

CATALOG

**2024**



**DON ROBERTS**  
**SCHOOL OF HAIR DESIGN**

[WWW.DONROBERTSSCHOOLOFHAIRDESIGN.EDU](http://WWW.DONROBERTSSCHOOLOFHAIRDESIGN.EDU)

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## LANGUAGE

All courses and publications, including this catalog, are written, and taught in the English language.

## LOCATION

Don Roberts School of Hair Design 152 East US Route 30

Schererville, IN 46375

Phone: 219-864-1600

Email: [drschoo@sbcglobal.net](mailto:drschoo@sbcglobal.net)

Our campus is in the Oak Ridge Center on US Route 30, 1 mile east of US Route 41/Indianapolis Blvd.

## DATE OF PUBLICATION

Our student catalog was revised and published in 2024.

## MISSION STATEMENT

We are committed to providing a positive learning environment; at the student's level of learning, which advocates considerate, responsible, and emotionally healthy behaviors. Our school provides effective support for entrepreneurship and independently thinking professionals, which prepares our graduates for initial and continued employment within the fields of career arts and sciences.

We validate our success with our reoccurring 100% pass/licensing rate, specific to first-time state testers for licensure within the cosmetology industry and its related fields.

## CAMPUS OVERVIEW

As a privately held corporation, we pride ourselves on small classes that allow us to teach at the level of the learner. Our many decades of experience have defined our exceptional hands-on curriculum, which is supported by updated academics. Choice scholarships are offered periodically, and early state exams are afforded to those students that qualify. For these graduates, employment is many times secured after state licensing and prior to graduation.

## ADMISSIONS AND ENROLLMENT REQUIREMENTS

All programs have the same enrollment requirements.

- Completed and signed enrollment application
- \$100 application fee/Non-Refundable
- Copy of birth certificate or valid passport
- Copy of Driver's License/Government issued ID.
- Copy of Social Security Card
- Copy of documents(s) that verify any change of name.

- Copy of High School Diploma or Original HS Transcript and/or sealed letter of graduation from HS/GED or certification of homeschooling; specific to 12th-grade completion as required by the state of issuance.

### **Foreign Diploma**

The translation and evaluation of the credential must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

### **Instructors Program**

Copy of valid undergraduate practitioners' license.

### **OUTSIDE TRAINING**

This school has a no-transfer policy. The school reserves the right to review transfer applications on a case-by-case basis.

### **ADMISSION & RE-ENROLLMENT**

The school reserves the right to accept or refuse applications for re-enrollment after a student withdraws and/or is terminated.

### **OVERVIEW**

The school reserves the right to review all applications on an individual basis.

If there are additional charges involved in the verification of the admissions documents, it is the financial responsibility of the enrollee at the time of making the application.

When applicable, the applicant will be notified via email with specific concerns and applicable charges. Applications for enrollment may be delayed until identity verification is complete and the school is assured of its accuracy.

All documents must be in English/Only government-approved translations will be accepted. All documents must have the same name (s)

This institution does not admit ATB/Ability to Benefit students.

### **Prior to enrollment - Discovery Day**

This school requires the applicant to participate in a Discovery Day and to view all orientation material found on the school's website @ [www.donrobertsschoolofhairdesign.edu](http://www.donrobertsschoolofhairdesign.edu).

Select the Orientation Tab  
Review at a minimum.  
School Catalog and Student Handbook  
Licensing and Employment Information  
Consume Information/Disclosures  
Institutional and Programmatic Outcomes

**Discovery Day and Orientation are required prior to enrollment.**

#### PROGRAMS OFFERED

Cosmetology, Barber, Esthetics, Manicure, Instructor, and individual continuing education/CE credit hours. This school does not offer Distance Education. All clock hours are done at the campus.

The Indiana Professional Licensing Agency does allow schools, at their discretion, to permit students to train off-site for not more than 10% of their applicable program. The offering and qualifications are TBD on an individual basis.

#### **Overview**

Our campus outcome rate for passing the state exam first time is 100% and has been for many decades.

Our graduates demonstrate that their licensing scores far exceed the minimum standard required to pass their licensing exam.

Those students that qualify for our Choice Scholarship are eligible to sit for their licensing exam prior to graduation. Many of our graduates are employed prior to graduation.

It has been this school's experience that all programs offered provide the licensed professional with multiple opportunities within their scope of practice. Our graduates expand their client base with individual opportunities to network, as well as work in an environment that affords flexible scheduling and continued opportunities to mentor and sharpen their skill set.

Each program offers a curriculum that will allow the graduates to sit for their licensing exam in the State of Indiana. Currently, licensing endorsement from Indiana to nearby states is easily attained without additional education and/or testing. Graduates may find that states/jurisdictions may require additional training, examinations, and/or fees.

The State of Indiana provides testing in multiple languages, including but may not be limited to English, Spanish, and Vietnamese.

#### **Program Information**

The school offers five programs, four undergraduate and one graduate program. The four undergraduate programs are Cosmetology, Barber, Esthetics, and Manicure. The barber and manicure

programs will herein be referred to barbering and manicuring respectively. As required by Indiana law, the graduate instructor program requires not less than one active practitioner's license.

This catalog is intended to provide information that will allow the consumer to make an informed decision when choosing a post-secondary school. For this reason, the course outlines provide detailed and specific course information; program identifiers such as program name, length, required hours per week and anticipated program length, nature and level of occupation, program description, unit content, methods of instruction and grading systems. The reader, based on their interest, is referred to the specific course outline.

All programs include **discretionary studies** that are offered as elective studies that require pre-school approval and can be a topic(s) determined by the student. Upon successful completion, a Certificate(s) of Completion is awarded at graduation. Topics are limited to units of study within the program's scope of practice, as identified by the State of Indiana. There is no additional charge for this unique opportunity.

This school does not offer distance education. Online studies are specific to homework and on-campus synchronized education.

### Cosmetology

Cosmetology License

Cosmetology 1500 Clock Hours

24 Clock Hours per week/63 weeks

This program meets the minimum standard required by the State of Indiana. Job placement is afforded while in school and after licensure, but not guaranteed.

### **NATURE AND LEVEL OF OCCUPATION**

Cut, color, chemically restructure and hair designing, facials, facial makeup/hair removal, massage, manicure, and pedicure services.

The licensed cosmetologist will find employment in a full-service salon/spa, specialty salon/spa, mobile salon, booth rental, private employment, retail and merchandising, makeup/blow dry bars, demonstration work, beauty, and fashion consultant, and/or health care facility employment.

### **DESCRIPTION**

This course is divided into four levels of study. During the entry level the student will learn the basic skills of manicure/pedicure, facials, shampooing and scalp treatments, chemical applications, and haircutting/designing techniques. Within the second level, the student enters the student salon and will practice the skills acquired during the prior level of study. The third level introduces chemical studies, the opportunity to detail their craft and speed, as well as the opportunity to increase their



networking skills. The fourth level focuses on the preparation protocol needed for the licensing exam and salon experiences. All levels of training provide theory lectures/demonstrations.

**OBJECTIVE**

The cosmetology course is to provide the learner with the opportunity to obtain their cosmetology license and to enter the job market with entry level skills.

**UNITS**

Haircutting	275 Hours	Chemistry	10 Hours
Sanitation	40 Hours	Shampooing	35 Hours
Statue and Rules	10 Hours	Scalp Performances	20 Hours
Salesmanship	10 Hours	Facial and Makeup	65 Hours
Management	10 Hours	Hair Coloring	190 Hours
Manicuring	30 Hours	Texture Services	320 Hours
Pedicuring	20 Hours	Hair Styling	280 Hours
Hair Removal/Waxing	15 Hours	Discretionary	150 Hours
Anatomy and Physiology	5 Hours		
Skin	5 Hours		
Hair	5 Hours		
Electricity	5 Hours	<b>TOTAL</b>	<b>1500 Hours</b>

**Salesmanship/Career Path Development**

The State of Indiana requires a predetermined minimum number of assignments to be completed prior to graduation. To enable these skills, the school provides classes to include, but are not limited to; professionalism, resume development, interview preparation, portfolio presentation, interview and job search skills. The school, at its discretion, may recommend job shadow opportunities, prior to graduation, that provide the hands-on opportunity to hone these skills.

## **INSTRUCTIONAL METHODS**

This campus uses the Milady CIMA eBooks. Homework is done online. This requires the student to have a laptop computer, printer, ink, paper, and reliable WIFI. The laptop computer is required in class daily. The campus provides free internet service. **The WIFI password is donswireless.**

This course will combine various methods of instructions which will include but are not limited to; lecture/interactive lecture, academic review, discussion, question and answer, demonstration, cooperative learning, problem solving, private one-on-one instruction, student and group presentations, labs/student salon practice and activities, student participation, rubric evaluations, and actual "hands on" experiences. All homework is done online and submitted prior to class.

This course will enable the student to begin and learn theory and practical skills on their clients as well as prepare for the salon experience. Instructional techniques will be enhanced with the aid of guest lecturers, as well as various audio-visual materials.

## **GRADING PROCEDURES**

Grading scale

- A/95 % - 100 %
- B/94 % - 90 %
- C/89 % - 80 %
- F/0 - 79 %

Both academic and practical work is graded on a regular basis. A minimum 80% is required.

SAP evaluations are done every 450 clock hours or at the mid-point of the program whichever occurs first.

All students are required to maintain SAP.

Assignments, projects, tests, and hours must be completed before the student is eligible for graduation. School finals completed with a minimum score of 80% enable the student to file for their licensing exam.

To provide a clinic service student must have completed the class and been successfully evaluated by an instructor.

## **ATTENDANCE**

The maximum time frame for course completion is 150%. To complete the course within the contractual obligations, the student must attend class 90% of the time. Students will be billed for hours/work required beyond the terms of their enrollment contract.

## **GRADUATION**

Throughout the program, students are required to provide practice models/no charge and student salon guests/charged, as required by the State of Indiana.

Each student is required to take before and after photos relevant to the assignment. They are progressively posted on their own professional Instagram. This assignment demonstrates the value of professional social media skills. It is the initial step when building a successful social media platform.

Professional networking skills are a necessary part of successful and profitable employment. Digital portfolios via Instagram are compiled during the program, reviewed with each SAP, and submitted as a graduation requirement.

## **CHOICE SCHOLARSHIP BENEFITS**

This school does not offer scholarships to entice students to enroll. Quality education is expensive.

The CHOICE scholarship's purpose is to offset the educational charges, specific to state licensing fees and/or student loan debt.

This scholarship is awarded at graduation. It is a choice each enrolling student can or cannot make. It is awarded based on accountability, specific to academics, attendance, and assignments. The benefits are early graduation, the opportunity to sit for a licensing exam prior to graduation, accelerated employment, and scholarship monies; program specific.

### **Barber**

Barber License

1500 Clock Hours

24 Clock Hours per week/63 weeks

The course meets the minimum standard required by the State of Indiana. Job placement is afforded while in school and after licensure, but not guaranteed.

## **NATURE AND LEVEL OF OCCUPATION**

Cut, color, chemically restructure and hair designing, shampoo and scalp massage, men's facials massage and treatments, wet shaving and facial hair design, men's and women's haircutting, and men's hair replacement.

The licensed barber will find employment in a full-service barber facility/ full-service salon/spa, specialty barber salon/spa, mobile salon, booth rental, private employment, hair replacement facility, retail, and merchandising.

## **DESCRIPTION**

This course is divided into four levels of study. During the entry level, the student will learn the basic skills of facials, shampooing and scalp treatments, chemical application, and haircutting/designing techniques. The student salon is introduced during the second level of study. This level allows the student to practice the skills acquired during the entry level of study. The third level introduces shaving and chemical processes. The final level begins the processes needed to prepare for the licensing exam as well as the professional world of employment. All levels of training provide theory lectures/demonstrations.

### **OBJECTIVE**

The goal of the barbering course is to provide the learner with the opportunity to obtain their barbering license and to enter the job market with entry level employment skills.

### **UNITS**

Sanitation/Bacteriology/Sterilization	40 Hours	History of Barbering	10 Hours
Laws and Rules	20 Hours	Shaving/Shaping	45 Hours
Salesmanship	15 Hours	Honing/Stropping	15 Hours
Management	10 Hours	Personal Hygiene/Professional Ethics	10 Hours
Skin	10 Hours	Equipment Care	10 Hours
Hair	10 Hours	Hair Coloring	130 Hours
Facials	45 Hours	Permanent Waving/Chemical Relaxing	265 Hours
Hairstyling	225 Hours	Haircutting	300 Hours
Electricity/Light Therapy	10 Hours	Anatomy/Physiology	15 Hours
Chemistry	10 Hours	Hairpieces	50 Hours
Shampoo/Massage	70 Hours	Discretionary Hours	150 Hours
Scalp	35 Hours	<b>TOTAL</b>	<b>1500 Hours</b>

### **SALESMANSHIP/CAREER PATH DEVELOPMENT**

The State of Indiana requires a predetermined minimum number of assignments to be completed prior to graduation. To enable these skills, the school provides classes to include, but are not limited to; professionalism, resume development, interview preparation, portfolio presentation, interview and job search skills. The school, at its discretion, may recommend job shadow opportunities, prior to graduation, that provide the hands-on opportunity to hone these skills.

## **INSTRUCTIONAL METHODS**

This campus uses the Milady CIMA eBooks. Homework is done online. This requires the student to have a laptop computer, printer, ink, paper, and reliable WIFI. The laptop computer is required in class daily. The campus provides free internet service. **The WIFI password is donswireless.**

This course will combine various methods of instructions which will include but are not limited to; lecture/interactive lecture, academic review, discussion, question and answer, demonstration, cooperative learning, problem solving, private one-on-one instruction, student and group presentations, labs/student salon practice and activities, student participation, rubric evaluations, and actual "hands on" experiences. All homework is done online and submitted prior to class.

This course will enable the student to begin and learn theory and practical skills on their clients as well as prepare for the salon experience. Instructional techniques will be enhanced with the aid of guest lecturers, as well as various audio-visual materials.

## **GRADING PROCEDURES**

Grading scale

- A/95 % - 100 %
- B/94 % - 90 %
- C/89 % - 80 %
- F/0 - 79 %

Both academic and practical work is graded on a regular basis. A minimum 80% is required.

SAP evaluations are done every 450 clock hours or at the mid-point of the program whichever occurs first.

All students are required to maintain SAP.

Assignments, projects, tests, and hours must be completed before the student is eligible for graduation. School finals completed with a minimum score of 80% enable the student to file for their licensing exam.

To provide a clinic service student must have completed the class and been successfully evaluated by an instructor.

## **ATTENDANCE**

The maximum time frame for course completion is 150%. To complete the course within the contractual obligations, the student must attend class 90% of the time. Students will be billed for hours/work required beyond the terms of their enrollment contract.

## **GRADUATION**

Throughout the program, students are required to provide practice models/no charge and student salon guests/charged, as required by the State of Indiana.

Each student is required to take before and after photos relevant to the assignment. They are progressively posted on their own professional Instagram. This assignment demonstrates the value of professional social media skills. It is the initial step when building a successful social media platform.

Professional networking skills are a necessary part of successful and profitable employment. Digital portfolios via Instagram are compiled during the program, reviewed with each SAP, and submitted as a graduation requirement.

## **CHOICE SCHOLARSHIP BENEFITS**

This school does not offer scholarships to entice students to enroll. Quality education is expensive.

The CHOICE scholarship's purpose is to offset the educational charges, specific to state licensing fees and/or student loan debt.

This scholarship is awarded at graduation. It is a choice each enrolling student can or cannot make. It is awarded based on accountability, specific to academics, attendance, and assignments. The benefits are early graduation, the opportunity to sit for a licensing exam prior to graduation, accelerated employment, and scholarship monies; program specific.

### **Esthetics**

Esthetics License

700 hours

24 Hours per week/29 Weeks

This course meets the minimum standard required by the State of Indiana. Job placement is afforded while in school and after licensure, but not guaranteed.

900 hours

24 Hours per week/38 weeks

This course exceeds the minimum standard required by the State of Indiana. This school has chosen to add 200 clock hours to the minimum standard to enhance the curriculum. The additional subject includes, but are not limited to essential oils, advanced massage, advanced skin modalities, microblading, chemical treatments, and spa studies. The job descriptions required by the employer are more demanding than what is required in a basic 700-hour program. Job placement is afforded while in school and after licensure, but not guaranteed.

## **NATURE AND LEVEL OF OCCUPATION**

Massage of the face and body with the intent of beautification and relaxation. Wide variety of facial services, not limited to spa facials, exfoliations, non-surgical face lifts, eye tabbing, make up, hair removal, electrical modalities, and advanced studies.

The licensed esthetician will find employment in a full-service salon/spa, specialty salon/spa, mobile spa, booth rental, private employment, retail and merchandising, makeup bar, demonstration work, medical facility, beauty, and fashion consultant, and/or health care facility.

## **DESCRIPTION**

This course is divided into two levels of study. The entry level presents introductory lessons and skills to the learner. At this level, the student will learn the basic skills of client charting, skin analysis, cleansing, massage, and entry level modalities. The second level allows the learner to practice those skills in the lab that were acquired during the freshman level of study. It will also include those theories and lab activities inclusive of advanced spa services. This area of study will include, but not be limited to electrical modalities, hot stone therapies, and back facials. All levels of training provide theory lectures/demonstrations.

## **OBJECTIVE**

The goal of the esthetics course is to provide the learner with the opportunity to obtain their esthetic license and to enter the job market with entry level skills.

## **UNITS**

Chemistry of Skin Care	40 Hours	Professional and Personality Development	20 Hours
Physiology and Histology	60 Hours	Sales, Marketing, Salon Management and Retailing	45 Hours
Bacteriology/Disinfection Sterilization/Sanitation	35 Hours	Statue and Rules	10 Hours
Introduction and Operation to Skin Care Machinery	50 Hours	Safety Precautions	20 Hours
Introduction to Skin Care	45 Hours	*Discretionary Hours (700 clock hour)	70 Hours*
Skin Care	155 Hours	**Discretionary Hours (900 clock hour)	270 Hours**
Make Up	55 Hours		
Hair Removal	70 Hours		
Introduction to Advanced Spa Techniques	25 Hours		
		<b>*TOTAL</b>	<b>700 Hours*</b>
		<b>**TOTAL</b>	<b>900 Hours**</b>

EFFECTIVE JULY 1, 2024: The esthetics program may decrease in length to 700 clock hours, which is the minimum number of hours required by the State of Indiana. The discretionary hours will decrease to 70 clock hours. This program remains eligible for Title IV funding.

### **SALESMANSHIP/CAREER PATH DEVELOPMENT**

The State of Indiana requires a predetermined minimum number of assignments to be completed prior to graduation. To enable these skills, the school provides classes to include, but are not limited to; professionalism, resume development, interview preparation, portfolio presentation, interview, and job search skills. The school, at its discretion, may recommend job shadow opportunities, prior to graduation, that provide the hands-on opportunity to hone these skills.

### **INSTRUCTIONAL METHODS**

This campus uses the Milady CIMA eBooks. Homework is done online. This requires the student to have a laptop computer, printer, ink, paper, and reliable WIFI. The laptop computer is required in class daily. The campus provides free internet service. **The WIFI password is donswireless.**

This course will combine various methods of instructions which will include but are not limited to; lecture/interactive lecture, academic review, discussion, question and answer, demonstration, cooperative learning, problem solving, private one-on-one instruction, student and group presentations, labs/student salon practice and activities, student participation, rubric evaluations, and actual "hands on" experiences. All homework is done online and submitted prior to class.

This course will enable the student to begin and learn theory and practical skills on their clients as well as prepare for the salon experience. Instructional techniques will be enhanced with the aid of guest lecturers, as well as various audio-visual materials.

### **GRADING PROCEDURES**

Grading scale

- A/95 % - 100 %
- B/94 % - 90 %
- C/89 % - 80 %
- F/0 - 79 %

Both academic and practical work is graded on a regular basis. A minimum 80% is required.

SAP evaluations are done every 450 clock hours or at the mid-point of the program whichever occurs first.

All students are required to maintain SAP.



Assignments, projects, tests, and hours must be completed before the student is eligible for graduation. School finals completed with a minimum score of 80% enable the student to file for their licensing exam.

To provide a clinic service student must have completed the class and been successfully evaluated by an instructor.

### **ATTENDANCE**

The maximum time frame for course completion is 150%. To complete the course within the contractual obligations, the student must attend class 90% of the time. Students will be billed for hours/work required beyond the terms of their enrollment contract.

### **GRADUATION**

Throughout the program, students are required to provide practice models/no charge and student salon guests/charged, as required by the State of Indiana.

Each student is required to take before and after photos, relevant to the assignment. They are progressively posted on their own professional Instagram. This assignment demonstrates the value of professional social media skills. It is the initial step when building a successful social media platform.

Professional networking skills are a necessary part of successful and profitable employment. Digital portfolios via Instagram are compiled during the program, reviewed with each SAP, and submitted as a graduation requirement.

### **CHOICE SCHOLARSHIP BENEFITS**

This school does not offer scholarships to entice students to enroll. Quality education is expensive.

The CHOICE scholarship's purpose is to offset the educational charges, specific to state licensing fees and/or student loan debt.

This scholarship is awarded at graduation. It is a choice each enrolling student can or cannot make. It is awarded based on accountability, specific to academics, attendance, and assignments. The benefits are early graduation, the opportunity to sit for a licensing exam prior to graduation, accelerated employment, and scholarship monies; program specific.

Manicure

Manicure License

600 hours

24 Hours per week/25 weeks

This course exceeds the minimum standard required by the State of Indiana. This school has chosen to add 150 hours to the minimum standard to enhance the curriculum. The additional subjects include, but are not limited to essential oils, paraffin modalities, advanced artificial nails, and spa studies. The job descriptions required by the employer are more demanding than what is required in a basic 450-hour program. Job placement is afforded while in school and after licensure, but not guaranteed.

**NATURE AND LEVEL OF OCCUPATION**

Basic and spa manicure and pedicures, artificial nails, and nail enhancements, hand, and foot massage/reflexology.

The licensed manicurist will find employment in a private studio, full-service salon/spa, mobile salon, and or platform work.

**DESCRIPTION**

This course is divided into two levels of study. The first level presents an introduction to manicuring/pedicuring, paraffin treatments, and e-filing. The second level provides education in spa studies and nail enhancements. All levels of training provide theory lectures/demonstrations.

**OBJECTIVE**

The goal of the esthetics course is to provide the learner with the opportunity to obtain their esthetic license and to enter the job market with entry level skills.

**UNITS**

Sanitation	40 Hours	Pedicure	35 Hours
Anatomy and Physiology	25 Hours	Chemistry	10 Hours
Statue and Law	10 Hours	Salesmanship	15 Hours
Nail Techniques with Sanitation	190 Hours	Electric Drill/File	20 hours
Manicure	60 Hours	*Discretionary (600 Clock Hour)	195 Hours*
		**Discretionary Hours (450 clock hour)	45 Hours**
		<b>*TOTAL</b>	<b>600 Hours*</b>
		<b>**TOTAL</b>	<b>450 Hours**</b>

The nail program may decrease in length to 450 clock hours, which is the minimum number of hours required by the State of Indiana. The discretionary hours will decrease to 45 clock hours. This program will take 19 weeks to complete. TBD.

As this program no longer meets the 600-clock hour requirement by the Department of Education, this program will be ineligible for Title IV funding.

### **SALESMANSHIP/CAREER PATH DEVELOPMENT**

The State of Indiana requires a predetermined minimum number of assignments to be completed prior to graduation. To enable these skills, the school provides classes to include, but are not limited to; professionalism, resume development, interview preparation, portfolio presentation, interview and job search skills. The school, at its discretion, may recommend job shadow opportunities, prior to graduation, that provide the hands-on opportunity to hone these skills.

### **INSTRUCTIONAL METHODS**

This campus uses the Milady CIMA eBooks. Homework is done online. This requires the student to have a laptop computer, printer, ink, paper, and reliable WIFI. The laptop computer is required in class daily. The campus provides free internet service. **The WIFI password is donswireless.**

This course will combine various methods of instructions which will include, but are not limited to; lecture/interactive lecture, academic review, discussion, question and answer, demonstration, cooperative learning, problem solving, private one-on one instruction, student and group presentations, labs/student salon practice and activities, student participation, rubric evaluations, and actual "hands on" experiences. All homework is done online and submitted prior to class.

This course will enable the student to begin and learn theory and practical skills on their clients as well as prepare for the salon experience. Instructional techniques will be enhanced with the aid of guest lecturers, as well as various audio-visual materials.

### **GRADING PROCEDURES**

Grading scale

- A/95 % - 100 %
- B/94 % - 90 %
- C/89 % - 80 %
- F/0 - 79 %

Both academic and practical work is graded on a regular basis. A minimum 80% is required.

SAP evaluations are done every 450 clock hours or at the mid-point of the program whichever occurs first.

All students are required to maintain SAP.

Assignments, projects, tests, and hours must be completed before the student is eligible for graduation. School finals completed with a minimum score of 80% enable the student to file for their licensing exam.

To provide a clinic service student must have completed the class and been successfully evaluated by an instructor.

### **ATTENDANCE**

The maximum time frame for course completion is 150%. To complete the course within the contractual obligations, the student must attend class 90% of the time. Students will be billed for hours/work required beyond the terms of their enrollment contract.

### **GRADUATION**

Throughout the program, students are required to provide practice models/no charge and student salon guests/charged, as required by the State of Indiana.

Each student is required to take before and after photos, relevant to the assignment. They are progressively posted on their own professional Instagram. This assignment demonstrates the value of professional social media skills. It is the initial step when building a successful social media platform.

Professional networking skills are a necessary part of successful and profitable employment. Digital portfolios via Instagram are compiled during the program, reviewed with each SAP, and submitted as a graduation requirement.

### **CHOICE SCHOLARSHIP BENEFITS**

This school does not offer scholarships to students to enroll. Quality education is expensive.

The CHOICE scholarship's purpose is to offset the educational charges, specific to state licensing fees and/or student loan debt.

This scholarship is awarded at graduation. It is a choice each enrolling student can or cannot make. It is awarded based on accountability, specific to academics, attendance, and assignments. The benefits are early graduation, the opportunity to sit for a licensing exam prior to graduation, accelerated employment, and scholarship monies; program specific.

Instructor

Instructor License

1000 Hours

24 Hours Per Week/42 Week Completion

Graduate Program/Program offered specifically to enrollee's undergraduate license(s).

This course meets the minimum standard required by the State of Indiana. Job placement is afforded while in school and after licensure, but not guaranteed.

**NATURE AND LEVEL OF OCCUPATION**

Curriculum design and lesson planning, principles of teaching, online and on campus platforms of education, and student teaching experience.

The licensed instructor will find employment in a public or private school, manufacturer, or research facility and/or within a publishing environment.

**DESCRIPTION**

This course is divided into three levels of study. The first level presents a review of the pertinent curriculum. During the second level the student will learn the basics skills of curriculum development, lesson planning, and teaching methodologies. The last level of the program involves assisting and practicing teaching in the clinic and theory classrooms. All levels of training provide theory lectures/demonstrations.

**OBJECTIVE**

The goal of the instructor's course is to provide the learner with the opportunity to obtain their instructor's license and to enter the job market with entry level skills.

**UNITS**

Orientation/Review of the 50 Pertinent Curriculum	150 Hours	Teaching/Assisting @ Clinic/Theory Classroom	150 Hours
Introduction to Teaching	60 Hours	Practice Teaching @ Clinic and Theory Classrooms	260 Hours
Course Outline and Development	330 Hours	<b>TOTAL</b>	<b>1000 Hours</b>
School Administration	50 Hours		

**SALESMANSHIP/CAREER PATH DEVELOPMENT**

The school requires a predetermined minimum number of assignments to be completed prior to graduation. To enable these skills, the school provides classes to include, but are not limited to;

professionalism, resume development, interview preparation, portfolio presentation, interview and job search skills.

### **INSTRUCTIONAL METHODS**

This campus uses the Milady CIMA eBooks. Homework is done online. This requires the student to have a laptop computer, printer, ink, paper, and reliable WIFI. The laptop computer is required in class daily. The campus provides free internet service. **The WIFI password is donswireless.**

This course will combine various methods of instructions which will include but are not limited to; lecture/interactive lecture, academic review, discussion, question and answer, demonstration, cooperative learning, problem solving, private one-on-one instruction, student and group presentations, labs/student salon practice and activities, student participation, rubric evaluations, and actual "hands on" experiences. All homework is done online and submitted prior to class.

This course will enable the student to begin and learn theory and practical skills on their clients as well as prepare for the salon experience. Instructional techniques will be enhanced with the aid of guest lecturers, as well as various audio-visual materials.

### **GRADING PROCEDURES**

Grading scale

- A/95 % - 100 %
- B/94 % - 90 %
- C/89 % - 80 %
- F/0 - 79 %

Both academic and practical work is graded on a regular basis. A minimum 80% is required.

SAP evaluations are done every 450 clock hours or at the mid-point of the program whichever occurs first.

All students are required to maintain SAP.

Assignments, projects, tests, and hours must be completed before the student is eligible for graduation. School finals completed with a minimum score of 80% enable the student to file for their licensing exam.

To provide an independent class, students must have completed the class and been successfully evaluated by an instructor.

### **ATTENDANCE**

The maximum time frame for course completion is 150%. To complete the course within the contractual obligations, the student must attend class 90% of the time. Students will be billed for hours/work required beyond the terms of their enrollment contract.

## **GRADUATION**

Throughout the program, students are required to provide demonstration models, visual aids, classroom preparations/set ups, motivational tools, e learning assignments, lesson plans, course curriculums and undergraduate licensee skills.

Each student is required to take before and after photos, relevant to the classroom assignment. They are progressively posted on their own professional Instagram. This assignment demonstrates the value of professional social media skills. It is the initial step when building a successful social media platform.

Professional networking skills are a necessary part of successful and profitable employment. Digital portfolios via Instagram are compiled during the program, reviewed with each SAP, and submitted as a graduation requirement.

## **CHOICE SCHOLARSHIP BENEFITS**

CHOICE scholarships are not offered for graduate programs.

The school reserves the right to offer voluntary work study opportunities, not to exceed 1000 clock hours.

## **CAMPUS FACILITIES**

Our campus is 3,000 sq. ft. in size. It includes a reception/retail area, three student salons, a locker room, a shampoo area & chemical dispensary, various classrooms, and a reception office.

Workstations/20 throughout the campus are provided with individual electrical access. The entire facility is Wi-Fi accessible. Wi-Fi access and all consumable supplies used during the training processes are provided by the school. All programs offered are equipped with demonstration facilities, multiple flat-screen educational centers/visual aids, and equipment needed for students' practice. The open dispensary provides a complete selection of professional products. There is no charge for lockers and student parking is located at the rear of the building.

## **GRADING SYSTEM**

All programs offered use the same grading scale, which are identified in each course outline.

When supplied with an IEP at enrollment, the school will follow the learning and/or testing directives as identified in an IEP. The State of Indiana recognizes an IEP and provides testing for licensure within the parameters of the IEP.

## GRADUATION REQUIREMENTS

The graduation requirements are the same for all programs offered. The school will grant a diploma when the following criteria are met:

- Debt accountability
- Pass written/practical exams/not less than 75% on either exam, with a cumulative score of not less than 80%.
- Complete course applicable hours and assigned work; Cosmetology and Barber 1500 clock hours, Esthetics/900 clock hours, Esthetics/700 clock hours, Manicure/600 clock hours, Manicure/450 clock hours, and Instructor 1000 clock hours.

## DIPLOMA/LICENSURE/EMPLOYMENT

At graduation, the school issues a diploma for all programs offered.

Indiana licensure requires testing which is overseen by the Indiana Professional Licensing Agency, specific to both a practical and written exam. As required by the State of Indiana, the practical is tested at our campus, and the written is administered by the State of Indiana at pre-identified sites throughout the state.

Employment is obtained after licensure. TBD, yearly costs for all testing and issuance of license (s). State of origin dependent; all licenses require periodic renewal subject to applicable fees and/or specific educational requirements determined by the individual state.

## WITHDRAWAL AND SETTLEMENT POLICY /REFUND POLICY

- This is written in English, to be easily understood. This policy is intended to be fair, equitable and complies with our mandated policy.
- This policy will apply to termination and for any reason, by either party, including a student, course or program cancellation, or school closure.
- All refunds are performed, and refunds are made in a timely fashion, as identified in this policy.
- The school does not have a state mandated policy and adheres to the policy mandated by its national accreditor.
- **All refunds are based on scheduled hours.**
- Monies due to the applicant or student will be refunded within **forty-five days (45) calendar days** of official cancellation or withdrawal.
- **Official Cancellation or withdrawal shall occur on the earlier of the dates that:**
  - An applicant is not accepted by the school and is entitled to a refund of all monies except a non-refundable application fee/\$100. OR
  - A student or legal guardian cancels the contract and demands his/her monies back in writing, **within three business days of signing the enrollment agreement regardless of whether the student has actually started training.** All monies collected by the school are refunded except a non-refundable



- application fee/\$100. OR
- A student cancels the contract **after three business day of signing, but prior to entering classes, in this case**, the student is entitled to a refund of all monies paid to the school less an application fee/\$100, if applicable and registration fee/\$100.
- A student notifies the institution of his/her withdrawal.
- This school does not offer a leave of absence; therefore, it is not applicable within this policy.
- A student is expelled by the school.
- All cancellation dates are determined by the postmark on written notification, or the date said information is delivered to the school in person.

**Policy Detail**

- All programs offered are clock hour based. Attendance is taken daily. Students absent for more than fourteen (14) consecutive calendar days will be withdrawn from their program of enrollment.
- All refunds are **based on the students' last date of attendance**.
- Any monies due a student who withdraws from the institution shall be refunded within forty-five (45) calendar days of a determination that a student has withdrawn whether officially or unofficially.
- This school addresses mitigating circumstances on an individual basis.
- All extra costs; application fee/\$100, registration fee/\$100 and lab/rental fee/\$150 are uniform for all programs offered and are nonrefundable. E Books and equipment costs are program dependent, subject to Indiana sales tax and are nonrefundable. Tuition costs are program dependent and are refundable.
- There is a nonrefundable termination fee of \$150 and a transcript fee of \$10 per transcript.
- The school’s academic year is 900 clock hours for all programs offered. Students are billed per evaluation period.

**Minimum Tuition Adjustment Schedule**

For those students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

Percentage Length Completed to Total Length of Payment Period/Scheduled Evaluation	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%

#### COURSE AND/OR PROGRAM CANCELLATION POLICY

If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option:

- Provide a full refund of all monies paid; or
- Provide completion of the course and/or program.

If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

- Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
- Provide completion of the course and/or program; or
- Participate in a Teach-Out Agreement; or
- Provide a full refund of all monies paid.

If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students.

The school has at its option:

- Provide a pro rata refund; or
- Participate in a Teach-Out Agreement.

#### **Collections Disclaimer**

- Collection shall reflect ethical business practices.
- The name of our national accreditor shall not be used in this policy nor in any means of collection efforts.
- Collection correspondence regarding cancellation and settlement from this school, banks, collection agencies, lawyers, or any other third parties representing this school will acknowledge the existence of the Withdrawal and Settlement policy of this school.
- Promissory notes or contracts for tuition are not sold or discounted to third parties.

#### EMPLOYMENT ASSISTANCE

The school does not guarantee employment. There is no charge for employment assistance, and it is available prior to and indefinitely after graduation. Our school is successful in helping many of our graduates to find employment and job placement. Those graduates that choose to be self-employed

are encouraged to file for an Indiana mobile salon license, as this gives them multiple employment opportunities.

## SCHOOL CALENDAR

### **Classes**

Program dependent, classes begin the third week of each calendar month, January thru November. The school reserves the right to limit the number of students per class and reschedule a class (s) when applicable.

### **Vacations**

The school takes four weeks of vacation per year. Easter, 4<sup>th</sup> of July, Thanksgiving, and Christmas. The school is closed on major holidays such as Memorial and Labor Day, calendar dependent.

### **Unforeseen Closures**

This institution reserves the right to close due to inclement weather, unforeseen emergencies, maintenance, etc.

Notifications of unforeseen closures will be posted on schools' website/[www.donrobertsschoolofhairdesign.edu](http://www.donrobertsschoolofhairdesign.edu).

## DISCLAIMERS

### Equality

This school does not discriminate based on sex, race, age, color, ethnic origin, or religion.

### Owner

The school is a privately held corporation. Janet Stemmer is the owner and president.

### Personal File Access

Independent students/ dependent students/parents or guardians of dependent students have supervised access to their school records by appointment only. Requests are submitted via email: [drschoo@sbcglobal.net](mailto:drschoo@sbcglobal.net).

### FERPA

Any person/agency requesting information about a student must do so in writing. The student, parents, and or guardians of dependent minors must give written permission each time for the release of such information to third- party requests unless otherwise required by law and the Family Educational Rights & Privacy Act (FERPA). It is the policy of this school to maintain compliance with FERPA. The objective is to protect the privacy of student educational records. FERPA release documents are available in the administrative office.

### FERPA Exclusions

Our institution requires that an authorized release be signed prior to any action being taken. The exceptions of this require include:

- School officials with legitimate educational interest.
- Schools to which the student is transferring to.
- Audit evaluation purposes.
- Appropriate parties in connection to financial aid to the student
- Organizations conducting certain studies on behalf of the school.
- Accrediting organizations/i.e., NACCAS
- Subpoena
- Appropriate officials in case of health or safety emergencies State and local within a juvenile system, pursuant to Indiana Law

### Scholarships

Institutional Scholarships are offered periodically and are made available to those that qualify. The school reserves the right to define the applicable criteria of all scholarships offered and to limit their availability. When offered, they are offered to the same cohort group of students.

Scholarships made available are not offered as enrollment enticements but are offered to provide an educational opportunity that is in the best interest and benefit of the student. Students that benefit from the CHOICE SCHOLARSHIP make positive choices, stay focused, work consistently hard, and are eligible to sit for their licensing exam prior to graduation. Many of the graduates that receive the CHOICE SCHOLARSHIP find employment and are working prior to graduation.

### Housing

Our school does not offer housing. Referrals are made for those with housing needs.

### Supportive Services

The school reserves the right to counsel students throughout their enrollment. Counseling may include, but may not be limited to, individual achievements, personal grooming, social behavior, job placement, SAP, and interpersonal relationships. For those areas beyond the school's expertise, referrals to outside agencies are made. It is the responsibility of the campus director to identify any student that is habitually absent from and/or late to class, academically struggling, and/or has limitations that could prohibit the successful completion of the program.

### INSTITUTIONAL CERTIFICATIONS

This school is licensed by the State of Indiana, State of Illinois/specific to CE Training and Certification and accredited by NACCAS.

### State Licensed

Indiana Professional Licensing

Agency 402 West  
Washington Street, Room  
W072 Indianapolis, IN 46204  
317-234-3031  
[www.pla.in.gov](http://www.pla.in.gov)

#### State Licensed/Continuing Education Provider

Illinois Department of Financial and Professional  
Regulation Division of Professional Regulation  
555 West Monroe Street,  
5th Floor Chicago, Illinois  
60661  
888-473-4858  
[www.idfpr.illinois.gov](http://www.idfpr.illinois.gov)

#### Nationally Accredited

National Accrediting Commission of Career Arts and  
Sciences 3015 Colvin Street  
Alexandria, Virginia 22314  
703-600-7600  
[www.naccas.org](http://www.naccas.org)  
Licensing Status: Current since 1961  
Accreditation Status: Accredited  
since 1977

#### ABSENCES/ADDITIONAL EDUCATIONAL CHARGES

As required by the State of Indiana, students are required to attend not less than 90% of their scheduled class. Students that do not comply with their enrollment contract will experience additional education expenses.

#### EARLY STATE EXAMS

Students that benefit from the Choice Scholarships are eligible to sit for their licensing exam prior to graduation and have found it easy to transition to immediate employment.

#### SATISFACTORY ACADEMIC PROCESS (SAP)

All enrolled students are expected to maintain satisfactory progress/SAP during their enrollment. Attendance is taken daily; academic scores are reviewed weekly and practical assignments are determined and evaluated daily. Scheduled evaluations are done every 450 clock hours or midpoint of the academic year, whichever comes first. All students are mentored with each SAP evaluation, and

those students receiving financial aid and are not maintaining SAP will be put on financial aid warning/FAW.

#### SCHOOL POLICIES

- Academic/SAP
- Administrative Protocols
- Attendance
- Enrollment Standards
- Graduation Criteria
- Code of Conduct
- Consecutive Absences/Planned Absences
- Consumer Information and Orientation Job Shadow/Off-Site Education
- Practical Training and Evaluations
- Licensing and Employment Opportunities
- Withdrawal, Termination, and Incompletes

**For more detailed information, see our Student Handbook available on our website at [www.donrobertsschoolofhairdesign.edu](http://www.donrobertsschoolofhairdesign.edu) click here to view.**

#### TARDINESS/PLANNED AND UNEXCUSED ABSENCES

Students are allowed on late per calendar month. All late arrivals, excused, or unexcused absences require email communication. All late arrivals, time clock errors, absences/planned or unplanned are included in the 10% allowance.

#### MAKE-UP WORK

Make-up work is pre-scheduled. The school reserves the right to schedule prior to and or after school hours. Students receive class and clock credit for all makeup work. The school will determine the modality used for makeup work.

#### CONDUCT

All Students are always expected to display exemplary conduct. Personal accountability is key to success.

## TERMINATION

The school may terminate a student's enrollment for noncompliance with school policies, the enrollment contract, or State of Indiana laws, rules, and regulations. Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school, willful destruction of school property, and theft or any illegal act will result in termination.

## ADMINISTRATIVE STAFF AND FACULTY

Admissions: Ms. Michelle and Mr. Michael Financial Aid Office: Miss Jan

Faculty: Ms. Michelle, Miss Becky, Miss Aimee and Miss Jan

## COST OF EDUCATION

### 2024 Calendar Year

#### Educational Break Down and Payment Methods

Program	Fees	E-Books/Kit/Taxes	Tuition	Total Cost
	Non-Refundable	Non-Refundable	Refundable	
Cosmetology	\$350	\$1800	\$20,750	<b>\$22,900</b>
Barber	\$350	\$1800	\$20,750	<b>\$22,900</b>
Esthetics				
*700 Hours	\$350	\$1600	\$12,900	<b>\$14,500*</b>
**900 Hours	\$350	\$1600	\$16,750	<b>\$18,700**</b>
Manicure				
*450 Hours/No T4\$	\$350	\$1050	\$8,500	<b>\$9,900*</b>
**600 Hours	\$350	\$1400	\$ 11,750	<b>\$13,500**</b>
Instructor	\$350	\$ 500	\$14,900	<b>\$15,750</b>

#### Miscellaneous Expenses

The enrolling student must provide their own laptop computer, printer, reliable home WIFI, housing, transportation, meals, notebooks, and writing and highlighting tools. When applicable, there is a transcript fee/\$10, hourly over contract charges/TBD, and miscellaneous expenses at \$300. The license testing cost and issuance of a four-year license are determined by the State of Indiana/TBD.

**For more detailed information, see our Disclosure Handbook available on our website at [www.donrobertsschoolofhairdesign.edu](http://www.donrobertsschoolofhairdesign.edu) click here to view.**

## PAYMENT METHODS AND FINANCIAL AID

Acceptable means of payment include cash, personal check, money order, certified check, Visa or Master Card/3% use fee. For those that pre-qualify, the school accepts Pell Grants, Direct Student Loans, Parent Plus Loans and Vocational Rehabilitation sponsorship. Payment plans are available, terms are program dependent and require pre-approval. All pre-approved, interest free payments are due on the first of each calendar month.

Federal Grants and Student Loans are available to those that qualify. Financial Aid applications are filed at [www.studentaid.gov](http://www.studentaid.gov). The **School Code to be entered on the FASFA is 013998**. Those applicants interested in financial aid should contact the school directly. 219-864-1600.

INSTITUTIONAL STATISTICS

**Outcome Rates 2022**

Completion	95.45%	Disclaimer: Eligible Students successfully took their licensing exams prior to graduation
Licensure	100.00%	Disclaimer: All students that took the exam passed the test first time.
Placement	84.21%	Disclaimer: Our surveys indicated that some of the graduates not placed chose not to be employed in the industry at the time survey was conducted and/or were COVID related.

**Default Rates**

2020/Covid	0%
2019/Covid	0%
2018	2.7%
2017	7.6%