

Crevier's

*Academy of
Cosmetology Arts*



Celebrating over 50 years in Education

School Catalog – 2011

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HISTORY & LOCATION

Crevier's School of Cosmetology is located at 134 First Street West in Kalispell, MT and has been a debt free family owned and operated corporation, since 1958. The school is one block from Kalispell Center mall and Main Street.

CREVIERS SCHOOL OF COSMETOLOGY HAS BEEN LICENSED AND BONDED SINCE 1958.

COORPERATE OWNERS

Martin Crevier
Tausha Crevier

STAFF

MARTIN CREVIER - Owner, Head Instructor, Registrar, Financial Assistance, Theory Teacher

TAUSHA CREVIER - Owner, Instructor, Bookkeeping & Supplies

JAMI SMITH - Instructor, Freshman Educator

JENELLE GRAU - Instructor, Esthetics Educator

HEATHER BERWICK- Instructor, Night Manager

MADISON CREVIER-Office Secretary

FACILITIES & EQUIPMENT

Our 5000 square foot building is very bright and open with 32 cosmetology stations and 5 manicure stations, 4 esthetic beds, a freshman training room, break room and a large classroom with a library of books and videos on all aspects of Cosmetology, Manicuring, and Esthetics.

Crevier's has a great variety of clientele year round. This gives our students hands on experience that prepares them with skills needed for future job placement. Our well established clientele helps keep tuition affordable and provides real life training for students. If students do not have clients booked, our instructors schedule projects for students on mannequins and other students to further advance their skills.

Crevier's utilizes the leader in Cosmetology education for over 80 years, **Milady**, for theory & practical education along with other supplemental sources including **Pivot Point** education systems. **Matrix** is our primary hair color and retail product. Matrix provides great up to date advanced **Matrix Craft Color & Cutting Education** with 'Matrix Certified Educators' throughout the year.

Young Nails is primarily used for artificial nail education along with other sources for nail art. **Creative Nail & OPI** are also supplemented.

We partner with **Biotherapeutic** for advanced esthetic machines. **Eva's Esthetics** (organic natural line) & **Biomaris** (ocean based line) for our facial line & body wraps, & our main body wax we use is **Berins** by the world famous 'Wax Queen'. **Amber** products are also used for waxing, paraffin & body services.

CLASS STARTING DATES

Student may apply for enrollment at any time in the school calendar year. Cosmetology and Manicuring classes usually begin the first week of February, April, September, and November. Esthetics classes start the first week of March and October (based on an 8 student class minimum). Teacher Training classes begin when available.

School is not in session during the following holidays: 4TH of JULY, CHRISTMAS DAY, NEW YEARS DAY, THANKSGIVING, MEMORIAL DAY & LABOR DAY. If Christmas or New Years should land on a Tuesday or Thursday we may be closed on the Monday before or Friday after.

At the schools discretion there may be other necessary closure days, such as weather (emergency road travel). Students will be notified.

CREVIER'S MISSION STATEMENT GOALS & OBJECTIVES

TO PROVIDE A QUALITY EDUCATION SO ONE IS ABLE TO BE SUCCESSFUL IN THE FIELD OF COSMETOLOGY, MANICURING, ESTHETICS OR INSTRUCTING. TO TRAIN STUDENTS TO SUCCESSFULLY PASS THE STATE LICENSURE EXAM AND TO INSTILL A SENSE OF PROFESSIONALISM IN EACH STUDENT. TO PROVIDE UP-TO-DATE-TRAINING INFORMATION AND TO PROVIDE PLACEMENT SERVICES WHICH WILL HELP ENSURE THAT GRADUATES ARE PLACED IN THEIR FIELD OF STUDY. OUR SCHOOLS OBJECTIVE IS TO TEACH THE STUDENT TO COMMUNICATE EFFECTIVELY IN ORDER TO BUILD A CLIENT BASE

CREVIER'S DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, RELIGION, AGE, COLOR OR ETHNIC ORIGIN

SCHOOL\CLASS SCHEDULE

Hours of educational operation are Monday - Friday 8AM – 4:30PM. After freshman training hours are finished students are allowed to stay until 8:00pm Tuesdays, Wednesdays & Thursdays. This is a free option for students, no extra tuition is charged.

A 30 minute lunch is required to be taken each day. If more time is needed or any other time is needed off an instructor must be notified in advance. Theory class is each day from 8AM-9AM with advance classes once per week.

ADMISSION REQUIREMENTS

1. Proof that the student is beyond the age of compulsory education.
2. Certificate of graduation from a high school or secondary education or equivalent
3. Copy of birth certificate or valid picture ID
4. Application for admission with \$125.00 registration fee \$50.00 application fee, and a \$325.00 fee for books must be paid.
5. Transfer students must submit a copy of their hours from their previous school and proof of being in satisfactory progress and in good standing with that school.
6. All necessary paper work must be complete before students will receive notification of acceptance.
7. School supply kit must be paid for by the first day of class.
8. This school does not recruit students already enrolled in a similar program.

COURSE OF STUDY

The required curriculum for cosmetology students is as follows:

2000 hours of training, of which at least 200 hours is in theory, distributed as follows:

1. Manicuring - 125 hours to include:
 - manicures (water, oil, hand and arm massage, paraffin wax treatments, and polish)
 - pedicures (foot, ankle, and lower leg massage, paraffin wax treatments, and polish)
 - artificial nails (sculptured, nail tips, nail wraps, fills, repairs, tip overlays, fiberglass, gel, and acrylic); and the use of manicuring implements including the electric nail file
2. Esthetics - 150 hours to include:
 - skin care (facials, cosmetics, makeup, massage, essential oils)
 - skin exfoliation (manual, chemical, and mechanical exfoliation)
 - waxing and tweezing; electricity and light therapy
3. Shampoo - 260 hours to include:
 - scalp treatment, hair styling (pin curls, finger waving, thermal curling, blow dry styling, braiding, back combing, and wet setting)
4. Chemical Services - 530 hours to include:
 - waving, relaxing (ammonium thioglycolate, sodium hydroxide methods), hair coloring, and hair lightening
5. Hair Cutting - 205 hours to include:
 - proper uses of implements, e.g., shears, razors, clippers, thinning shears
6. Salon Business 150 hours to include:
 - Salon management Business methods, customer service, appointment book, professional ethics, and current state board laws and rules
7. Sanitation - 80 hours to include:
 - Chemistry, bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, and diseases and disorders of hair, scalp, skin, and nails

500 hours of instruction shall be at the discretion of the school, provided that the hours are within the applicable curriculum.

THE FIRST 300 HRS OF TRAINING ARE DONE LEARNING THE BASICS. THE REMAINING 1700 HRS ARE SPENT WORKING ON THE CLINIC FLOOR ADVANCING YOUR SKILLS AND FINISHING THEORY.

The required curriculum for manicuring students is as follows:

350 hours of training, of which at least 35 hours is in theory, distributed as follows:

265 hours of training, distributed as follows:

1. Salon Business - 60 hours to include:
 - Salon management, Business methods, customer service, appointment book, professional ethics, and current state board laws and rules
2. Sanitation - 55 hours to include:
 - Bacteriology, sanitation, sterilization, safety, anatomy, physiology, diseases and disorders of skin and nails, manicure chemistry, and nail care
3. Manicures & Pedicures - 35 hours to include:
 - Manicures (water, oil, hand and arm massage), pedicures (including foot, ankle, and lower leg massage), polish applications, paraffin wax treatments, and the proper use of manicuring implements including the electric nail file
4. Application of artificial nails - 115 hours to include:
 - sculptured nails, nail tips, nail wraps, tip overlays, fills, repairs (including fiberglass, gel, and acrylic)

85 hours of instruction shall be at the discretion of the school provided that the hours are within the applicable curriculum.

THE FIRST 80 HRS OF TRAINING ARE SPENT LEARNING THE BASICS. THE REMAINING 270 ARE SPENT ON THE CLINICAL FLOOR ADVANCING YOUR SKILLS AND FINISHING THEORY.

The required curriculum for esthetics students is as follows:

650 hours of training, of which at least 65 hours is in theory, distributed as follows:

1. Sanitation - 70 hours to include:
Bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, diseases and disorders of the skin, electricity, chemistry, and light therapy
2. Skin Care - 300 hours to include:
Massage, skin care, makeup, (including the use of vaporizer, high frequency, massage brush, vacuum spray, galvanic unit, and lamps), cosmetics, facials, essential oils, and skin exfoliation (including manual, chemical, and mechanical exfoliation)
3. Waxing - 50 hours to include:
face, neck, hands, and superfluous hair anywhere on the body, including tweezing
4. Salon Business - 70 hours to include:
Salon management, business methods, appointment book, customer service, professional ethics, and current state board laws and rules

160 hours of instruction shall be at the discretion of the school provided

THE FIRST 150 HRS OF TRAINING ARE SPENT LEARNING THE BASICS. THE REMAINING 500 ARE SPENT ON THE CLINICAL FLOOR ADVANCING YOUR SKILLS AND FINISHING THEORY.

The required curriculum for teacher training students is as follows:

650 hours of training distributed as follows:

1. Teaching Methods - 245 hours to include:
task analysis, visual aid construction, lesson planning, motivational tools, instructional objectives, etc
2. General Psychology- 75 hours to include:
Conflict resolution, student counseling, student and teacher relations, public relations, etc
3. Business Methods - 115 hours to include:
Recruitment, job analysis, student paperwork, professional ethics, state board laws and rules, ethical employee/employer relationship
4. Advanced Theory- 75 hours to include:
Chemistry, safety, sanitation, bacteriology, physiology, anatomy, and diseases and disorders

140 hours of instruction shall be at the discretion of the school provided that the hours are within the applicable curriculum.

The required curriculum for Microdermabrasion students is as follows:

To obtain an endorsement, licensees shall complete an additional 50 hours of continuing education in the field of microdermabrasion as follows:

1. Histology of the skin;
2. Bacteriology;
3. Client consultation and protection;
4. Client pre-care and post-care;
5. Product knowledge;
6. Theory of technical application of microdermabrasion;
7. Sanitation and safety;
8. Disposal of waste products; and
9. Practical application and observation.
10. A minimum of 50 percent of the required hours must be taught in theory.

STUDENT RECORDS

A student, parent or guardian of a dependant student, has a right to gain access to their cumulative records by appointment under the supervision of an instructor or staff member.

Information pertaining to a student's cumulative record will be released only upon written instructions and/or written permission from the student, or parent or guardian of a dependant student. Access will be permitted to NACCAS in relation to any accreditation process whether initiated by the school or in response to a directive from the Commission. The school will also release information to the Montana Board of Barbers and Cosmetologists upon request.

GRADING & ACADEMIC INFORMATION

Each student enrolled with Crevier's will be required to maintain a grade point average of 75% to stay in satisfactory progress. Students being funded through other agencies will also need to maintain satisfactory progress to be eligible for funds.

Each student will be graded in three areas The following grading scale is used to calculate student scores

THEORY	92-100	A
PRACTICAL	82-91	B
LAB WORK	75-81	C
	Below 75	Failing

Theory is held every morning from 8AM-9AM. Crevier's uses Milady's textbooks and other teaching aids for theory education. Multiple choice tests for each chapter will be taken at the end of each chapter. Extra credit projects may be given.

Scores are calculated for GPA's monthly or 4 test scores. Make-up work\tests must be done as soon as a student returns to school and is the responsibility of the student.

Practical scores are evaluated after a student's first 20% & last 20% of required hours have been completed. These scores must be evaluated and passed by an instructor. Each task can be preformed on a mannequin, a client, or another student.

Students falling below the required minimum will be placed on academic probation. If the student does not bring his\her grade up (**each test**) during this time the student will be terminated.

ATTENDANCE

Students enroll 35 hours per week & must maintain 75% attendance at all times to remain in satisfactory progress. Special circumstances or needs must be discussed with registrar.

100% attendance is expected during freshman training (first 8 weeks for Cosmetology, first 2 weeks for Manicuring & first 4 weeks for Esthetics). An evaluation will be calculated each month to determine each student's attendance averages.

Students are required to call before 8AM if they are going to be late or absent from school that day (4 calls per month are allowed). If possible students should notify the school as soon as he/she knows they will be absent or late. If the school does not receive a call before 8AM the student will receive a no-call tardy (4 no-calls per year are allowed).

Students absent for more than 4 consecutive **days** must have a **doctor's** excuse before returning to school.

Instructors must know at all times where students are. If there are any special circumstances that need to be arranged it must be cleared by an instructor.

Students will use a tamper proof time clock to keep track of their hours. Should a student forget to clock in or out that time may be lost.

DISCIPLINE

Crevier's reserves the right to dismiss or terminate a student if that student is in violation of the schools policies, or in violation of the state laws and rules, or is not in satisfactory progress.

Policies regarding any breach of the student contract such as tardiness, unexcused absences, inappropriate conduct, dissent, theft, dishonesty, neglect, etc, will be documented and filed in the students file. If the problem persists the student will be put on probation. If the problem still persists the student will be given a leave of absence for one week or terminated. After meeting with an instructor and the problem is corrected the student may be allowed to return upon the discretion of the staff.

Copies of school policies are given to students at orientation.

APPEAL PROCEDURES

Students falling below minimum requirements may appeal the determination. The students must submit a written appeal to the school authorities, along with necessary documents to support the appeal and a request for re-evaluation based on the evidence.

The school must receive this information within 5 days of student's termination.

The school will then hold a hearing within 5 days of receiving this appeal to review information. The hearing shall include the student from whom the appeal was written, any legal guardians, school Instructors and owners. A decision will then be made within 3 business day of the hearing and submitted in writing to the student.

Should the student be accepted back to school, the student will be placed on probation for a 30 day period and all privileges prior to termination granted.

GROOMING & DRESS CODE

A student lab coat provided by the school is required to be worn at all times. Socks & full structured shoes are to be worn. No cleavage or midriff can be shown. No denim is to be worn.

All clothes must be clean, neat and in good condition. Hair and make-up must be groomed according to professional standards before entering school each day. No pony tails or hats. Students must make sure bad breath and body odor are not present. We work very close to clients and other students and should be very cautious of these things. Each student is required to have a name tag at all times during school hours.

GRADUATION REQUIREMENTS

1. COSMETOLOGY-COMplete 2000 HOURS OF TRAINING
MANICURING - COMPLETE 350 HOURS OF TRAINING
ETHETICS- COMPLETE 650 HOURS OF TRAINING
TEACHER TRAINING- COMPLETE 650 HOURS OF TRAINING
MICRODERMABRASION – COMPLETE 50 HOURS OF TRAINING
2. All practical & theory projects/test/finals must be finished with at least 75%.
3. All financial obligations to school have been met (tuition, charge accounts, other fees)
4. All final paper work is complete
5. Student must be in satisfactory progress
6. A diploma is issued or certificate for microderm

LICENSING REQUIREMENTS

1. Birth Certificate or Drivers License for proof of age
2. High school diploma, GED or equivalent
3. Completed 2000 hours of training -cosmetology course or
Completed 350 hours of training-manicuring course or
Complete 650 hours of training-esthetics course
4. Receive a diploma verifying graduation

Note: microderm is a certificate only course offered to licensed cosmetologists & estheticians

STATE LICENCING AGENCY

STATE LICENSING AGENCY MONTANA STATE BOARD OF COSMETOLOGY, 301 SOUTH PARK AVENUE, HELENA, MONTANA 59620. PHONE (406)841-2335

PARKING & HOUSING

Parking for students is within 1-2 blocks of the school. Paid parking is also available through the city for a small fee. Customer parking only is on the west side of the building and is owned by the school. Housing is not available through Crevier's.

Crevier's will help students find housing if necessary.

EMPLOYMENT ASSISTANCE & OPPORTUNITIES

Employment for graduating students is not guaranteed. However, our instructors do notify students of jobs that are available. Salons call for referrals and drop flyers by to be posted on the bulletin board. We visit other salons throughout the year and have salon owners and workers come into the school to teach new techniques. Salon business and interviewing is taught as well.

In today's world, cosmetology & spa care is not just a luxury but a necessity for most. This change in society is not a temporary change, but a permanent change for our future. As the world changes and becomes more advanced the needs of men & women change as well. The income generated from these fields varies, but is endless for the individual. The individual can choose their source of compensation. Some jobs offer booth rent, wages with commissions or full commissions, or you might prefer owning your own salon, traveling for a company or being an educator of products and services, perhaps even working in a spa. Estheticians have opportunities in the medical field as a medical estheticians. The boundaries are really up to the individuals.

COSMETOLOGY AS A PROFESSION

Cosmetology is a "hands on", people oriented career. People who like people make wonderful cosmetologists. Often people who have considered social work, or the medical field, turn to cosmetology, because it is such a pleasant vehicle through which one can do a service for others. A cosmetologist is a person who cosmetically and psychologically transforms the self-images, and hence the destinies, of fellow human beings!!!

The cosmetology industry provides entry-level opportunities for anyone 17 years and older, and offers an opportunity for women and minorities to move into management positions and ownership of their own business.

A cosmetologist can expect an average yearly salary to begin at approximately \$14,000.00. Increases will depend on technical skills, experience, a sense of how to deal with people, and personal style, as well as good communication skills. There are cosmetologists who earn in excess of \$40,000.00 per year.

Owners and managers in the field can earn in excess of \$25,000.00, with a large percentage making \$40,000.00 and more.

The earning potential depends largely on such factors as ability and experience, personal style, the type of salon and its location, the tipping habits of patrons in your area, and the ability of the cosmetologist to develop a loyal clientele.

2008 OUTCOME RATES

Completion Rate: 73.7%
Licensure Rate: 100.0%
Placement Rate: 75.5%

PHYSICAL DEMANDS/SAFETY

This field of work requires extensive amounts of standing (cosmetology) and sitting (manicuring & Esthetics), also a lot of upper arm, shoulder and hand use. Our training will consist of proper posture and positioning of the body during practical procedures. We also recommend exercising to build strength in these areas.

Along with educating & testing student in safety procedures the facility is inspected by the State Board of Cosmetology once a year to ensure safety standards are met.

FINANCIAL ASSISTANCE FACILITIES

VETERANS ADMINISTRATION
1840 HWY 93 S
KALISPELL, MT 59901
755-3795

Federal Student Aid
1-800-4-FED-AID (1-800-433-3243)
fafsa.gov
School code: 041877

Personal loans through **banks, finance companies** or **credit cards** will be accepted for payment if a lower monthly payment is needed through school. Private **Scholarships** will also be accepted at this time. Please contact school Financial Aid Director for more information.

TUITION & FEES

COSMETOLOGY

Tuition -----	\$9500.00
Registration fee-----	125.00
Application fee-----	50.00
Books -----	325.00
Student supplies kit -----	975.00

MANICURING

Tuition -----	\$ 2500.00
Registration fee -----	125.00
Application fee -----	50.00
Books -----	325.00
Student supplies kit -----	575.00

ESTHETICS

Tuition -----	\$ 8500.00
Registration fee -----	125.00
Application fee -----	50.00
Books -----	325.00
Student supplies kit -----	775.00

ADDITIONAL CHARGES

Late fees for tuition ----- 5.00 per day

If a student must attend longer than the contracted time allotted for any course, he or she must pay an extra instructional charge. This charge is assessed by dividing the current rate of tuition by the course hours. This will generate an hourly rate for the program. The hourly rate applies to every remaining hour the student has to complete past his/her contract ending date.

The above rates are subject to change without notice

PAYMENT METHODS

Student may pay for the full tuition at registration, the first day of school or monthly. All fees, books & kit costs must be paid up front, by or before the first day of school.

COSMETOLOGY

All fees and supplies must be paid in full by the first day of class. Tuition then can be paid monthly at \$700 per month for 12 months starting the students first day of school and due each month on the students starting date. Remaining balances & monies due must be paid before graduation certificate is issued. Tuition can also be paid in advance at any time.

MANICURING

All fees and supplies must be paid in full by the first day of class. \$1250.00 of the tuition is paid the first day of class and \$1250.00 four weeks later for up to 10 weeks of training starting the students first day of school and due each month on the students starting date. Remaining balances & monies due must be paid before graduation certificate is issued. Tuition can be paid in advance at any time.

ESTHETICS

All fees and supplies must be paid in full by the first day of class. Tuition then can be paid monthly at \$1000 per month for 5 months starting the students first day of school and due each month on the students starting date. Remaining balances & monies due must be paid before graduation certificate is issued. Tuition can be paid in advance at any time.

Transfer students will pay all required fees and costs for supplies. Additional tuition may be pro-rated based on hours needed for licensure.

NOTE: Crevier's reserves the right to wave fees, at their discretion, depending on circumstances.

School Refund Policy

1. Any monies due the 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
 - a. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid with the exception of an application fee.
 - b. 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 except an application fee. This policy applies regardless of whether or not the student has actually started training.
 - c. 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 registration fee of \$125.00 and the application fee of \$50.00.
 - d. A student is expelled by the school.
 - e. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning; or
 - f. A student notifies the institution of his/her withdraw
 - g. In type b,c,d, or e official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notifications, or the date said information is delivered to the school administrator/owner in person.
2. Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school monitors student attendance daily.
3. Books and equipment are non-refundable items.
4. All fees are identified in the catalog and contract.
5. If a program or course is canceled subsequent to a student's enrollment, and before instruction in the program or course has begun, the school shall at its option:
 - a. Provide a full refund of all monies paid; or
 - b. Provide completion of the program or course.
6. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

% length completed to total Length of program	Amount of total tuition owed to the school
0.01% to 4.9%	20%
5.0% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

7. If the school closes permanently and ceases to offer instruction after students have enrolled, or if a program is canceled after students have enrolled and instruction has begun, the students shall receive a pro-rata refund of tuition.
8. Return to Title IV funds will be dealt with in the following manner. Title IV funds will be returned by using the prescribed form provided by the Department of Education. After the return of Title IV funds is calculated the school refund calculation will be applied.

Crevier's Academy of
Cosmetology Arts

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Kalispell, MT 59901

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