



*To: Beginning Cosmetology Enrollee*

*FROM: Karen Robyn  
Program Administrator*

*RE: 2018-19 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 can 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 finish their 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.

To ensure students and their parent/guardian are aware of the program's expectations, **EFE is holding a mandatory orientation on May 22, 2018 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.

## *EFE Cosmetology Enrollment Fundamentals...*

To receive a passing grade in cosmetology, the student must successfully fulfill academic & skill expectations and meet 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.

<b>Semester</b>	<b>MINIMUM cumulative student performance hours (attendance) required each semester</b>
<b>JR Year 1<sup>st</sup> semester</b>	<b>315 performance hours</b>
<b>2<sup>nd</sup> semester</b>	<b>630</b>
<b>SUMMER between JR and SR year</b>	<b>870</b>
<b>Senior Year 1<sup>st</sup> semester</b>	<b>1185</b>
<b>2<sup>nd</sup> semester</b>	<b>1500</b>

<b>Trimester</b>	<b>MINIMUM cumulative student performance hours (attendance) required each trimester</b>
<b>JR Year 1<sup>st</sup> trimester</b>	<b>210 performance hours</b>
<b>2<sup>nd</sup> trimester</b>	<b>420</b>
<b>3<sup>rd</sup> trimester</b>	<b>630</b>
<b>SUMMER between JR and SR year</b>	<b>870</b>
<b>Senior Year 1<sup>st</sup> trimester</b>	<b>1080</b>
<b>2<sup>nd</sup> trimester</b>	<b>1290</b>
<b>3<sup>rd</sup> trimester</b>	<b>1500</b>

**Student is responsible for ALL costs beyond high school graduation**

*Cosmetology 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 during 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>**

**Notice of Non-discrimination:**

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability, genetic information or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designed to handle inquiries regarding the nondiscrimination policy: Assistant Superintendents, Tom Zahrt, Mindy Miller and Dr. Jennifer Sell. Contact information: (269) 250-9200, 1819 E. Milham Ave. Portage, MI 49002

**★ Bring this form with you to the beauty school orientation May 22, 2018.**

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

1. A junior student is committing to two-full years of coursework plus 240 hours during the summer between the student's junior and senior year.
2. A student beginning enrollment as a senior is committing to finishing the program, after high school graduation at their own expense.
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 & skill performance along with performance hours are reported at the end of each trimester/semester. If the student is failing in any of these areas, the student's progress will be reviewed by the beauty school and EFE to see if the student is eligible to continue with the program.
6. Credits for this experience are defined by the individual's school district.
7. Students are 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. Cosmetology attendance policies, except for summer hours, 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 beauty school and home district rules of conduct when in attendance.
12. Personal services are allowed. If the service is part of an assignment, there is no charge. 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.**

<b>Parent/Guardian (Please PRINT)</b>	<b>Signature of Parent/Guardian    Date</b>	<b>Phone #</b>
		<p><i>To keep your seat in the program, this form <u>must be returned</u> to the Kalamazoo RESA Education for Employment office by <b>May 31, 2018.</b></i></p> <p style="text-align: center;"><b>If you have questions, contact the EFE office at 250-9300.</b></p>
<b>Student's Signature    Date</b>	<b>Student's Email</b>	
<b>Address</b>	<b>City                                  Zip</b>	