



To: Beginning Cosmetology Enrollee

**FROM: Karen Robyn
Program Administrator**

RE: 2017-18 Cosmetology Enrollment

Congratulations on your enrollment in Education for Employment's (EFE) Cosmetology program! EFE Cosmetology prepares students with the knowledge required to take the State Board of Cosmetology examination and fulfill the licensing process. Within the Cosmetology curriculum, students will gain marketable skills, business career awareness, and the key characteristics necessary to be successful in the ever-changing cosmetology industry.

Enrollment means you have made a commitment to attend a 1500 hour, State of Michigan, regulated occupational program. Students enrolling as a junior are able to complete this obligation by maintaining **excellent attendance** throughout their junior/senior year, and minimally 240 hours (approx. 32 full days) during the summer between. Students beginning enrollment as a senior have an opportunity to achieve a good portion of these hours as well.

EFE will cover the student tuition costs, associated with enrollment, through the date of the student's high school graduation. If students do not complete the necessary course work by graduation, completion of the course will be at their own expense.

During EFE enrollment, students will have access to community equipment (tools). Conversely, students will need to purchase his/her own supply kit before sitting for their licensure exam. For this reason, students **are encouraged** to talk with the beauty school about how to purchase their own kit, upon acceptance into the program. Owning one's own kit will enable the student to work much more independently during and outside the school day.

In order to ensure students and their parent/guardian are aware of next year's expectations, **EFE is holding a mandatory orientation on May 23, 2017 at 6:30 pm at West Michigan College of Barbering and Beauty, 3200 S. Westnedge, Kalamazoo MI 49008.** The orientation will consist of a brief introduction to the program followed by a tour of the beauty school.

EFE looks forward to meeting you during the upcoming orientation. If you have any questions, please contact the EFE office at 250-9300.

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Tom Zahrt; Assistant Superintendents, Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

EFE Cosmetology Enrollment Fundamentals...

To receive a passing grade in cosmetology, the student must successfully fulfill academic & skill expectations and a minimum cumulative performance hour requirement. Student progress is evaluated each marking period. Students not meeting required academic, skill or performance hour expectations will be recommended to drop the program.

Semester	MINIMUM cumulative student performance hours (attendance) required each semester
JR Year 1 st semester	315 performance hours
2 nd semester	630
SUMMER between JR and SR year	870
Senior Year 1 st semester	1185
2 nd semester	1500 Student is responsible for ALL costs beyond high school graduation

Trimester	MINIMUM cumulative student performance hours (attendance) required each trimester
JR Year 1 st trimester	210 performance hours
2 nd trimester	420
3 rd trimester	630
SUMMER between JR and SR year	870
Senior Year 1 st trimester	1080
2 nd trimester	1290
3 rd trimester	1500 Student is responsible for ALL costs beyond high school graduation

Cosmetology class is held 12:30 – 4:30 Monday – Friday during the school year; if you miss one day, makeup will require attending class on a day when your high school isn't in session..... Ask yourself, "How many days did I miss school this past year?" "If I have the same number of absences, while enrolled in cosmetology, how will I make up the missed class time?"

Careers in cosmetology are not for just anybody....

Be sure, you are ready to make this commitment!

Unsure? Test yourself.

<http://www.beautyschool.com/cosmetology-career-quiz>

★ **Bring this form with you to the beauty school orientation May 23, 2017.**

New enrollees in the cosmetology program should be aware of the following program guidelines:

1. Juniors will be committing to two-full years of coursework including 240 hours during the summer between the student's junior and senior year.
2. Students beginning enrollment as a senior are committing to finishing the program, at their own expense, after high school graduation.
3. EFE will pay all tuition costs incurred by the student through their high school graduation.
4. **Cosmetology is from 12:30 – 4:30 PM, Monday – Friday, during the school year. Summer hours will vary.**
5. Student academic and skill performance along with performance hours are reported at the end of each trimester/semester. If the student is failing in any of the areas, the student's progress will be reviewed by the beauty school and EFE to see whether or not the student is eligible to continue with the program.
6. Credits for this experience are defined by the individual school district.
7. Students will be expected to dress according to the beauty school's rules.
8. The beauty school will provide students with information on how to purchase a supply kit. **Community equipment will be available for student use while enrolled in the program; however, these tools are limited and are not allowed to leave the beauty school.**
9. With the exception of summer hours, cosmetology attendance policies are the same as the local high schools.
10. Students are required to call if they will be late or absent from class. A note from the student's parent/guardian and/or school must be provided upon his/her return to class.
11. EFE students must follow all home district rules of conduct when in attendance.
12. Personal services are allowed as follows. There is no charge if the service is part of an assignment. If the service is elective, the student may bring in his/her own professional product for approval and usage at no charge, or pay the beauty school for any chemicals used.
13. Questions about transportation to this program need to be directed to the student's home district. All students are responsible for transportation home.

Education for Employment enters into a contract with the beauty school upon the student's enrollment into cosmetology. It is very important students understand the obligation they are making. Please sign below indicating both parent/guardian and student have read the above guidelines and agree to the program arrangements.

My son/daughter _____, who attends _____
(Print Student's Name) (High School)

has visited West Michigan College of Barbering and Beauty, read the program guidelines and understands Education for Employment's cosmetology commitment.

Parent/Guardian (Please PRINT)	Signature of Parent/Guardian Date	Phone #
		<p style="font-size: x-small;"><i>In order to keep your seat in the program, this form <u>must be returned</u> to the Kalamazoo RESA Education for Employment office by May 31, 2017.</i></p> <p style="text-align: center; font-weight: bold; font-size: x-small;"><i>If you have questions, contact the EFE office at 250-9300.</i></p>
Student's Signature Date	Student's Email	
Address	City Zip	