



Student Handbook

Bloom Beauty Institute
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This Student Handbook outlines the terms, curriculum, and operational policies of Bloom Beauty Institute's Cosmetology Program. By enrolling in our program and signing the Handbook Contract, students agree to adhere to these guidelines and commit to the pursuit of professional excellence.

Mission Statement

At Bloom Beauty Institute, we believe in the beautiful process of becoming. Our passion is to help you become the best version of yourself. Our mission is to nurture aspiring beauty professionals by offering an inspirational environment where talent blossoms. Our expert educators are dedicated to helping our students grow into successful professionals by equipping them with the tools and knowledge needed to create a beautiful and rewarding career.

Program Overview

Bloom Beauty Institute is a Missouri state-approved cosmetology school that offers an extensive program designed to prepare students for a successful career in the beauty industry. Our program encompasses a minimum of 1,500 hours of training, as mandated by the state of Missouri, ensuring eligibility for the state board examination upon completion. This program takes approximately 10.5 - 11 months or 45-47 weeks to complete if attendance guidelines are met.

Faculty/Staff

Melissa Civey - Owner/Academic Administrator, Licensed Educator

Wendy Lynn - Director of Education, Licensed Educator

Lacey Gray - Marketing Manager, Licensed Educator

April Helms – Senior Instructor, Licensed Educator

Emily Kemper – Expert Instructor, Licensed Educator

Objectives

- Educate students to excel in Cosmetology and prepare them for professional success.
- Uphold the highest standards for our students to meet education requirements for Cosmetology Examining Board and licensing requirements.
- Encourage students to develop professionalism and strong work ethics, essential for success and career advancement.
- Emphasize the importance of continuing education, encouraging students to master new techniques and be aware of evolving beauty trends.
- Support students' ambitions by providing them with necessary skills to explore future opportunities, including roles such as salon managers or business owners.

Admission Requirements

- Student's must have a valid high school diploma, a recognized equivalent to GED, or a homeschool certificate to be eligible for enrollment.
- Students must be 17 years old to enroll or must have written approval from parents or guardians if under 18 years of age.
- Students MUST provide: Proof of age (valid government issued ID or birth certificate; Change of name documentation (marriage license/court documentation) if name on proof of age is different than other documents.
- Registration Fee - \$100
- State Board Application fee - \$5.00
- Provide (2) 2x2 photos or passport photos of yourself
- Complete State Board Student Enrollment Application form

School Hours of Operation

Bloom Beauty Institute's class hours of operation are:

Monday – Thursday 8:30am - 4:30pm & Friday 8:30am - 3:00pm

Required Curriculum and Hours

The curriculum is structured to cover all aspects of cosmetology, with the following required hours, as specified by the state board of cosmetology:

- Shampooing: 40 hours
- Hair coloring, bleaches, and rinses: 130 hours
- Hair cutting and shaping: 130 hours
- Permanent waving and relaxing: 125 hours
- Hair setting, pin curls, finger waves, thermal curling: 225 hours
- Comb outs & hair styling techniques: 105 hours
- Scalp treatments and diseases: 30 hours
- Facials, eyebrows, and arches: 40 hours
- Manicuring, hand/arm massage, and treatment of nails: 110 hours
- Cosmetic chemistry: 25 hours
- Salesmanship and shop management: 10 hours
- Sanitation and sterilization: 30 hours
- Anatomy: 20 hours
- State law: 10 hours
- School-defined curriculum: ≥ 470 hours

- Classroom Training: A minimum of 160 hours must be completed in a classroom setting before performing services on clients.

- Training includes hands-on demonstrations, exams, and lessons in sanitation, sterilization, and use of antiseptics, cosmetics, and electrical tools, meeting cosmetology standards.

- All courses are written and taught in English.

Course Outline

A Cosmetology License is equivalent to an Associates in Applied Science. Our program offers classes similar to college courses but with a focus on all things beauty that will prepare you to earn your state license. To graduate Bloom Beauty Institute with a Certificate or Diploma in Cosmetology, students will need to complete these courses:

1. LABB (Learn About Beauty Basics)

- Intro to Cosmetology
- Professional Image
- Professional Ethics & Conduct
- Communicating for Success
- Trichology: Hair Structure & Properties
- Scalp Diseases and Treatments
- Cosmetic Chemistry
- Electricity
- Safety & Infection Control
- Health
- Sanitation & Sterilization

2. Nail Technology 101

- Nail Theory: Structure, Growth and Disease
- Hand/Arm and Foot Massage Techniques
- Manicures/ Pedicures
- Nail & Cuticle Care/Treatments
- Nail Shapes & Basic Artistry
- Paraffin Treatments
- Nail Sanitation & Sterilization
- Gel For Your Nail

3. Intro to Facials & Anatomy

- Skin Science & Aesthetics
- Facial Fundamentals
- Skin Disorders and Diseases
- Anatomy
- Skincare & Products
- Eyebrows & Arches/Brow Waxing
- Hair Removal/Waxing

4. Hair 101 - Cutting, Styling, Coloring

- Shampooing
- Hair Cutting & Shaping
- Hair Styling, Thermal Curling & Comb-outs
- Permanent Waving/Relaxing
- Hair Setting, Pin Curls, Finger Waves
- Hair Coloring, Lightening, Toning, Glossing, etc.
- Balayage, Ombré, Color Melts, Foilayage, etc.
- Salon Sanitation & Sterilization

*After completing the first 8 weeks of required beauty courses, students will advance to the salon floor to perform services on clients, friends, and family. They will continue to take advanced education courses as they progress through the program.

5. Beauty Business Management

- Client Consultations
- Salesmanship & Salon Management
- Marketing & Branding 101
- Front Desk Etiquette/Scheduling
- Customer Service/Professionalism
- State Law
- Product Knowledge
- Client Retention & Building Clientele
- Finance Management 101
- Resume Building
- Professional Portfolio Development
- Job Interviewing

6. Advanced Cosmetology - Beyond the Basics

- Hair Extensions, Hair Pieces, Wigs
- New Trends & Techniques
- Makeup Application
- Acrylic Nails

Grading Scale

The Institute operates on the following grade scale:

- 90-100%: Excellent
- 85-89%: Very Good
- 75-84%: Satisfactory
- 0-74%: Unsatisfactory/Below Standards

Students must achieve a minimum of 75% on all work/tests to pass.

Upon failure to meet this standard, students will be given one opportunity to retest during the next available “Flex Friday.”

Holidays

Exempt holidays during the school year are New Years Day, Martin Luther King Day, Memorial Day, Independence Day (4th or July), Labor Day, Thanksgiving Day and the following Friday, Veteran’s Day, and Christmas Break.

Christmas Break Dates for current year: _____

Absentee Policy

When absent, it is the student’s responsibility to meet with the instructor to discuss makeup work. It is the student’s responsibility to complete missed assignments.

Attendance

A minimum of 1,500 required hours of training in a licensed school are required for completion of a cosmetology program in the state of Missouri in order to be eligible to sit for the board examination.

Each student's expected graduation date is determined by adding the combined hours of all designated school holidays/vacation days and an extra 10 days allowed for excused absences to the required 1500 hours needed to finish the cosmetology program.

Projected graduation dates are subject to change.

Exceeding the projected graduation date and missing more than the contractually allowed absences will incur an hourly fee of \$8 per overtime hour added to the final tuition balance.

Snow days or extreme weather could result in school closures or early dismissals on regularly scheduled school days. These missed hours will need to be made up, potentially extending expected graduation dates. Students will not incur fees for extended hours due to inclement weather.

Students will each have their own unique way to clock in and log their program hours. Students WILL NOT be allowed to clock in or out for other students. If a student cannot make it to class in time, they must contact the Institute or their instructor.

Tardiness Policy

Students are considered tardy when they are not in attendance at the start of the scheduled class time.

Habitual tardiness is unprofessional and will result in a Conduct Violation. Repeated tardiness could result in disciplinary action. If a student is going to be tardy, he/she is expected to call prior to start time. All tardy time counts against attendance for satisfactory progress.

- No clock-ins after 8:30 AM are permitted without prior notice or approval due to special circumstances.
- Students must contact a school staff member by 8:00 AM if they will be running late.
- Students must notify an educator or administrator if they will not be in attendance or if they will be leaving early.
- Students may NOT clock in or out for anyone but themselves.

Student Conduct

Students are expected to maintain professionalism and respect the Institute's property and community at all times. Students are expected to conduct themselves in a professional manner. Behavior, which tends to distract other people and disrupt routine class procedures, will not be tolerated.

Prohibited behaviors include:

- Smoking or vaping inside the building
- Possession or use of drugs or alcohol on school property
- Theft or Property Damage
- Discrimination/Harassment of any kind. Including, disrespectful or harmful actions; name calling, foul language, etc

Violations will result in disciplinary action.

Theft will not be tolerated. Any student who is caught stealing from Bloom Beauty Institute will be immediately expelled.

Food and Drinks

- Please keep all food and drinks in the student lounge or classroom when permitted. Water in sealed, leakproof bottles or containers are encouraged for us to stay hydrated and keep messes to a minimum.
- No food or drinks allowed at styling stations or on the salon floor (unless otherwise approved by an instructor or in the event of a class, celebration, etc)

Student Clean-Up Responsibilities

Each student is responsible for contributing to the cleanliness and upkeep of the student salon just like in a real salon workplace environment.

Students will be assigned specific duties that they will be responsible for completing every day. Each completed task must be verified by an educator before students may clock out.

Teamwork and Cleanliness

We value teamwork and encourage everyone to take pride in our school and student salon. If you notice another student is running behind finishing their work or with their client, pay it forward by helping them complete their assigned duty if you have extra time. Kind actions like that will be noticed, appreciated, and will help you build relationships in school and in your career. Together, we can keep our school a nice, inviting place that we can enjoy, and provide exceptional experiences for our guests.

Non-Discrimination

Bloom Beauty Institute is committed to fostering an inclusive environment and does not engage in discrimination based on race, age, color, religion, gender, gender expression, ethnic background, national origin, disabilities, marital status, sexual orientation, military status, or any other characteristic protected by federal or state law. This principle applies across all our activities and operations, including applications, admissions, operations, participation, access, and treatment within all of the Institute's programs and activities.

Sexual Harassment

Students, instructors, and staff have the right to learn and work in a space that is free of sexual harassment. Any form of sexual harassment is strictly forbidden during any activity related to the school. Sexual harassment encompasses unwelcome sexual advances (which includes sexual assault), requests for sexual favors, and any physical, verbal, or written behavior of a sexual nature.

Dress to Impress

We love fashion and we bet you do too! Expressing your own unique style is encouraged at Bloom Beauty Institute as long as we all follow these basic guidelines:

- Business casual dress code. Dress up, wear stylish outfits to show off your unique personality.
- NO sweatpants, pajamas, jeans (unless otherwise specified - students may be allowed to wear jeans or casual bottoms on casual Fridays)
- NO clothing with distracting/inappropriate wording, logos, or advertisements.
- Keep your upper half and bottom half covered appropriately and tastefully. (We're all for stylish crop tops, but please limit exposed skin to just 2 inches around the waist or belly).
- NO slides, flip-flops, or house-shoes. Open toed shoes, wedges, and sandals are allowed.
- Fridays are "Casual Fridays" so feel free to wear Jeans and rock your Bloom Beauty Institute branded merch! (Bloom Beauty Institute shirts, hats, jackets, etc)
- If we think an outfit might not be quite right for the Institute, we will let you know. If it continues to be an issue, we may have to enforce a more strict dress code. So please, be respectful so we can continue to enjoy fashion and trends tastefully.

Safety First

Looking fabulous does not mean we cannot be safe and healthy too! At our institute, handling hot tools, using sharp tools, and mixing chemicals are all in a day's work. Please stay safe!

- Gear Up: Wear approved gloves to keep those hands protected.
- Cleanliness is Next to Fabulousness: A clean workspace equals a happy, healthy creative zone. Sanitize like it is part of your beauty routine.
- Tool Time: Always handle your tools with care and caution – no adventurous stunts, please!
- Chemicals: Love them but respect them. Mix and apply all chemicals with care.
- Take Care of You: Make sure to wear comfortable shoes, take breaks to stretch, and keep hydrated. Your body will thank you, and so will your creativity.

Property and Equipment

- Students are responsible for their assigned cosmetology kits and must not remove them from the Institute's premises.
- All tools and equipment shall be maintained in good working order.
- Students will be responsible for replacing all items within their kit as needed. (Some tools may be under warranty, and we can assist you with replacement of those items).
- Bloom Beauty Institute is not liable for lost, stolen, or damaged personal property, including kit items.
- Student ID - Each student will be provided with a school ID badge to be worn daily. Students may choose to purchase school lanyards for their badges or attach them to their aprons or clothing. Students are responsible for their ID badges throughout the duration of the program.
- Lockers - Each student will be assigned a locker to store their personal items. Each locker is equipped with a lock and key to keep items secured. Students are responsible for keeping their lockers clean. Please do not keep food of any kind in your locker.
- Locker Keys - Students will receive a key for their assigned locker. This key must be returned to the institution at the end of the program.

Financial Obligations

Enrollment Fees:

- Application Fee: \$100 (non-refundable)
- State Board Application Fee: \$5

Tuition:

- Tuition: \$15,000
- Kit and Textbook: \$1,800

TUITION TOTAL: \$16,800

Additional Fees:

- Locker Key Replacement: \$20
- ID Badge Replacement: \$10

*All contractual fees owed to the institute must be paid before a student can apply for the Missouri state board examination.

Optional Tuition Payment Plan

Down Payment: \$2,000

Cost of Cosmetology Kit: \$1,800.00 (non-refundable)

Total Initial Cost: \$3,800.00

Initial Payment Terms:

The total initial cost of \$3,800.00 must be paid in full before the first day of class.

Financing Options:

The remaining balance of the program's tuition may be financed through our in-house payment plan, which is interest-free:

* 10 monthly payments of \$1,300.

TUITION TOTAL: \$16,800

Late Payment Penalties

An additional \$20 fee will be charged for each day a payment is overdue. Students will not be able to clock in after 7 days of no payment.

Refund Policy

If a student (or a parent/guardian of a student that is under the legal age) cancels their enrollment and demands tuition/fees back in writing, within three business days of signing the enrollment agreement, all monies collected by the school shall be refunded (except the non-refundable \$100 registration fee). The postmark on the written notification will determine the cancellation date, or date said information is delivered to the school administrator/owner in person. If a student cancels his/her enrollment after three business days following signing, but prior to entering classes, the student shall be refunded all monies paid to the school.

If a student withdraws or is dismissed by the school after classes have commenced, the following refund percentages can be applied to determine the amount due to the school: following schedule of tuition adjustment is authorized. All other items are non-refundable.

Tuition Refund Percentage Breakdown	
PERCENTAGE OF PROGRAM COMPLETED:	Tuition Owed – To Be Retained by the school:
0.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and Over	100%

Unofficial Withdrawals

Monitored on an ongoing basis and a determination is made to withdraw a student who is absent 14 consecutive days without notification to the school.

Termination Policy

Bloom Beauty Institute reserves the right to terminate student's contract for reasons of inability to perform, misconduct, poor attendance, breach of discipline, breach of school rules or regulations, failing to maintain satisfactory progress or other worthy cause.

Leave of Absence Policy

Temporary interruptions in the student's program may be considered through the process of a leave of absence (LOA). A leave of absence may be granted for personal reasons, medical or unique situations pertaining to the student's life or health.

- **Eligibility:** Students are not eligible to request a leave of absence unless they have completed at least 20% of the 1500-hour program (300 hours).
- **To Request Leave:** Submit a written request at least 7 days before the planned start date of the leave. The request must include the reason for the leave and both the expected start and end dates. In cases of unforeseen circumstances requiring immediate attention, notify the school as soon as possible for consideration.
- **Approval:** Based on the reason's validity, academic standing, and proper documentation if required. Approved leave of absence notice will be given in writing.
- **Duration:** A leave of absence may be granted for a minimum of 7 calendar days. Leave may not exceed 45 days. Only one LOA is permitted per program cycle unless exceptional circumstances warrant further consideration.
- **Effect on Training:** a leave will extend the program end date (graduation date). Tuition payment plans will be placed on hold during the leave of absence until the program is resumed.
- **Return:** Students must resume attendance on the agreed date to maintain their place in the program. Student's academic status prior to the leave will be reinstated.
- **Failure to Return:** Students who do not return on the scheduled date are considered withdrawn as of their last attended date. The school's refund policy will apply.

*Example of unforeseen circumstances that may require an immediate leave of absence: If a student were injured in a car accident and needed a few weeks to recover before returning to school, they would not be able to request the LOA in advance. In such cases, the school may approve an LOA, provided the institution documents the decision and obtains a delayed request from the student. The LOA start date would be determined as the first day the student could not attend school due to the accident. The return date can be estimated by the student's family and/or provided by emergency contacts. Given the reason for the LOA, it is expected that the student will return after the leave. Under these conditions, a student on an approved LOA is not considered withdrawn, and no tuition refund calculation is required at that time.

Re-Entry Policy

Any student whose education is terminated/suspended from Bloom Beauty Institute could wait a minimum of three (3) months before they are eligible to re-enroll for classes.

Re-enrollment requirements consist of: Writing a letter of intent including:

- How do you intend to successfully complete school at Bloom Beauty Institute?
- What are the expectations of yourself and Bloom Beauty Institute?
- Why is now the best time for you to restart?

Change of Status and Transfers

Change of Status: Students seeking to change courses or obtain additional hours must apply to the board for a change of status. Termination is required for school or location changes. Licenses are valid for five years, with a change of status application due within three days of the change.

Transfers: Students wishing to transfer must notify Bloom Beauty Institute for termination. Enrollment in another school is subject to board regulations after termination.

Transfer Students Policy

Applicants for transfer are considered on an individual basis. Bloom Beauty Institute may, at its discretion, refuse transfer students if its admission requirements cannot be met. Transfer hours and must be approved by Missouri board of Cosmetology and Barber Examiners prior to enrolling for remaining hours.

Right to Privacy

Bloom Beauty Institute is not to release information without prior written consent from the student/ parent or guardian. Bloom Beauty Institute will permit access to student's records as required for any accreditation process or as required by law. Directory information is not published. Written permission would be requested prior to publication.

Student Records

Bloom Beauty Institute will maintain the following records for five (5) years, accessible upon request by the board:

- Timesheets/Attendance records
- Enrollment forms/Application forms
- State law tests
- Grades
- Payment records
- Contracts, etc.

Photo Release

Students enrolling at Bloom Beauty Institute are provided with a Photo Release Consent Form to review and sign. This form outlines how the student's photographs may be used by the institute for the purposes of publication, promotion, illustration, or advertising. By giving consent, you hereby release Bloom Beauty Institute from all legal claims and liability relating to said photographs. By providing your consent, you understand that no financial compensation will be provided for the use of these images and that ownership of all photos and video remains with Bloom Beauty Institute. Should a student decide not to sign the photo release, their images and appearance will not be showcased by the institute.

Student Complaint Process

Students wishing to present complaints about a beauty school program to the Missouri State Board of Cosmetology and Barber Examiners can do so by contacting the board directly.

- Complaint forms are available at <http://pr.mo.gov/cosbar.asp>
- Completed complaint forms should be mailed to: Board of Cosmetology and Barber Examiners 3605, Missouri Boulevard Post Office Box 1062 Jefferson City, Missouri 65102
- Provide as much detail as possible about your issue, including the name of the school, the nature of the complaint, dates, and any other relevant information.
- Attach any relevant documents or evidence to support your complaint. This could include correspondence, contracts, or other materials that can substantiate your case.

You may also request a complaint form by calling (866) 762-9432.

Contractual Agreement

By signing below, the student acknowledges, understands, and agrees to comply with the Institute's policies, rules, and regulations as outlined in the Student Handbook/Contract. Admission to the Institute is contingent upon signing this contract and fulfilling all admission requirements.

This contract is intended to ensure a mutual understanding of expectations and responsibilities for both the Student and the Institute. It is made with the intent of fostering a positive, productive learning environment for all involved.

If any of the policies, rules, or regulations outlined in this Handbook are not met or are violated, the institute may choose to review the specific requirements with the student. The student will be asked to acknowledge and initial that they understand the specified terms and agree to comply. Failure to do so may result in disciplinary action.

Please review this contract thoroughly before signing. Your signature represents your agreement to adhere to the terms and conditions outlined within this document and your commitment to the pursuit of education and professionalism in the field of cosmetology at Bloom Beauty Institute.

Student Name: _____

Student Signature: _____ Date: _____

Institute Representative: _____ Date: _____