this catalog. Numerical grades are considered according to the following scale:

Points	**Status**
90-100	EXCELLENT
80-89	GOOD
70-79	SATISFACTORY
69 and Below	UNSATISFACTORY

BARBERING COURSE

Description:
This course, which is taught in English, consists of nine hundred (900) hours of instruction in the art, science, and business of professional barbering. A comprehensive full service approach applicable in today's salon environment is stressed. The students will receive instruction in "theory" (textbook/lecture oriented material) and in "clinical" experiences (actual models and clients).

The first four hundred and fifty hours (450) hours of the course the student is designated "junior" status. Learning activities take place in the classrooms separate from the "Clinic" to assure a quiet and orderly learning environment. Junior students receive instruction in the basic methods of all the areas covered in the course. No previous knowledge of any aspect of barbering is required or assumed. Students learn through a combination of lectures, visual aids, demonstrations, and "hands on" practical experiences on mannequins and component hair. Opportunity is also provided for students to practice on each other and models for testing to offer a more realistic learning experience. Juniors wear white uniforms to signify their status.

The second four hundred and fifty (450) hours of the course the student is afforded "senior" status. Senior learning activities take place in the classrooms and clinic. Along with continued theory and mannequin assignments, senior students perform barbering services as realistically as possible to a modern salon environment. During this phase of the course the student is guided in gaining experience designed not only to develop and perfect the skills previously acquired, but to aid in the development of the speed, confidence, salesmanship, customer relation skills and professionalism required for success in the professional salon environment. Senior students often receive tips from clients who are satisfied with the barbering service provided. Senior students wear black uniforms to differentiate themselves from the junior students.

Barbering Course Goals

1. Students are to acquire knowledge and skills, theoretical and practical, sufficient to pass the State of New Jersey Board of Cosmetology and Barbering examination for licensing as a professional barber
2. Graduates will have the practical and business skills to acquire employment in a professional, licensed salon environment
3. Graduates will have developed the skills, speed, salesmanship, ethics, and professionalism required to prosper as a professional barber
4. Successful graduates will have the pride and professionalism to not only maintain, but to elevate the perceived value of their services by the consumer of today's full service barber shop

Barbering Course Format:
The course is a combination of lecture, demonstration, and student participation and practice. Student practice will include experiences both on mannequins and clients. Audio visual aids and guest artists will supplement regular instruction. Students will be provided the opportunity to participate in field trips and other extracurricular activities.

Upon completion of the basic course in barbering, the student should have acquired all the skills necessary to work in a barber shop. He/She has mastered the skills required to treat hair, skin, and nails.

Evaluation:
All students will be administered regular written "theory" and practical examinations. Junior students will be graded on mannequin assignments and workbook assignments as they are completed. Senior students will be required to complete a minimum number of practical assignments daily including services performed on clients in the senior clinic. Written and practical examinations will be weighted equally. A minimum score of seventy percent (70%) is required as a passing score on all examinations.

Barbering Attendance:
All students are expected to attend class regularly and to pursue the instruction diligently. Students who must be absent from class are required to notify their educator, as would be expected by an employer. Students are allotted one late entry to class per week-see "Late Entry Policy" on page 13 of this catalog.

Barbering Course Textbooks:
Pivot Point Fundamentals 13 book library

Barbering Course Length:
The basic course of Barbering can be completed in 30 weeks (approximately 7.5 months) for full time day students.

Barbering Course Outline 900 Hours

Subject	**Hours**
I. Career and Employment	**12**

A. State Laws, Rules and Regulations
1. Licensing Requirements
2. Student registration, temporary & work permit
3. Examination Requirements

B. The Business of Barbering
1. Planning the physical layout
2. Regulations, business laws and insurance
3. Advertising
4. Business operation and personal management
5. Safety in the salon
   a) Client
   b) Student

C. Employment
1. Preparing a resume
2. Preparing an employment application
3. Successful communication with co-workers
4. Compensation packages and payroll deductions
5. Guide lines for student success

D. Professional Image, Hygiene & Related Practices
1. Healthful living
2. Personal appearance and posture
3. Professional attitude and ethics

II. Decontamination & Infection Control	**20**

A. Methods of Sterilization & Sanitation

1. Physical Agents
2. Chemical Agents

B. Safety Precautions

1. Properly labeled and stored chemicals
2. Procedures on measuring and diluting

C. Public Sanitation

1. Sanitary regulations governing barber shops, implements, supplies and equipment
2. Implements, supplies and equipment

D. Bacteriology

1. Types and classifications of bacteria
2. Movement and Reproduction

III. Shaving & Facials 158

A. Common disorders of the skin, Scalp & Hair

1. History of Skin
2. Skin functions and glands
3. Skin disorders
4. Scalp disorders

B. Facial treatments

1. Procedure and manipulative skills
2. Theory of massage, movements, and effects
3. Acne treatments, packs and mask facials
4. Muscle toning
5. Skill analysis

C. History of Barbering

1. Origin of barbering
2. The rise of Barber Surgeons
3. Modern Barbers and Barbering
4. Principal tools and implements used in barbering

D. Honing and Stropping

1. Straight razor stropping and honing techniques.
2. Types of strops available
3. Movements used in stropping

E. Shaving

1. 14 Basic Strokes of shaving
2. 14 shaving areas of the face
3. Procedures for shaving
4. Types of shaves
5. Neck shaving procedures

F. Cells and Anatomy of the head, neck and face

1. Cells, tissues, organs, and systems
2. Skeletal System
3. Muscular System
4. Circulatory System
5. Respiratory System
6. Nervous System

IV. Shampoo/Draping and Scalp Care **20**

A. Physical and Chemical Actions

1. Types of Shampoos
2. Scalp Manipulations

B. Hair Rinses

1. Different types of rinses
2. Benefits various of types

C. Draping

1. Dry Services
2. Wet services

D. Hair and Scalp Treatments

1. Procedures for normal, dry, and oily hair and scalp treatments
2. Techniques in scalp manipulation
3. Scalp disorders and treatment
4. Hair and scalp conditions

V. Men's Haircutting and Styling **225**

A. Men's Haircutting

1. Types of implements
2. Use of implements
3. Procedure Framework
4. Basic principles of haircutting
5. Over comb techniques
6. Razor cutting techniques
7. Clipper cutting techniques
8. Client consultations
9. Graduation techniques
10. Shear over comb techniques
11. Clipper techniques
12. Blending techniques

B. Men's hair styling

1. Blow-dry styling
2. Cornrow braiding

VI. Beard and mustache trimming **15**

A. Shear and clipper techniques

1. Beard design
2. Mustache design

VII. Women's haircutting and styling **70**

A. Women's haircutting

1. Solid form
2. Graduated form
3. Increased layered form
4. Uniform layered form
5. Combination form
6. Clipper cut natural style

B. Women's hair styling

1. Hair wrapping and molding
2. How to hold and manipulate irons
3. Iron curl techniques for spiral, figure 6, figure 8, and barrel curls
4. Pressing comb procedures
5. Flat iron pressing
6. Blow-drying procedures and techniques
7. Base control procedures

VIII. Electricity **5**

A. Electricity and light

1. Electricity term
2. Using electricity and safety
3. Electrotherapy, light therapy, and benefits
4. Electric currents used with skin care machines

IX. Men's Hair Piece Services **55**

A. Hair replacement systems

1. Making a template
2. Making a plaster mold form
3. Customizing hair replacement systems
4. Full head bonding
5. Cleaning hair replacement systems
6. Coloring hair replacement systems
7. Permanent waving hair replacement systems

X. Chemistry and Chemical Related Services **210**

A. Chemistry of permanent waving

1. Physical action
2. Chemical action

B. Scalp and Hair Analysis

1. Scalp conditions
2. Hair porosity
3. Hair texture and elasticity

C. Types of permanent waving

1. Cold wave
2. Heat wave
3. Soft curl permanent

D. Permanent waving techniques

1. Sectioning and blocking
2. Proper rod size wrapping
3. Processing time
4. Test curl and safety rules
5. Permanent wave records
6. Various wrapping techniques

E. Chemical Hair relaxing

1. Chemical hair relaxers

2. General types of relaxers
3. Basic steps for chemical relaxers
4. Processing
5. Neutralizing
6. Conditioning
7. Safety precautions
8. Basic steps for Curl reformation

F. Chemistry related to barbering

1. Matter, Elements and Compounds
2. Forms-gases, liquid, and solids
3. Differences between organic and inorganic

G. Chemistry related products

1. Shampoos and rinses
2. Permanent wave solutions
3. Hair coloring and lighteners

H. Product knowledge

1. Various types of product used on hair
2. Features and benefits
3. Uses and safety

XI. Hair coloring and Lightening 110

A. Classification of Hair color

1. Temporary
2. Semi-permanent
3. Permanent

B. Preparation and Procedures for Hair-Coloring

1. Patch test
2. Color selection and strand test
3. Hair tint records
4. Sectioning, outlining, and sub-dividing

C. Hair Lightening

1. Chemistry of lighteners
2. Procedures and preliminary strand test

D. Partial Lightening

1. Special effects color
2. Tipping
3. Streaking
4. Foil highlighting

Academic Progress:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. The software (LAB by Pivot Point) will report completion of the written assignment. Practical assignments are assessed using rubrics. Students must maintain achieve 70% on all written and practical exams with an overall academic average (combined

written and practical) of 70% Please see the policy on "Assessment/Classwork" on page 36 of this catalog.
Numerical grades are considered according to the following scale:

Points	Status
90-100	EXCELLENT
80-89	GOOD
70-79	SATISFACTORY
69 and Below	UNSATISFACTORY

SKIN CARE COURSE

Description:
This course, which is taught in English, is a study of the artistic and scientific principles of skin care, its theory, concepts, and applications. The course will prepare you for the fastest growing area of the cosmetology industry, and includes the study of skin, analysis of skin types and condition, as well as how to apply makeup for all occasions. In addition, maintenance and corrective facial treatments, facial massage techniques, spa body services, product knowledge, hair removal, aromatherapy, reflexology, sales techniques and communication skills are included.

The first three hundred hours of the course, the student is designated "junior" status. Junior students receive instruction in the basic methods of areas covered in the course.
No previous knowledge of any aspect of aesthetics is required or assumed. Students learn through a combination of lectures, demonstrations and hand-on practical experiences, working on fellow students. Students wear white uniforms and white lab coats throughout the course.

The second three hundred hours of the course is the student's "senior" status. Senior students perform aesthetic services on clients while continuing theory and practical assignments. The clinic is a controlled educational environment, which strives to reflect as realistically as possible a modern spa environment. During this phase of the course, the student is guided in gaining experience to development and perfect the skills previously acquired, as well as speed, confidence, salesmanship, customer relations skills and professionalism required for success in the professional spa environment. Senior students often receive tips from their clients who are satisfied with spa services provided. Senior students wear pins designating their "senior" status on their white uniforms.

Skin Care Course Goals:
Upon completion of this course, the student shall have demonstrated competencies required to pass the State Board examination and the ability to:

1. Analyze skin and recognize disorders
2. Perform effective client consultation
3. Apply products for the improvement of the skin's treatments
4. Apply products for the improvement of the skin's histology
5. Apply the knowledge gained for the safe use of product ingredients chemistry of the product
6. Recommend prescriptions for home care
7. Apply sales techniques for effective retailing
8. Perform facial massage techniques
9. Apply makeup for daywear and eveningwear
10. Apply make-up relative to facial features and proportions
11. Perform hair removal techniques (excluding electrolysis)
12. Apply the basic principles of aromatherapy
13. Perform sanitation and disinfecting techniques and procedures for equipment and supplies
14. Apply safety and sanitary measures for the protection of the client, the salon, and the public
15. Fill out a job application, complete a resume, and seek employment

Skin Care Course Format:

The faculty uses a combination of classroom lectures, demonstrations and clinic techniques. Our training methods are designed to elicit the cooperation and participation of the student. This is accomplished by being sensitive to the individual differences and to the variety of backgrounds of the participants.

Several instructional methods are used to encourage retention and comprehension. These items include but are not limited to:

1. Theory and application as a natural progression in the learning process
2. Goal-oriented assignments and encouragement to complete the program
3. Satisfactory progress reports that accurately reflect the student's knowledge base
4. Periodic written examinations
5. Skilled instructor input in the classrooms and clinic
6. Audio-visual aids to supplement lecture and textbook materials
7. Personal growth encouragement including development of desirable work habits and attitudes, pride in work, acceptable personal grooming and dress, appropriate relations, effective communication skills, safety and health habits, and legal aspects of salon operations.

Evaluation:
All students will be administered regular written "theory" and practical examinations. Junior students will be graded on mannequin assignments and workbook assignments as they are completed. Senior students will be required to complete a minimum number of practical assignments daily including services performed on clients in the senior clinic. Written and practical examinations will be weighted equally. A minimum score of seventy percent (70%) is required as a passing score on all examinations.

Skin Care Attendance:
All students are expected to attend class regularly and to pursue the instruction diligently. Students who must be absent from class are required to notify their educator, as would be expected by an employer. Students are allotted one late entry to class per week-see "Late Entry Policy" on page 13 of this catalog.

Skin Care Textbooks:
Salon Fundamentals Esthetics Textbook
Salon Fundamentals Esthetics Workbook
Exam Prep Book Esthetics
Dermalogica's "The Book"

Skin Care Course Length:
The basic course skin care can be completed in 20 weeks (approximately 5 months) for full time students.

Skin Care Course Outline 600 Hours

Subject	**Hours**
A. State Laws, Rules and Regulations	10
1. Rules and regulations of school	
2. Composition and functions of the State Board	
3. Requirements for licensing	
4. State law for salon owners	
5. State laws for licensed operators	
B. Orientation, Safety, Health and Professionalism	2
1. Course content and materials in kit	
2. Positions and careers available	
3. Demonstrate a professional image and good hygiene	
4. Demonstrate professional attitude and good human relations	
C. Bacteriology, Sterilization, and Sanitation	20
1. Types and characteristics of bacteria	
2. Various methods of sterilization and sanitation	

3. Sanitizing work area
4. Sanitizing machines
5. Sanitizing using various procedures
6. Sanitizing implements

D. Anatomy, Physiology, Nutrition 40
1. Nutrition and its importance to healthy skin
2. Physiology and histology of skin
3. The cells, tissues, and organs and their function
4. The system of the body
5. Motor points of the face
6. Muscles of the face and neck
7. Cranial nerves head, face, and neck
8. Arteries of head, face, and neck

E. Structures and Functions of the Skin 35
1. The composition and structure of the skin
2. The layers of the skin
3. The disorders of skin and advice to client
4. Treatments from problem skin without machines
5. Skin analysis and classify skin types
6. Functions for the skin
7. What is necessary for health of the skin
8. Treatments for problem skin with machines

F. Superfluous Hair 40
1. Methods of permanent hair removal
2. Methods of temporary hair removal
3. Tweezing
4. Hot and cold wax
5. Testing skin for product sensitivity

G. Chemistry Related to Skin Care 48
1. Chemistry and its branches
2. Terms used in chemistry
3. The ph scale and its relationship to skin care
4. Substances used in skin care products
5. The purpose and effect of skin care products
6. Product knowledge (uses and safety)
7. The types of facial masks and their benefits
8. Cosmetics used in makeup
9. Enemies of the skin and methods of correction
10. Methods of corrective surgery
11. Aromatherapy and its effect
12. Biochemistry
13. Herbology

H. Electricity and Machines 55
1. Purpose of various machines used in skin care
2. Use of magnifying lamp
3. Use of skin scope
4. Use of vaporizer
5. Use of wood lamp
6. Use of brush machines
7. Use of galvanic machine and high frequency
8. Use of spray and suction machine
9. Electricity, light therapy, and light rays

10. Ultra violet light and infrared light

I. Facial and Body Procedures 200

1. Skin analysis with the woods and magnifying lamps
2. Self-facial and personal care
3. Purpose and benefits of facial massage
4. Motor points of face
5. Setting up area, client preparation and cleansing
6. Professional basic facial massage
7. Use of machine in facial
8. Facial for coarse and oily skin
9. Makeup, skin care and grooming
10. Hand care and hand exercise
11. Facial for delicate and sensitive skin
12. European facial
13. Glycolic facial
14. Non-surgical face-lift

J. Makeup Techniques and Corrective Makeup Techniques 150

1. Color, color psychology, color harmony, and skin color
2. Analyzing a client for correct color
3. Procedure for professional makeup preparation and client preparation
4. Prepare a makeup area
5. Facial shapes
6. Various eyebrows and demonstrate grooming

7 Basic makeup application and personal enhancement

8. Color selection and demonstrate makeup
9. Mature makeup techniques
10. Contouring and corrective makeup
11. Artificial eyelash application
12. Customized, design makeup
13. Cover up makeup
14. Seasonal makeup
15. Day and evening makeup
16. Fantasy makeup
17. Theatrical makeup
18. Various lip shades
19. Uses of eye shadow

K. Career and Employment

1. Client greeting and consultation
2. Retailing products
3. Salon ownership & management
4. Proper telephone techniques and making appointments
5. How to advertise and promote a business
6. Good interpersonal skills
7. Resume writing and job interview skills
8. Compensation packages & payroll deductions

Academic Progress:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. The software (LAB by Pivot Point) will report completion of the written assignment. Practical assignments are assessed using rubrics. Students must maintain achieve 70% on all written and practical exams with an overall academic average (combined

written and practical) of 70% Please see the policy on "Assessment/Classwork" on page 36 of this catalog. Numerical grades are considered according to the following scale:

Points	Status
90-100	EXCELLENT
80-89	GOOD
70-79	SATISFACTORY
69 and Below	UNSATISFACTORY

TEACHERS COURSE

Description:
This course, which is taught in English, consists of six hundred (600) hours of instruction and is designed to prepare a licensed cosmetologist to teach all phases of the basic cosmetology curriculum in a licensed school. The student not only learns theoretical concepts, but must also demonstrate in the classroom by student teaching under the supervision of a licensed educator. The student is taught employability skills and given a mock licensing exam for cosmetology instructors.

Teachers Course Goals:
1. The student will learn acceptable teaching methods and procedures
2. The student will learn to establish classroom control
3. The student will learn how to develop lesson plans
4. The student will learn to develop, administer, and grade examinations.
5. The student will learn to apply acceptable teaching methods and procedures in practice teaching situations in the senior clinic and junior classrooms
6. The student will review the cosmetology curriculum
7. The student will learn employability skills
8. The student will be prepared for state licensing

Teachers Course Format:
The faculty uses a combination of classroom lectures, demonstrations and clinic techniques. Our training methods are designed to elicit the cooperation and participation of the student. This is accomplished by being sensitive to the individual differences and to the variety of backgrounds of the participants. Several instructional methods are used to encourage retention and comprehension. These include but are not limited to:

1. Theory and application as a natural progression in the learning process
2. Goal oriented assignments and encouragement to complete the program
3. Satisfactory progress reports that accurately reflect the student's knowledge base
4. Ongoing student and faculty contact
5. Periodic written examinations
6. Skilled instructor input in the classroom and clinic
7. Audio-visual aids to supplement lecture and textbook materials
8. Personal growth encouragement including development of desirable work habits and attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relations, effective communication skills, habits of good health and safety, and legal aspects of school operations

Evaluation:
All students will be administered regular written "theory" and practical examinations. Junior students will be graded on mannequin assignments and workbook assignments as they are completed. Senior students will be required to complete a minimum number of practical assignments daily including services performed on clients in the senior clinic. Written and practical examinations will be weighted equally. A minimum score of seventy percent (70%) is required as a passing score on all examinations.

Teachers Course Attendance:

All students are expected to attend class regularly and to pursue the instruction diligently. Students who must be absent from class are required to notify their educator, as would be expected by an employer. Students are allotted one late entry to class per week-see "Late Entry Policy" on page 13 of this catalog.

Teachers Course Textbooks:
Salon Fundamentals Textbook/Workbook/ Exam Study Guide
Master Educator Textbook/Workbook 3rd edition/ Exam Study Guide
New Jersey State Board of Cosmetology and Hairstyling Statutes and Regulations Booklet

Prerequisite for Teachers Course:
1. Student must have at least six months of working experience as a licensed cosmetologist
2. Student must complete a thirty (30)-clock hour college level course in Instructional methods. Fee for this course is separate and made payable directly to the instructor of the course. It is not included in PB's tuition and fee schedule
    - These requirements may be completed commensurate with the 600-hour course

Teacher Course Length:
The Teacher Course can be completed in 20 weeks (approximately 5 months).

Teachers Course Outline 600 Hours

Subject	**Hours**
I. Career and Employment	5
A. State laws, rules, and regulations	
B. Profile of a master educator & educator relationships	
C. Professional career development, compensation & business management	
II. Cosmetology Arts and Sciences Course Review	395
B. Sanitation and Sterilization (5 hours)	
C. Facials, Massages, Skin Care, Makeup, Depilatory, Eyebrow Arching, Shaving (30 hours)	
D. Shampooing (20 hours)	
E. Hair and Scalp Treatments (20 hours)	
F. Haircutting and Sculpting (50 hours)	
G. Perm Design (40 hours)	
H. Chemical Relaxing and Pressing (40 hours)	
I. Manicuring and Pedicuring (40 hours)	
J. Chemistry Relating to Cosmetology (10 hours)	
K.	
XIII. Instructional Methods	200
A. Developing a program of study, lesson plans & curriculums	
B. Teaching skills & presentation techniques Developing & using educational aids Powerful teaching & learning methods Achieving learned results & teaching to diverse learning styles	
C. Student evaluation & testing methods	
D. Administrative Responsibilities	
1. Academic advising & progress reports	
2. School policies & procedures	
3. Educators administrative duties	

Academic Progress:
The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. The software (LAB by Pivot Point) will report completion of the written assignment. Practical assignments are assessed using rubrics.

Students must maintain achieve 70% on all written and practical exams with an overall academic average (combined written and practical) of 70% Please see the policy on "Assessment/Classwork" on page 36 of this catalog. Numerical grades are considered according to the following scale:

Points	**Status**
90-100	EXCELLENT
80-89	GOOD
70-79	SATISFACTORY
69 and Below	UNSATISFACTORY

NAIL COURSE

Description:
The PB Cosmetology Education Centre Nail Course, which is taught in English, consists of three hundred (300) hours of instruction in the art, science, and business of professional nail care. A comprehensive, full service approach applicable in today's modern salon environment is stressed. Basic manicuring, pedicure, nail tipping, nail sculpting, and other artificial nail applications are covered in the course. The student will receive instruction in "theory" which consists of textbook and lecture oriented material, as well as "practical" instruction that consist of classroom and clinical hands on experience.

In the first one hundred and fifty (150) hours of the program the student is designated "junior" status. Junior students receive instruction in all areas covered in the course. No previous knowledge of any aspect of manicuring is required or assumed. Students learn through combination of lectures, demonstrations, and hands-on practical experiences on artificial fingers. The opportunity is also provided for students to practice on each other so as to offer a more realistic learning experience and to demonstrate the importance of exemplary nails for the professional manicurist. Junior students wear white uniforms to signify their student status.

In the remaining one hundred and fifty (150) hours of the program the student is afforded the "senior" status. Senior learning activities take place in the classroom and the clinic. Along with continued theory and classroom practical assignments on models, senior students perform nail services of all kinds on paying clinic clients. The Senior Clinic, while still a controlled educational environment, strives to reflect as realistically as possible a modern salon environment. During this phase of the program the student is guided in gaining experience designed not only to develop and perfect the skills previously acquired but also to aid in the development of speed, confidence, customer relations, and professionalism required for success in a modern salon environment. Senior students often receive tips from clients pleased with the nail services provided. Senior students wear a black uniform to display their status.

Nail Course Goals:
1. Students are to acquire knowledge and skill, theoretical and practical, sufficient to pass the State of New Jersey Board of Cosmetology examination for licensing as a professional nail technician.
2. Graduates will have the practical and business skills required to gain employment in a professional licensed salon.
3. Employed graduates will have developed the skills, speed, salesmanship, ethics, and professionalism required to prosper as a professional manicurist/nail technician.
4. Successful graduates will have the pride and professionalism to not only maintain but to elevate the perceived value of their services by the consumer of today's full service beauty salon.

Nails Course Format:
The course will be a combination of lecture, demonstration, and student participation and practice. Student practice will include experiences both on artificial fingers, models, and clinic clients. Audio visual aids and guest artist presentations will be incorporated into the program. Students will be provided the opportunity to participate in field trips, nail competitions, and other extracurricular activities offered by the school.

Evaluation:
All students will be administered regular written "theory" and practical examinations. Junior students will be graded on mannequin assignments and workbook assignments as they are completed. Senior students will be required to complete a minimum number of practical assignments daily including services performed on clients in the senior

clinic. Written and practical examinations will be weighted equally. A minimum score of seventy percent (70%) is required as a passing score on all examinations.

Nail Attendance:
All students are expected to attend class regularly and to pursue the instruction diligently. Students who must be absent from class are required to notify their educator, as would be expected by an employer. Students are allotted one late entry to class per week-see "Late Entry Policy" on page 13 of this catalog.

Nail Textbooks:
Salon Fundamentals Nails Textbook
Salon Fundamentals Nails Workbook
Exam Prep Book Nails

Nails Course Length:
The Manicuring/Nail Design Course can be completed in 13 weeks (approximately 3.5 months).

Nail Course Outline 300 Hours

Subject	**Hours**
A. State Laws, Rules and Regulations	10
B. Professional Image, Hygiene and Related Practices	2
C. Manicuring and Pedicuring	55
D. Decontamination and Infection Control	20
E. Diseases and Disorders of the Nail	10
F. Anatomy of the Hand, Arm, Foot and Leg	10
G. Nail Tips and Extensions	30
H. Nail Wraps	30
I. Nail Gels	20
J. Sculptured Nails	40
K. Nail Art	10
L. The Skin and its Diseases	5
M. Removal of Unwanted Hair	40
N. First Aid	5
O. Chemicals and Chemistry Related to Product	13

Academic Progress:
The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. The software (LAB by

Pivot Point) will report completion of the written assignment. Practical assignments are assessed using rubrics. Students must maintain achieve 70% on all written and practical exams with an overall academic average (combined written and practical) of 70% Please see the policy on "Assessment/Classwork" on page 36 of this catalog. Numerical grades are considered according to the following scale:

Points	**Status**
90-100	EXCELLENT
80-89	GOOD
70-79	SATISFACTORY
69 and Below	UNSATISFACTORY

HAIR BRAIDING COURSE

Description:
The PB Cosmetology Education Centre Hair Braiding Course, which is taught in English, consists of fifty (50) hours of instruction in the art, science, and business of professional hair braiding. A comprehensive, full service approach applicable in today's modern salon environment is stressed. State Laws, Professional Image, Single Box Braids, Afro Weave, Cornrows, Yarn Braids, Coils and Twist Extensions, Loc Grooming/Styling, Sanitation and other various braiding applications are covered in the course. The student will receive instruction in "theory" which consists of textbook and lecture oriented material, as well as "practical" instruction that consist of classroom and clinical hands on experience.

In the first twenty-five (25) hours of the program the student is designated "junior" status. Junior students receive instruction in all areas covered in the course. No previous knowledge of any aspect of hair braiding is required or assumed. Students learn through combination of lectures, demonstrations, and hands-on practical experiences on manikins. The opportunity is also provided for students to practice on each other so as to offer a more realistic learning experience and to demonstrate the importance of exemplary braids for the professional hair braider. Junior students wear white uniforms to signify their student status.

In the remaining twenty-five (25) hours of the program the student is afforded the "senior" status. Senior learning activities take place in the classroom and the clinic. Along with continued theory and classroom practical assignments on models, senior students perform braiding services of all kinds on paying clinic clients. The Senior Clinic, while still a controlled educational environment, strives to reflect as realistically as possible a modern salon environment. During this phase of the program the student is guided in gaining experience designed not only to develop and perfect the skills previously acquired but also to aid in the development of speed, confidence, customer relations, and professionalism required for success in a modern salon environment. Senior students often receive tips from clients pleased with the nail services provided. Senior students wear a black uniform to display their status.

Hair Braiding Course Goals:

1. Students are to acquire knowledge and skill, theoretical and practical, sufficient to pass the State of New Jersey Board of Cosmetology examination for licensing as a professional hair braider.
2. Graduates will have the practical and business skills required to gain employment in a professional licensed salon.
3. Employed graduates will have developed the skills, speed, salesmanship, ethics, and professionalism required to prosper as a professional hair braider.
4. Successful graduates will have the pride and professionalism to not only maintain but to elevate the perceived value of their services by the consumer of today's full service beauty salon.

Hair Braiding Course Format:

The course will be a combination of lecture, demonstration, and student participation and practice. Student practice will include experiences both on manikins, models, and clinic clients. Audio visual aids and guest artist presentations will be incorporated into the program. Students will be provided the opportunity to participate in field trips, braiding competitions, and other extracurricular activities offered by the school.

Evaluation:

All students will be administered regular written theory tests. Junior students will be graded on practice assignments as they are completed. Senior students will be required to complete a minimum number of practical assignments including services performed on clients in the Clinic. Written and practical tests will be weighted equally. A minimum score of seventy (70%) will be required as a passing score on all tests and examinations.

Hair Braiding Attendance:
All students are expected to attend class regularly and to pursue the instruction diligently. Students who must be absent from class are required to notify their educator, as would be expected by an employer. Students are allotted one late entry to class per week-see "Late Entry Policy" on page 13 of this catalog.

Hair Braiding Textbooks:
Milady Natural Hair Care and Braiding Textbook
Milady Natural Hair Care and Braiding Workbook

Hair Braiding Course Length:
The Hair Braiding Course can be completed in 2 weeks (approximately less than 1 month).

Hair Braiding Course Outline 50 Hours

Subject	**Hours**
A. State Laws, Rules and Regulations	10
B. Professional Image, Hygiene and Related Practices	2
C. Cleansing, hair, and Scalp Analysis	8
D. Decontamination and Infection Control	17
E. Hair Growth & Loss, Diseases & Disorders, Fungal & Parasitic Infection	3
G. Braiding	10

- Consultation
- Classifying Texture
- Types of Braids
- Weaving; Wig and Wig Construction
- Extensions, Synthetic & Human Hair
- Braid Styling
- Implements, Tools, & Materials

Academic Progress:
The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. The software (LAB by Pivot Point) will report completion of the written assignment. Practical assignments are assessed using rubrics. Students must maintain achieve 70% on all written and practical exams with an overall academic average (combined written and practical) of 70% Please see the policy on "Assessment/Classwork" on page 36 of this catalog. Numerical grades are considered according to the following scale:

Points	**Status**
90-100	EXCELLENT
80-89	GOOD
70-79	SATISFACTORY
69 and Below	UNSATISFACTORY

School Library

The school library provides faculty and students with supplementary materials for academic growth and advancement of skills. The educator may survey the class and make the recommendations as to informative periodicals, dvds, books, etc. that are available to students during class time from the school library.

State Board Preparation

Students are required to participate in written and practical State Board Preparation Classes. During their senior level of training full-time senior Cosmetology students are rotated off the clinic floor in groups to participate in these special State Board Preparation Workshops. Instruction is given in both theoretical and practical subjects. Part-time Cosmetology, Aesthetics, Barbering and Manicuring students have state board prep as part of their regular class schedule.

ASSESSMENT/CLASSWORK

Advisement

Student advisement is conducted monthly by the student's Educator when progress reports are issued or on an as needed basis. The purpose of student advisement is to provide students with academic, attendance and career guidance. When attendance rates or academic averages fall below 70% but the student is not at a formal satisfactory progress checkpoint, the school will provide advisement on an as needed basis.

Student Activities

Students may choose to participate in extra-curricular activities conducted by the student body under the supervision of the School. Field trips to local and national trade shows, beauty supply houses, and area salons provide students with valuable information, which enhances their in-school educational experiences. From time to time students are required to pay an admission and/or transportation fee to trade shows or competitions.

Classwork

Students are required to attend all classes, pursue class work diligently, complete all homework assignments, participate in model workshops, take tests and quizzes, service all clients, complete daily academic folders, and keep an up-to-date notebook in order to maintain satisfactory academic progress. Refusal to participate requires the student to sign out for the day, therefore losing training hours. Students must maintain an academic average of 70% in order to continue in the program.
Students are given an academic folder with weekly class sheets. Weekly class sheets should be dated and completed on a daily basis. Daily entries on the weekly class sheets must be signed and graded by the instructor at the end of each day prior to the student signing out of class. Academic folders are the property of PB School and cannot be removed from the classroom.

Class work or homework that is missed by the student due to an absence is the responsibility of the student to complete and submit on the scheduled due date. Workbook assignments not completed by test day results in a loss of 10 points on the exam. Students will be sent home every day thereafter until work is completed.

Missed written tests are to be made up on the first day of the student's return to school after absence. Failure to make up a missed test will result in no credit for the student's final grade and may affect the student's Satisfactory Progress.

Practical tests are performed on live models. Students are given advance notice of practical testing dates. Any practical test that is not performed on a live model will result in a 10-point penalty on the final exam. Missed

practical tests are rescheduled at the discretion of the educator and students will have advance notice to bring in a live model or will incur the 10-point penalty on the make-up test. If a student misses the rescheduled test date the final grade will be a zero.

Students are required to obtain a passing grade of 70% on all tests (written or practical). Students are required to retake any exam they did not receive a 70% within 14 days of the initial exam date. Upon completion of the retake if a 70% is still not achieved students will be placed on an academic advisement plan. Students not meeting the academic advisement plan standards will be subject to termination. Students may only take an exam a maximum of 3attempts (initial attempt and 2 retakes). After 3 attempts students still unable to achieve a 70% will be subject to termination from their program for failure to maintain academic standards.

Constitution Day

On September 17th of each year or the first day back to school, PB Cosmetology will hold a day dedicated to the Constitution of the United States. At least three months before holding this event we will actively request suggestions from both our current student body and staff on how they feel that we could best commemorate the September 17, 1787 signing of the Constitution. Participation in Constitution Day is a federal requirement under Title IV regulations.

EXAMINATION AND LICENSURE

Permit Policy

The New Jersey Statutes Annotated 45:5B-25 provides for the issuing of student work permits. Students must display a copy of their permit both at school and in the salon where they are practicing. Student permits remain valid only during the period of time that the student is enrolled in an approved cosmetology program. **The permit automatically expires upon a student's graduation or if the student should withdraw from the program.**

The educator, prior to senior status, hands out permit paperwork to his or her students. The paperwork requires a physician's signature that declares the student free of any contagious and communicable diseases. The signature of the physician must be current and expires within 90 days. Permits will not be granted by the state to students whose physician's signature is past 90 days. Students without permit paperwork submitted will not be permitted to work on a client. Students who fail to submit paperwork at the scheduled senior status hour mark will be suspended from school until the paperwork has been submitted.

Information about NJ State Exams

The State Board Examination for licensure is required to obtain a license to practice, upon completion of all courses. Examiners of the NJ State Board of Cosmetology administer the examinations at testing centers outside of PB Cosmetology Education Centre. The test is two parts: written and practical. The written exam must be taken and passed and then students are eligible to apply for the practical exam. Fees for examination and licensure are not paid to PB. Fees are paid directly to Prometric Testing and to the NJ State Board of Cosmetology. New Jersey State Law requires testing applicants to be legal residents of the United States.

Early State Board Testing

To qualify to take the NJ State Board of Cosmetology's "Early Test" for the written theory exam a student must have 960 actual hours for the cosmetology program, 720 actual hours for the barbering program, 480 actual hour hours for the skin care program and 240 actual hours for the nail program.

Early Testing is only available if you are currently registered and attending a school in New Jersey. Students are required to complete the written exam as part of graduation requirements and this is reflected on the student's progress report.

Temporary Work Permit

The temporary permit is only available to examinee(s) who register for the regularly scheduled examinations given each month and who have completed their cosmetology and hairstyling program. The temporary permit allows a graduate to work in a salon until they sit for their licensing exam. Temporary work permits are valid for 180 days. Students registered for the special Mass Testing are still completing the cosmetology or manicuring program and

should be using the Student Permit to work in a salon. If a student participating in the special Mass Testing passes the exam, they will not need a temporary permit. If an examinee failed, the special Mass Testing then the examinee is not eligible for a temporary permit because they have demonstrated that they may not have the knowledge or skills necessary to work in a salon. The examinee will need to reschedule for the portion of the exam that they failed.

Classified Students
The New Jersey State Board of Cosmetology and Hairstyling can accommodate classified students that require reader assistance for the written examination for licensure.

The following information must be provided to the New Jersey State Board of Cosmetology and Hairstyling in order to show cause for a reader:

1. A copy of the student's most recent **Individualized Educational Plan (IEP)**.
2. State and local graduation requirements.
3. Results of the student's *High School Proficiency Assessment* or exemption from the assessment test.
4. Required testing accommodations, such as authorized reader assistance.

Students should submit this documentation to the school Director at their junior orientation.

If approved for reader assistance, students must follow these guidelines for participating in the New Jersey State Board Examination:

1. The reader must be a resident of New Jersey.
2. The reader must also serve as the student's model for the practical portion of the examination.
3. The reader cannot be affiliated with the cosmetology industry.
4. The reader cannot be an employee of the school or school district in which the student has been trained.
5. The testing time allotted for the written examination cannot exceed two hours.

Requirements for State Board Exams

1. Requirements for Cosmetology/Hairstyling License
   - Proof of 17 years of age
   - Proof of citizenship of the United States
   - A high school diploma or equivalent
   - Completion of 1200 hours of training
   - A New Jersey physician must sign section V of the New Jersey Registration Form.
   - Examination Fee (to be determined by the Board at the time of the licensing exam).

2. Requirements for Skin Care License
   - Proof of 17 years of age
   - Proof of citizenship of the United States
   - A high school diploma or equivalent
   - Completion of 600 hours of training
   - A New Jersey physician must sign section V of the New Jersey Registration Form.
   - Examination Fee (to be determined by the Board at the time of the licensing exam).

3. Requirements for Cosmetology/Hairstyling Teacher's License
   - Beautician or Cosmetology/Hairstyling License
   - Proof of citizenship to the United States
   - A high school diploma or equivalent
   - Completion of 500 hours of specialized training
   - Completion of New Jersey Board-approved instructional techniques course
   - Examination Fee (to be determined by the Board at the time of the licensing exam).
   - Section V of the New Jersey Registration Form must be signed by a licensing exam.

4. Requirements for Nail License
   - A high school diploma or its equivalent
   - Proof of citizenship to the United States
   - Completion of 300 hours of specialized training

- Proof of 17 years of age
- A New Jersey physician must sign section V of the New Jersey Registration Form.
- Examination Fee (to be determined by the Board at the time of the licensing exam).

5.Requirements for Barbering License
- A high school diploma or its equivalent
- Completion of 900 hours of training
- Proof of 17 years of age
- Proof of citizenship to the United States
- A New Jersey physician must sign section V of the New Jersey Registration Form
- Examination (to be determined by the Board at the time of the licensing exam)

GRADUATION

Requirements for Graduation

Cosmetology, Barbering, Skin Care, Teachers, Nail Design and Hair Braiding students must satisfactorily complete the required number of clock hours as previously specified with a 70% academic average and a minimum of 70% attendance average, and all financial obligations must be met or satisfactory financial arrangements must be made. Cosmetology, Barbering, Skin Care, Teachers, Nail Design and Hair Braiding students must complete 100% of the minimum number of clinic services required. All students must also have a high school diploma, or a state issued G.E.D. certificate, be 17 years of age and complete Section V of the New Jersey Registration Form.

Graduation Ceremony
Graduation ceremonies are held the first Monday of the month for any student that graduated the month prior. For months whereas the first Monday is a holiday graduation ceremonies will be held on the second Monday of the month. Students are provided a list with ceremony dates and times in advance. Only students that have completed all graduation requirements will be permitted to walk in procession and issued a diploma. Students are required to meet with student services office (see Exit Interviews below) prior to graduation to confirm eligibility. Students eligible to walk in graduation will be provided a graduation form at their exit interview; that form must be completed and returned to the student services office by the due date in order to participate in the graduation ceremony.

Exit Interviews
All students are required to complete a two-part exit interview prior to graduating meeting with Financial Aid and Student Services. Financial Aid recipients must also complete a Financial Aid Exit Interview with the school's Financial Aid Administrator at that time.

Diploma
A diploma is awarded to students who successfully complete PB Cosmetology Education Centre's graduation requirements. Diplomas are issued at the graduation ceremony. Any student unable to attend the graduation ceremony may submit a request to the Student Services office to pick up their diploma on another scheduled day. Diplomas can be picked up 14 days after all graduation requirements are completed.

Job Placement and Career Planning
PB is committed to assisting every graduate in job placement and career planning, not only upon graduation but throughout their entire career as well. There is no charge to students, graduates, or salons utilizing the school's job placement services.

The school does not guarantee employment to its students; however, employment opportunities are identified and posted for students. Students and graduates interested in job placement postings should contact Student Services, who will interview and advise students on the opportunities available. Interviews may be arranged at the student's request.

Throughout the Cosmetology, Skin Care, Barbering, Nail, and Hair Braiding programs, a salon readiness program is offered. This program will help students to prepare a resume, prepare for an interview, and create a personal portfolio of accomplishments.

Graduation, Licensure, and Employment Rates
The following rates are representative of the 2025 school year:

	Combined
Graduation Rate:	86%
Licensure Rate:	100%
Placement Rate:	88%

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in this catalog and reviewed at the new student orientation 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 academic year for each course is 900 hours.

NOTE: Students receiving funds under any Federal Title IV Financial Aid Program must maintain satisfactory progress in order to continue eligibility for such funds. A student who does not achieve the minimum standards is no longer eligible for Title IV, unless the student is on a warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

Attendance Progress:
Students are required to attend a minimum of 70% 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 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame:
The maximum time frame which does not exceed 150% of the course length allowed for students to complete each course at satisfactory academic progress based on a 67% attendance. PB Cosmetology Education Center requires a minimum of 70% attendance therefore the student may not exceed 143% of the program. If student exceeds Maximum Time Frame they will be terminated from the program. If a student wants to re-enroll after being terminated from Maximum Time Frame not only will they have to follow our Re-Enrollment Policy (Page 12) but also will have to be entered as a Cash Pay student only. Maximum time frames for each program are is stated below:

Maximum Time: The maximum time a full-time student has to complete:
Cosmetology Course is 57.2 weeks (1716 scheduled clock hours)
Barber Course is 42.9 weeks (1287 scheduled clock hours)
Skin Care Course is 28.6 weeks (858 scheduled clock hours)
Teachers Course is 28.6 weeks (858 scheduled clock hours)

The maximum time a part-time student has to complete:
Cosmetology Course is 85.8 weeks (1716 scheduled clock hours)

Nails Course is 17.88 weeks (429 scheduled clock hours)
Hair Braiding is 2.86 weeks (71.5 scheduled clock hours)

Leave of Absence and Maximum Time Frame:
A leave of absence extends the student's contract period and maximum time frame to complete by the same number of hours in the leave of absence.

Academic Progress:
The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. The software will report completion of the practical assignment. Practical assignments are assessed using rubrics. Students must maintain a 70% academic average (combined written and practical). Numerical grades are considered according to the following scale:

Points	**Status**
90-100	EXCELLENT
80-89	GOOD
70-79	SATISFACTORY
69 and Below	UNSATISFACTORY

Determination of Progress
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. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. 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

Evaluation Periods:

Cosmetology Program:	450, 900, 1350, 1716 scheduled hours
Barber Program:	450, 900, 1287 scheduled hours
Skin Care:	300, 600, 858 scheduled hours
Teachers:	300, 5600, 858 scheduled hours
Nail:	150, 300, 429 scheduled hours
Hair Braiding	25, 50, 71.5 scheduled hours

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 at the time of probation. To be placed on probation students must follow the appeals process and be granted the appeal.

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 the 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. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. 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 Process:
If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar 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 School Director on the designated form 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 to the student within 30 calendar 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 Remedial courses, repetitions, and non-credit courses 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. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution.

Student Access to Satisfactory Academic Progress evaluation results:
Students receive a hard copy of their Satisfactory Academic Progress evaluation at the time of each evaluation checkpoint. Students must sign the copy and it is maintained in their student file.

FINANCIAL AID

It is the philosophy of PB Cosmetology Education Centre that no student should be restricted from attending school because of limited financial resources. Each year, approximately three-quarters of PB students receive some form of financial assistance.

The Title IV Financial Aid Program has been developed to assist students in achieving their educational goals.

Financial Aid Eligibility
You must be a United States citizen, national or permanent resident, or in the United States for other than temporary purposes, and have documentation to support your status.

Students enrolled in programs less than 600 clock hours are not eligible for the Federal Pell Grant Program. The Federal Education Loan Program requires that your course be at least 300 clock hours in length. To receive financial

aid, you must be making satisfactory progress as defined in this catalog. You must be able to show, in the forms you complete, that you are eligible for one of the categories of financial aid available.

Applying for Financial Aid
You may apply for financial aid at the same time you apply for admission to PB Cosmetology Education Centre. The school may make a financial aid determination prior to you starting the course. However, no financial aid payments will be made until you have started your classes.

Financial Aid for Transfer Students
Students are required to disclose any previous post-secondary education to the school administration. The financial aid administrator will access the database system (NSLDS) to determine prior Title IV aid used at the other institutions.

Available Financial Aid Programs
The PB Office of Financial Aid offers three basic programs of financial aid. Most students receive a combination of these sources of aid, and the program is referred to as the student's "financial aid packages."

Scholarships
Scholarships are made available to area high schools students who demonstrate an aptitude and desire for entering the beauty industry. These awards **are contingent upon the successful completion of the course by the student.** The school may, from time to time, select other applicants (non-traditional students) for partial scholarships. Interested applicants should inquire with the admissions office for information regarding scholarships. Candidate selection is at the discretion of the PB Cosmetology Education Centre Scholarship Committee. All scholarship recipients must maintain a 90% attendance rate and a 70% academic average.

Scholarship Forfeiture Agreement
Recipients of a scholarship at PB Cosmetology Education Centre will be evaluated at scheduled intervals according to the program length hours-25%, 50%, 75% and 100% of the scheduled course hours to ensure that the student is maintaining a 90% rate of attendance and a 70% academic average. If at the first two (2) scheduled intervals mark-first half of the program- the student is not meeting these rates he or she will lose half of the awarded scholarship. If at the second set of scheduled intervals markers-second half of the program- the student is not meeting these rates he or she will lose the remaining balance of the scholarship. Any monies that are lost become payable by the student.

Student Loans
Federal student loans are often a part of the student's financial aid package. They allow students to defer the cost of their education by "borrowing now and paying later." Student loans are processed through the Federal government.

Federal Student Loan Programs
Federal Stafford Loan – Subsidized and/or Unsubsidized Loans *Maximum Combined Loan Amounts $11,000.00
Federal PLUS Loan – Parent Loan for Undergraduate Students *Maximum Loan Amount $20,000.00

The William D. Ford Direct Loan Program is the collective name for both Stafford and Plus loans. Loan amounts may not exceed the cost of attendance for the program.

Grants
Grants are awarded on the basis of financial need. You are not required to repay a grant.

Federal Grant Programs:
Federal Pell Grant (FPELL)
Federal Supplemental Educational Opportunity Grant (FSEOG)

Determining Financial Need
The following steps are followed for determining a student's financial need:

Expenses for a student's academic year (living and educational costs) are identified; (living accommodations and marital status are considered when establishing a student's expenses).

The student's ability to pay for a portion of these expenses, referred to as the "expected family contribution," is then determined.

The difference between the above two figures is calculated as the student's financial need.

Typical Student Expenses

While your tuition and fee costs are fixed, the amount you spend on living costs will depend largely on your own actions as well as your individual circumstances, such as whether or not you have other dependents. In order to estimate what these expenses might be, we have prepared the following chart based upon a survey of current students to determine a modest, but adequate standard of living under various conditions. Added to these figures are the cost of tuition, fees, books, and supplies for the program in which you intend to enroll. Budgets may be adjusted for any unusual costs, such as expenses for childcare or for a handicap.

ESTIMATE OF MONTHLY LIVING EXPENSES 2026-2027 TBD

	Student Living With Parents/No Dependents	All Others
Room & Board (monthly)	$ 241.00	$ 1,415.00
Transportation (monthly)	$ 166.00	$ 406.00
Personal Expenses (monthly)	$ 189.00	$ 469.00

Family Contribution
The expected family contribution toward a student's expenses is determined by using a federally approved formula which calculates the students SAI (Student Aid Index) in accordance with FAFSA regulations. The school will estimate this contribution for you at no cost, during your financial aid interview. The Institutional Student Information Report is the official calculation of a student's expected family contribution.

Financial Need
The official family contribution is subtracted from the student's expenses, including tuition and fees. The remaining amount is the student's **financial need.** This formula determines the maximum amount the student can be awarded in financial aid.

Financial Aid Selection
Eligibility for the Pell Grant and Direct Loan Program is determined based on the financial and household information used in calculating your expected family contribution. FSEOG funds are reserved for those students who demonstrate exceptional need and who have applied for all other sources of financial aid, but still have a remaining need, to meet the costs of tuition, fees, kit, and textbooks.

Payment of Financial Aid
When the students are awarded financial aid, all proceeds are credited to the student's account. Only after all financial obligations to PB are satisfied will any balance be refunded.

The student will receive a notice of the amount of financial aid they are scheduled to receive and when the financial aid payment is expected to be received.

After the initial financial aid payment, receipt of subsequent funds is dependent upon the student maintaining satisfactory progress as outlined in this catalog and completing the necessary clock hours. Student accounts are

credited with financial aid awards at least twice, usually at the beginning of the program and at the midpoint of the program's academic year.

Financial Aid Appeals
The following is the appeal process for any student who feels that their financial aid application was not given proper consideration.

- The student submits an appeal in writing to the School's Financial Aid Administrator.
- The Financial Aid Administrator schedules a personal interview with the student.
- The Financial Aid Administrator will review the appeal and the results of the interview and will forward a recommendation to the School Director for final action.
- The School Director will make the final decision, and notify the student accordingly.

Financial Suspension and Past-Due balances
Students are financially responsible for the payment of all fees charged to their tuition accounts including, but not limited to tuition, textbooks, uniforms, and all miscellaneous fees. A student's balance is considered past due if it is more than 30 days unpaid. A late fee of $10 will be charged to the student's account. After 60 days' delinquent, the student will be suspended from training and will earn absent hours during the suspension. The period of suspension shall not exceed 14 calendar days. At the end of the suspension if the account balance has not been brought current, the student will be terminated.

Collections
When students have a balance with PB Cosmetology Education Centre, they initially are sent a monthly billing statement. If the bill remains unpaid after 90 days, the student will be sent a final notice. Notices are sent via postal mail, and are sent to the most current address the school has on file. It is the student's responsibility to ensure his or her information is accurate. If a student's bill is unpaid for 90 days or more, it is subject to be sent to a collections agency.

Entrance and Exit Counseling/ Master Promissory Note
All students taking out Direct Subsidized Loans or Direct Unsubsidized Loans are required to complete entrance and exit counseling. Parents of a dependent student taking a Parent Plus Loan are required to complete the credit counseling,

Students that are enrolling in school must complete entrance counseling before the first disbursement of loan money can be made. The goal of entrance counseling is to help you understand what it means to take out federal student loans.

Students that are graduating or withdrawing from school must complete exit counseling. Exit counseling provides important information you will need as you prepare to repay your federal student loans, and also provides information on deferment, forbearance, and cancellation options.

Every financial aid recipient is required to have a meeting with the PB Cosmetology Education Center Financial Aid Advisor upon enrolling and separating from the school. At this time, the student is provided with information to guide them through the entrance/exit counseling process. It is the borrower's obligation to complete the entrance and exit counseling. The Financial Aid Advisor is available by appointment to help the student borrower in this process and to answer any questions.
All students taking out Direct Subsidized Loans or Direct Unsubsidized Loans are required to complete a master promissory note listing PB Cosmetology as the school of attendance. Parents of a dependent student taking a Parent Plus Loan are required to complete a plus loan master promissory note listing their dependent student and PB Cosmetology as the school of attendance.

All entrance and exit counseling, plus loan credit counseling and master promissory notes will be completed on the Federal Student Aid website found at https://studentaid.gov/h/apply-for-aid/fafsa.

REFUND POLICY

A. Enrollment time is defined as the time elapsed between the actual start date and the date of the student's last day of physical attendance in the school. School scheduled vacation periods are not included as enrollment time. PB Cosmetology Education Centre reserves the right to amend this refund policy in order to comply with the new regulations which may be issued by government regulatory agencies. For applicants who cancel enrollment or students who withdraw from enrollment in a fair and equitable settlement will apply. The following policy will apply to all termination for any reason, by either party, including student decision, course or program cancellation, or school closure.

B. Any monies due to applicant or student 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 school. This applicant Shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three business days of the signing of the enrollment agreement or contract. In this case, all monies collected by the school shall be refunded, less the application fee of $100.00. This policy applies regardless of whether or not the student has actually started training.
3. A student cancels his/her contract after three business days after signing, but prior to entering classes. In this case, he/she shall be entitled to a refund of all monies paid to the school less the application and registration fees of $100.00/ $300.00 respectively.
4. The student has the right to cancel the enrollment agreement and obtain a full refund of charges paid through attendance on the fifth-class session, or the fifth day after enrollment, whichever is later less the application and registration fees of $100.00/ $300.00 respectively
5. A student notifies the institution of his/her withdrawal.
6. A student on an approved Leave of Absence notifies the institution that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the Leave of Absence, or the date the student notifies the institution that the student will not be returning.
7. A student is expelled by the School.
8. If the school closes, cancels or discontinues a program, the student who has not started classes will receive a full refund of all monies paid. If a course is cancelled and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.

In type 2, 3, or 4 official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the School Administrator/Director in person. This policy applies regardless of whether the student has actually started training.

C. Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals for clock hour students are monitored and determined by the school through monitoring clock hour attendance at least every 30 days. Students who are not in attendance for 14 consecutive calendar days will automatically be terminated by the school. Attendance is monitored on a daily basis. For students who unofficially withdraw, the withdrawal date will be 14 consecutive calendar days from the last date of attendance.

D. For students who enroll in and begin classes, the following schedule of tuition adjustments will be followed:

PERCENTAGE TIME TO TOTAL TIME OF COURSE	**AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL**
0.01% TO 4.9%	20%
5% TO 9.9%	30%
10% TO 14.9%	40%
15% TO 24.9%	45%

25% TO 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance.

E. All extra costs of textbooks, kits and training materials not included in the tuition price, which is stated in the catalog and contract, are non-refundable items.

F. A termination fee of $100 will be applied.

G. Any supplemental loans other than Federal Loans will be treated as cash payments.

H. Financial Aid Student Withdraw Policy: Return of Title IV Funds (Effective 10/7/2000) Students enrolled in the Cosmetology, Skin Care or Barbering Specialty Programs and who received assistance from the Federal Title IV programs, are subject to a special withdrawal policy or Return of Title IV Funds when they terminate from school, as per Federal Regulations. Federal Aid is based on payment periods (0-450, 451-900, 901-1200 for Cosmetology, and 0-300 & 301-600 for Skin Care Specialty). When a student terminates from school, the school must determine what aid the school is entitled to retain by determining what percentage of aid the student earned. This calculation is based on; 1) in which payment period did the student terminate from school, and 2) the number of hours that were completed in that period. Any payment period in which less than 60% was completed, the school can only retain the exact percentage of aid earned, and must refund the remaining amount. If 60% or more was completed of a payment period, the school is entitled to retain 100% of the aid received. Federal Regulations require the return of Title IV funds in the following order, if applicable; Unsubsidized loans, Subsidized loans, Perkins loans, Plus loans, Pell Grants, SEOG or other Title IV, within (45) days of the last date of attendance. In the case of a leave of absence, the refund shall not exceed thirty (30) days from the date of documented return.

Under the Federal Regulations, once the Return of Title IV Funds policy has been applied, the school may then apply their Institutional Refund Policy and charge for unpaid portions of their schooling.

I. Refund examples are available in the Financial Aid Office.

J. Any student who has received financial aid, and withdraws or is terminated from the School, and for whom a refund is due, will have their refund applied to the financial aid program up to the amount of the student's award. Refunds will be made in the following order:

1. Federal unsubsidized Direct Stafford loan
2. Federal subsidized Direct Stafford loan
3. Federal Direct PLUS loan
4. Federal Pell Grant
5. Federal SEOG Program aid
6. Other assistance programs authorized by Title IV
7. Other Federal, state, province, or institutional student financial aid assistance programs
8. The student

Method of Payment and Additional Charges

Upon enrollment, the Application Fee of $100.00 is due. This fee is non-refundable. The registration fee of $300.00 is due at the time of signing the enrollment agreement. The balance of tuition, and the kit and textbook fee is due and payable in full on or before the day of class orientation unless otherwise specified in the student's financial aid plan.

Tuition payment plans may be arranged at the school's option for the balance of the tuition. Students who have been granted a tuition payment plan are required to make payments on the first business day of each month. Students whose tuition payments are received after the 10th of the month will have their account charged a $10 late fee. Students will be placed on financial suspension if the account goes beyond 30 days' delinquent. The school will apply a $15 fee for any check returned due to non-sufficient funds.

Methods of payment accepted include: cash, check, credit card (excluding American Express), money order, Title IV funds, grants, loans, and scholarships. PB School offers no discounts or reductions whatsoever in tuition and fees, which are, in all cases, as stated. If the course extends beyond the scheduled course completion date, by more than a 10% absentee allowance, the student will be charged an additional hourly overtime rate for the number of hours needed to complete the course. The overtime rate will be the per-hour tuition rate in effect at the time the student begins the remaining hours of instruction.

Overtime charge by course:

$16.00 per hour (Cosmetology)	$14.17 per hour (Barbering)
$18.00 per hour (Skin Care)	$11.50 per hour (Teachers)
$10.67 per hour (Nails)	$18.00 per hours (Hair Braiding)

Schedule Change

Students who transfer from full-time to part-time, or from part-time to full-time will be charged a fee of $25.00 for each change. Schedule change requests can only be submitted for programs that offer various schedule options. Please review “Status of Enrollment” on page 10 of this catalog.

Students who have withdrawn or have been terminated from the School who wish to return will be charged a re-application fee of $100.00 if the student is returning within 180 days from the last day attended. Students returning after 180 days from the last day attended will be required to pay the $100.00 reapplication as well as the $300.00 registration fee. These fees are non-refundable. Students may also be charged the per-hour tuition rate in effect at the time of their reinstatement for the hours needed to complete the course. PB Cosmetology Education Centre will not release academic transcripts until the student has an account balance of $0.

TUITION AND FEES

COSMETOLOGY	(1200 HOURS)
Tuition	$ 19,200.00
Kit & Textbooks	2,400.00
Registration Fee	300.00
Application Fee	100.00
Total	$ 22,000.00
BARBERING	(900 HOURS)
Tuition	$12, 750.00
Kit & Textbooks	1,650.00
Registration Fee	300.00
Application Fee	100.00
Total	$ 14,800.00
SKIN CARE	(600 HOURS)
Tuition	$ 10,800.00
Kit & Textbooks	2,400.00
Registration Fee	300.00
Application Fee	100.00
Total	$ 13,600.00
TEACHERS	(600 HOURS)
Tuition	$ 5,750.00
Textbooks	555.00
Registration Fee	300.00
Application Fee	100.00
Total	$ 6,705.00
NAIL	(300 HOURS)
Tuition	$ 3,200.00
Kit & Textbooks	1,500.00
Registration Fee	300.00
Application Fee	100.00
Total	$ 5,100.00
HAIR BRAIDING	(50 HOURS)
Tuition	$ 900.00

Textbooks	550.00
Registration Fee	300.00
Application Fee	100.00
Total	$ 1,850.00

Tuition and fees may be increased annually. Please check with the Financial Aid Office for the most current tuition and fees.

ORGANIZATIONAL CHART

PRESIDENT/OWNER
ROBERT L. HOGAN

DIRECTOR
MONICA HESLIN

CONTROLLER
TRACEY MITCHELL

ADMISSIONS/STUDENT SERVICES
HARLEY BROWN

FINANCIAL AID
JENNIFER GALLO

SUPERVISING EDUCATOR
DENISE RANDON

RECEPTIONIST
JESSICA CLARKE ALYCIA MCGINNESS

FACULTY

D' JENABA "SHEKI" CLARKE
DENISE RANDON
NIKKI KOPPENHAFER
KELLY BUDESA
DANIELLE MENTA-VARAGS
DOMENICK ROCCO
DANE-RENE GAINES
CHERYL HEISE

Questions concerning the following areas should be directed to the approved staff member as follows:

Tuition Payments	T. Mitchell
Overtime Charges	T. Mitchell
Financial Aid	J. Gallo
Counseling/ Academics	H. Brown
Hours/Progress Reports	A. McGinness
Change of Status/Leave of Absence	M. Heslin
Permits/Licensure/Exit Interviews	H. Brown
Withdrawal/RE-Enrollment	M. Heslin
Job Placement	J. Gallo
Continuing Education	H. Brown
Withdraws/Drops	M. Heslin
General Concerns	M. Heslin

STUDENT RIGHT TO PRIVACY

Student's Right to Privacy and Access to Records

PB Cosmetology Education Center respects and protects each student's right to privacy and access to records. No personal information about the student will be communicated by staff to anyone without the student's written consent. The school does not publish a student directory. The school requires written consent from the student or guardian before releasing any student information in response to a third-party request, other than a request by NACCAS, unless otherwise required by law.

Student files are maintained and secured in the school's business office. Access to student files is limited to appropriate personnel only. Students may inspect their files, provided the inspection takes place in the presence of authorized staff only.

PROCEDURE:

1. Written consent from the student or parent/guardian of a dependent minor for release of records is required for each third-party request.

2. The school will not release original documents from student files without permission from the School Director.

3. Staff will not acknowledge phone inquiries. All third-party requests must be made in writing and require the consent of the student. Emergency phone calls will be dealt with on a case-by-case basis.

4. Students may access their school records be appointment. Requests must be made in writing. Authorized staff will be available to provide supervision and interpretation of student records.

5. Student's cumulative records will be maintained for a minimum of five years.

FERPA

The Family Educational rights and Privacy Act (FERPA) 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. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct the records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, newspaper article) is left to the discretion of each school.

INDIVIDUAL PRIVACY

Students may not make video, audio or photographic recordings of other students, faculty or staff without the permission of those intended to be recorded. The use of cell phones to allow outside parties to monitor conversations and activities of the school and its occupants is forbidden. All matters of student financial aid are confidential and should only be discussed with the Financial Aid Advisor or Controller.

CAMPUS SECURITY

Building Security Measures

The following is an outline of procedures that we believe are necessary for each and every employee and student to follow.

1. **DOORS**

   Front Doors

   There is one main entrance to the building which is also an exit at the front of the building that enters the lobby. ONLY these doors should be unlocked by 8:30a.m. in the morning. They will remain unlocked all day until closing at 9:30p.m. It is Maintenance's responsibility to open these doors in the am, except for on Saturdays. In Maintenance's absence and on Saturdays, it is the clinic coordinator's responsibility to open these doors. On Saturday, the building is opened no later than 8:30a.m. These doors are locked on Monday through Thursday evenings by the night receptionist at 9:30p.m. and on Fridays at 4:30p.m. They are locked on Saturdays by the Clinic Coordinator by 4:00p.m. In any of the above person's absence, the clinic educator in charge will be responsible for the doors.

ALARM: The building alarm located on the panel at the front entry/exit doors is to be disarmed and alarmed at every opening and closing.

Exit Doors

There are seven exit doors in the building. They are:

1. Lobby exit to courtyard
2. Back Hall exit to the courtyard
3. Room #3 fire exit to the back-access way
4. Room#5 fire exit to the side access way
5. Clinic exit to front walk way

These exit doors should remain locked at all times (24/7). If in locked position, they will operate as an exit only for emergency purposes. When locked, these doors will not work as an entrance. Please do not allow access to the building by opening these or any of the exit doors for the student arriving late to school. Absolutely no other doors other than the front entry doors should be unlocked in the evening and on Saturdays.

DOORS SHOULD NOT BE PROPPED OPEN FOR ANY REASON.

2. **WINDOWS**

   It is each individual employee's responsibility to close and lock each window in the area in which they are working. Please have thermostat adjusted by administration if temperature in room is not comfortable.

3. **ALARM SYSTEMS**

The school director receives weekly alarm panel reports indicating every code entered and the time entered. We will change all alarm access codes in the upcoming weeks.

4. 911/PANIC ALARMS

In the event of an emergency situation, personnel should immediately respond by using the panic alarms located closest to their work stations.

5. PROHIBITED INDIVIDUALS

Occasionally students, clients, and others are prohibited from being on the premises or in the building (students suspended for disciplinary reasons, expelled students, individuals with restraining orders, etc.) It is each employee's responsibility to enforce this policy by asking the individual to leave the premises, notifying administration, and completing an incident report. If the individual does not leave, please call the local police department.

6. RELEASE OF INFORMATION

Absolutely no information about any student/employee is to be given out over the telephone or in person. Any student expecting a guest/visitor should inform the front desk.

Campus Security Report

The information contained herein is PB Cosmetology Education Center's policy on crime awareness and campus security as it pertains to our students and employees. As mandated by law, our institution, on a yearly basis compiles statistics concerning acts of crime on campus and surrounding areas.

Campus Security Policy

PB Cosmetology Education Center's policy concerning security and access to our facility is that anyone entering the facility must report to the reception area, which is located in our main lobby. The school's policy for students is that they must sign in upon entering the facility and sign out when leaving the facility. PB School does not have campus residences. PB does not provide law enforcement or security services to off-campus school activities.

Campus Security Reporting Procedures (see also Emergency Handbook)

PB Cosmetology Education Centre's policies regarding procedures for reporting crime and other emergencies is that we maintain an open-door policy to enable anyone to come directly to our Director's Office who maintains an ongoing relationship with local, county, and state authorities. PB will respond swiftly and decisively to these reports to come to a just conclusion, beneficial to all involved. All criminal violations will be brought to the attention of local authorities.

All students and employees are encouraged to report criminal activity in and about the facility. Our students and employees are educated from time to time on the importance of reporting.

Campus Security Notification

PB Cosmetology Education Centre has set up a program in which students and employees are made aware of our security procedures and practices. Incoming students are briefed on these procedures during new student orientation programs. Employees and students are informed of any events taking place relating to a breach of security or criminal content when and if it occurs, in or about our facility.

Annual Security Report

In accordance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** the school collects crime statistics as the basis for PB Cosmetology's annual security report that is made available to students, employees, and applicants for enrollment and employment. Campus is defined as any building or property owned and controlled by the school within the same contiguous area used by the school in direct support related to its educational purpose.

PB Cosmetology Education Centre
Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period 2021-2023.

The following criminal offenses, published each year and must be report no later than October 15 of each year, include any crime statistics that occurred on campus, in or on non-campus buildings or property, and on public property during the previous three calendar year periods.

Report Distribution Date:

Occurrences within the 2023, 2024 and 2025 Calendar Years

Crimes Reported	2023	2024	2025	Location: C=Campus N=Non-campus P=Public Area	*Hate Crime	
Criminal Homicide						
• Murder (Includes non-negligent manslaughter)	0	0	0			
• Negligent manslaughter	0	0	0			
Sex Offenses						
• Sex offenses - forcible	0	0	0			
• Sex offenses - non-forcible	0	0	0			
Domestic Violence	0	0	0			
Dating Violence	0	0	0			
Stalking	0	0	0			
Robbery	0	0	0			
Aggravated assaults	0	0	0			
Burglaries	0	0	0			
Motor Vehicle Thefts (on Campus)	0	0	0			
Arson	0	0	0			
Larceny - Theft	0	0	0			
Simple Assault	0	0	0			
Intimidation	0	0	0			
Destruction/Damage /Vandalism of property	0	0	0			
Any other Crime involving bodily injury	0	0	0			
Number of arrest made for the following crimes						
Liquor Laws	0	0	0			
Drug Laws	0	0	0			
Illegal Weapons Possession	0	0	0			

Hate Offenses:
The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Contact Information:

Office Responsible to provide a copy of the Campus Security information	Tracey Mitchell, Controller accounting@pbbeautyschool.com (856) 456-4927 ex 109
Who to contact to report an incident at the Institution	Monica Heslin, School Director director@pbbeautyschool.com (856) 456-4927 ex 115

General Information:

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the School Director in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).

2. All students and employees are encouraged to report any crime or emergency to the School Director promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the School Director will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to the School Director without signature. If the student wishes not to maintain confidentiality, the student may contact the School Director to report criminal actions or emergencies to the appropriate agency by calling (911).

   Preparation for the Annual Disclosure of Crime Statistics report is made by the institution's secretary who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics.

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5:00pm. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

4. Current policies concerning campus law enforcement are as follows:

   a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
   b) Employees should contact the School Director to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or School

Director shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.

c) The institution does not provide pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid. Personal counseling offered by the institution will be limited to initial crisis assessment and referral.

5. The institution provides crime awareness or prevention programs during new student and new employee orientation programs. Students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
    a) Do not leave personal property in classrooms
    b) Report to your institutional official, any suspicious persons.
    c) Always try to walk in groups outside the school premises.
    d) If you are waiting for a ride, wait within sight of other people
    e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
    f) The Institution's Annual Security Report is available upon request to students, employees (staff and faculty) and prospective students.
    g) The School disseminates crime prevention and awareness information at orientation. Additional information is available on request.
    h) Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

6. The institution provides crime awareness or prevention programs during orientation where all the institution's policies and regulations are properly disclosed to prospective students.

7. All incidents shall be recorded in the Institutions Daily Incident Log located on campus in the Admissions Office. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.

8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.

9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.

10. Information concerning drug and alcohol abuse education program are posted on campus and is distributed annually to students and staff.

11. The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the School Director.

12. As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders. www.familywatch.dog.us

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the school's officer but rather contact the appropriate agency by calling (911).

Monica Heslin, School Director
(856) 456-4927
director@pbbeautyschool.com

Sexual Misconduct Policy

PB Cosmetology Education Centre is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Sexual assault, sexual harassment and sexual exploitation, stalking, domestic violence, and dating violence are all forms of sexual misconduct. Every member of the school community should be aware that the school is strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws.

The PB Cosmetology Sexual Misconduct Policy describes the school's programs to prevent sexual misconduct, and the procedures that the school will follow once an incident of sexual misconduct has been reported. This Policy is disseminated widely to the school community through publications, the school's website, new employee orientations and student orientations and other appropriate channels of communication. Copies of the policy can be obtained from the Director on site or by calling 856-456-4927 or from the school's website at www.pbbeautyschool.com. PB Cosmetology provides training to key staff members to enable the school to handle any allegations of sexual misconduct promptly and effectively. The school will respond quickly to all reports of sexual misconduct, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

PB Cosmetology's Sexual Misconduct Policy governs sexual misconduct involving students that occurs on any school property or in connection with any school sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with the school, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. PB Cosmetology encourages victims of sexual violence to talk to somebody about what happened-so victims can get the support they need, and so the school can respond appropriately. As further described in the Policy, the school will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's wellbeing.

Information for Crime Victim about Disciplinary hearings:

Institution shall upon written request disclose to the alleged victim of any crime of violence, or sexual misconduct, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009 (HEOA amendment).

Drug and Alcohol Abuse Information:

Following you will find the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public 101-226 and what PB Cosmetology requires of Staff and Students.

Staff and Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from school or employment.

Additionally, there are numerous local, state, and federal laws, which can be used to punish violators. Penalties can range from suspension revocation and/or denial of a driver's license, to 20-50 years' imprisonment at hard labor without benefit of parole. Property may also be seized. Community service may also be mandated.

Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, Welfare, health care benefits, disability and Veterans benefits. Public housing residents could also be evicted. Finally, a record of a felony or conviction in a drug related crime may prevent a person from entering a certain career.

Drugs can be highly addictive and injurious to the body as well as one's self. People tend to lose their senses and responsibility and coordination.

There are drug or alcohol counseling, treatment and rehabilitation facilities in our area where advice and treatment are available. You may contact the Addictions Hotline of New Jersey at 844-276-2777. You may also contact the School Director for referrals to other support resources.
There are national organizations that can be contacted for help. The Alcoholism and Drug Abuse Hotline is open 24 hours daily, 301-443-1124. The Cocaine Hotline, 1-877-801-7284 is also open 24 hours. The National Institute on Drug Abuse Hotline is available 8:00am to 2:00a.m., Monday through Friday and 11:00a.m. to 2:00 a.m. on weekends, 1-800-662-4357.

PB Cosmetology Education Centre will conduct an annual review of its "Drug and Alcohol Free Schools and Campuses Program" to determine:

a. Effectiveness of its program and implement changes to the program as deemed necessary
b. Insure that any disciplinary sanctions conducted during that time are consistently enforced.

PB Cosmetology
Drug and alcohol abuse Policy

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Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, Welfare, health care benefits, disability and Veterans benefits. Public housing residents could also be evicted. Finally, a record of a felony or conviction in a drug-related crime may prevent a person form entering certain career.

There are drug or alcohol counseling, treatment and rehabilitation facilities in our area where advice and treatment are available. The telephone numbers of these facilities may be found in your local telephone book or yellow pages under Drug Abuse and Addiction – Information and Treatment. If other help is required for rape counseling, or domestic violence contact 1-800-799-SAFE OR 1-800-656-HOPE.

There are national organizations that can be contacted for help. The Alcoholism and Drug Abuse Hotline is open 24 hours daily, 1-800-252-6465. The Cocaine Hotline, 1-800-444-9999 is also open 24 hours. The National Institute on Drug Abuse Hotline is available 8:00 AM to 2:00 AM, Monday through Friday and 11:00 AM to 2:00 Am on weekends, 1-800-662-4357.
It is a school policy that we do not sponsor or accept any liability for any functions that involve alcohol and/or drugs. This policy includes all student functions and employee functions, i.e. Christmas parties, etc.
If you become aware that either you, a co-worker or a student may have drug or alcohol problem, please discuss this confidentially with your Director so that the situation can be handled appropriately and the individual be given the opportunity to seek outside help.

Student Complaint and Grievance Procedure

PB Cosmetology Education Center will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures are discussed at junior orientation and all students are informed of the steps to follow should they desire to submit a complaint at any time. Evidence of final resolution of all complaints is retained

in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The students should submit the complaint in writing on the Complaint/Grievance Form within 30 days of the date of the alleged grievance incident.

2. The complaint form should be submitted in person to the School Director or mailed to PB Cosmetology Education Centre, 110 Monmouth Street, Gloucester City, NJ, 08030.

3. School management will meet regarding the complaint within 10 days of receipt of the grievance form and a response will be written to the student within 15 days of the meeting. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint. If more information from the student is needed, it should be provided to the school management in writing.

4. If the complaint is of such nature that the school management cannot resolve it, it will be deferred to an appropriate agency, if applicable.

5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If, necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be employed by the school or related to the school owners.

   The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony, and a recommended resolution for the dispute. School management shall consider the report of the hearing committee and either accept, reject, or modify the recommendations of the committee. The administration's decision at this stage is final.

   Schools accredited by the National Accrediting Commission of Career Arts and Sciences must have a procedure and operation plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints must be in written form, with permission from the complainant(s) for the Commission to forward a copy as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

   NATIONAL ACCREDITING COMMISSION
   OF CAREER ARTS AND SCIENCES
   3015 Colvin Street
   Alexandria, VA, 22314

Complaint/ Grievance Form:

Student Name:_____

Date:_____ Current Class:_____

Description of incident or statement of grievance:

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(Attach additional pages if needed)

Form received by (staff signature):_____

Date:_____

GENERAL SCHOOL RULES AND REGULATIONS

Phone/Text Messaging
Under no circumstances are cell phones permitted to ring during school hours. Please keep phones on silent/vibrate mode. Students may check their messages and use their phone during lunchtime and before or after school. Students will be permitted to take the classroom pass in order to use their cell phone or check their messages. Students are asked to use their phone in the student lounge only. Students will not be permitted to leave the building to use their phone. Anyone who violates this policy will be sent home for the day, therefore losing training hours. In addition, students are not permitted to receive or make phone calls from the business line except for emergency cases.

Substance Use on School Grounds
Being under the influence of any substances while attending school is prohibited due to a combination of factors related to safety, professionalism and successful training. Career training programs offered by PB require the use of many chemicals, hot tools, razors and scissors. Impaired judgment can delay reaction time and coordination that could potentially cause injury to oneself, fellow students and clients. PB Cosmetology has zero tolerance when it comes to the health and safety of its students, faculty and clients and will not tolerate this on school grounds. If the school has reasonable belief that a student is currently under the influence of any controlled substance they will be sent home immediately. Any repeat offenses will follow our Career Training Preparation Standards flow chart.

Assigned Classes/Leaving Class
Students are required to have a student pass issued by their instructor if they are leaving class any time other than a scheduled break or lunchtime. Students are not permitted to leave the building during regular class time even with a student pass. Students are required to inform their instructor if a situation arises in which they need to leave the classroom due to an emergency. Students are required to remain in their assigned classrooms while class is being conducted. Visiting of students in other classrooms while class is in session is not permitted. Student Passes are for use within the building only. **Students are not permitted to use the Student Pass to go outside to smoke during class hours.**

Harassment, Intimidation, Bullying
PB Cosmetology Education Centre prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. “Harassment, intimidation, or bullying” means any gesture, written, verbal, or physical act, or electronic communication that takes place on school property or at any school sponsored function and that the act(s) will have the effect of harming a student or damaging the student’s property, or placing the student in reasonable fear of harm to his/her person or damage his/her property; or has the effect of insulting or demeaning any student in such a way to cause substantial disruption with the orderly operation of the school.

The policy will impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying, at the discretion of the School Director. The consequences only may be exercised when it is reasonably necessary for the student’s physical or emotional safety or for reasons relating to the safety and well-being of other students, staff, or school property.

Policies and Sanctions related to Copyright Infringement
PB Cosmetology prohibits copyright infringement. Published educational materials are copyrighted. US Copyright Law states that “it is illegal to make or distribute copies of copyrighted material without the authorization of the publisher. “The School will take disciplinary action against any student who distributes unauthorized copyrighted materials. Any student involved in such act will be reported to the proper authorities. Educational materials that have been created by the school should be treated as copyrighted materials.

Professional Behavior

Students are under the supervision of their instructor and should cooperate with them at all times. Students are required to participate in all classes, lectures, workshops and other learning activities assigned by their instructor. Students refusing to participate whether it is on a written assignment, a mannequin, a model, or a client will be dismissed for the day, therefore losing clock hours. The atmosphere in the classroom is expected to be conducive to learning at all times. Be nice and courteous at all times. Do not tease, name call or use put -downs. Your instructor, fellow students and clients deserve the utmost professional attitude from you at all time. Your communication skills should be professional. Use words like please, thank you and excuse me at appropriate times. Students will be quiet in the hallways as to not disrupt other classes in session.

Absenteeism
Students are required to notify their instructor of an absence by way of written notification if absence is planned or by telephone call. The school telephone number is (856) 456-4927. Student should leave a message with the receptionist that includes valid contact number for a return call if need be. Instructors are not permitted to interrupt class to take the phone call; messages are to be left with the receptionist and a return call issued when time allots.

Beauty Services
Current students who would like to have a clinic service performed in the school's student salon may do so during the student's non-regular class schedule. Students receiving a clinic service at PB Cosmetology Education Centre must be supervised by an educator, will be charged 50% of the regular price, and must sign a clinic ticket. **Students may <u>not</u> provide their own products. Only school-provided products may be used.**

Kits and Equipment
Students are required to have their kit and textbooks for all classes. Kit checks are performed at random intervals. Students without their full kit and textbooks will be dismissed for the day. No borrowing of kits/textbooks is permitted. Only school issued kit bags are permitted on the premises. It is the responsibility of the student to replace lost or damaged kit parts.

School Property
Classroom stations and work areas should be set up & kept clean and protected. Damages caused due to carelessness will result in replacement charges to the student. Tools, products, and equipment owned by the school must be returned to your instructor by the end of the day. Any student who mistreats school property or equipment, or steals property from the school or fellow classmates, will be permanently dismissed from school. Before dismissal, all classrooms and work areas must be cleaned and sterilized. Students are required to participate in daily sanitation and sterilization assignments at the completion of each class. All items must be removed from stations at the conclusion of the students' class time. Students are not permitted to store kit or personal items in work areas as these are shared areas and must be left available for the next class. Any items left behind at the conclusion of class will be discarded for safety and sanitation reasons. It is prohibited to prop open the doors to the school. The school provides vending machines, lockers, tables and chairs for its students in the Student Lounge. Students must clean out lockers within 14 days of their last day attended. It is the responsibility of each student to keep the student lounge clean during and after breaks. This includes throwing away trash, wiping off your table, and pushing in your chairs. This will maintain the lounge and keep it enjoyable for all.

Food and Drink
Food and/or beverages are only permitted in the student lounge. For sanitation reasons students are strictly prohibited from eating and/or drinking in the classroom. Students are permitted to have water only in the classrooms and on the clinic floor. Chewing gum is prohibited in the school.

Smoking
PB Cosmetology is a Tobacco Free Campus. Smoking is prohibited in the building and on the property of PB. Students who wish to smoke during their lunch break must leave the campus to do so.

Clients/ Visitors
Students may not have personal visitors during school hours. Clinic customers must leave the premises at the completion of the service. All visitors to the school must sign in at the visitor's log located at the lobby desk. In case of emergency, visitors must report to the front desk where they will be assisted by a staff member to locate the student.

Announcements
It is the responsibility of each student to check the student activity board regularly for announcements and notices. Students should also follow the school on all social media as well as subscribe to the school's REMIND app channel.

Reception Areas
Lobby and reception areas are designed for clients and visitors. Students may not sit and/or hang out in the lobby or reception area. Students may not loiter in/around the receptionist desk.

Parking
Parking spaces in the parking lot are for staff, clients, and students. From time to time, spaces will be reserved for staff or clients. Students who do not get a space in the lot may park on the street or in the public parking lot across from the Fire Station on King Street. Do not park in reserved spots, handicapped spots (unless handicapped), fire lanes or other areas marked "no parking". You may receive a ticket from the Gloucester City Police and/or the Gloucester City Fire Marshall.
Students are responsible for all of their kit belongings. All kits, books, and personal items should be taken home daily. The school is not responsible for lost or stolen items.

Entering/ Exiting the Building
All junior students must use the doors in the courtyard to enter and exit. Clinic student entrance is for seniors only. No students are permitted to enter/ exit via the front doors or lobby. Seniors entering after 9:10am must also use the courtyard doors and wait in the lunchroom until 9:50am.

Prohibited Conduct:

- Failure to comply with the school's rules, regulations, and policies will result in disciplinary action or expulsion. The following acts are prohibited:
- Insubordination
- Intoxication
- Cheating, copying, or the offering or receiving of unauthorized assistance in examinations, tests, quizzes, or projects.
- Disruption of classes, assemblies, prospective student tours or school activities of any kind.
- Use, possession, sale, or distribution of drugs/alcohol.
- Inflammatory statements, obscenities, malicious remarks or threats to patrons, instructors, staff members, visitors, or other students.
- Interference with any instructor or administrator in connection with carrying out duties.
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects is prohibited.
- Activities that involve stealing, holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact

Disciplinary Action
Students may be disciplined by their educator or an administrator for lack of motivation, poor attitude, general disregard for policies and procedures, failure to complete class work and assignments, and failure to service clinic customers. Students that are disciplined will have written documentation placed in their school file. At the discretion of the School Director, students will be suspended or terminated. Please see "Professional Policy" in this student catalog. Refer to the "Career Training Preparation Standards" chart in this catalog.

Career Training Preparation Standards

All violations will be accompanied in written documentation for student and school records.

Violation	1st Offense	2nd Offense	3rd Offense	Additional Actions
Unprepared for Class/Clinic	Students will be given the option to have a friend/family member bring missing supplies within a reasonable time frame (30 mins or less) if unable then student is sent home.	Sent Home	Sent Home with a 3 day suspension for repeated offense	Repeated offenses allows the school the right to terminate your enrollment
Leaving class or clinic without permission/ notifying educator	Verbal warning	Sent Home	Sent Home with a 3 day suspension for repeated offense	Repeated offenses allows the school the right to terminate your enrollment
Refusal of Client / Non Participation in class	Sent Home	Sent Home with 3 day suspension	Termination from the program	
Classroom/Clinic Disruption	Sent Home	Sent Home with 3 day suspension	Termination from the program	
Negative Attitude (toward staff/peers/clients)	Written Warning	Sent Home	Sent Home with a 3 day suspension for repeated offense	Repeated offense allows the school the right to terminate your enrollment

Dress Code/Uniform (this includes not having your nametag)	Students will be given the option to have a friend/family member bring proper uniform within a reasonable time frame (30 mins or less) if unable then student is sent home.	Sent Home	Sent Home with a 3 day suspension for repeated offense	Repeated offense allows the school the right to terminate your enrollment
Unprofessional Behavior/ Conversation in classroom or clinic/ Prohibited Conduct violations	Written Warning	Sent Home	Sent Home with a 3 day suspension for repeated offense	Repeated offense allows the school the right to terminate your enrollment
Personal Service without approval	Written Warning	Sent Home	Sent Home with a 3 day suspension for repeated offense	Repeated offense allows the school the right to terminate your enrollment
Using a non-school product for personal/guest service	Written Warning	Sent Home	Sent Home with a 3 day suspension for repeated offense	Repeated offense allows the school the right to terminate your enrollment
Destruction/improper use of school property (this includes leaving items in stations; work area left unsanitary)	Written Warning	Sent Home	Sent Home with a 3 day suspension for repeated offense	Repeated offense allows the school the right to terminate your enrollment
Parking in non-student parking area	Verbal warning and must move your car	Written Warning and must move your car	Sent Home with a 3 day suspension for repeated offense	Repeated offense allows the school the right to terminate your enrollment
Odor/ Signs of under the influence of drugs or alcohol(per the school's Marijuana Use Policy for safety reasons)	Sent Home	Sent Home with 3 day suspension	Termination from the program	Repeated offense allows the school the right to terminate your enrollment

pb COSMETOLOGY EDUCATION CENTRE

2026-2027 Student Catalog



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