

Queen City College
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ACCREDITATION AGENCY
Council on Occupational Education
7840 Roswell Rd Bldg. # 300
Suite # 325
Atlanta, Georgia 30350
770.396.3898



OWNERSHIP
Ralph S. Payne
Springville, TN/Port Charlotte, FL

NON-DISCRIMINATION

Queen City College does not discriminate or permit discrimination by any faculty member or student against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, or any other classification protected by law in matters of admissions, employment, or services, or in the educational programs or activities it operates.

Queen City College is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

March 2019

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QUEEN CITY COLLEGE HISTORY

Ralph S. Payne, a noted barber and leading salon owner in Clarksville, TN realized the need for better vocational training in the field of Cosmetology when he was continually dissatisfied with the quality of education displayed by his new employees. Mr. Payne founded Queen City Hair College on March 5, 1984 to correct the current vocational training flaws. Mr. Payne married Laura McNamara on May 10, 1985. At that time, Laura was named Chief Administrator of Queen City Hair College; she had been employed there since it's opening in 1984.

Although the city of Clarksville already had one private cosmetology school, Mr. Payne felt he could succeed by hiring a professionally trained staff and implementing quality education.

Queen City Hair College became an affiliate of Southern Association of Colleges and Schools Commission on Occupational Education Institutions in December 1986.

In May of 1990 the school's name changed from Queen City Hair College to Queen City College. The Barber Program was added to the curriculum in February of 1994. Over the last few years a number of programs have been added under the Cosmetology Board, including Esthetics and Nail Tech.

In 1995, The Commission of Occupational Education Institutions split from the Southern Association of Colleges and Schools to become a free standing accrediting agency. The name is now Council on Occupational Education.

MISSION OF THE INSTITUTION

Queen City College is dedicated to educating quality graduates who are able to meet both the present and future demand of the barber and beauty profession. Each student admitted to Queen City College receives not only individualized instruction and exposure to technical skills and equipment, but also adequate opportunity for growth. Graduates will be knowledgeable in all aspects of their desired program to be confident and able to fulfill all State Board requirements.

PURPOSE OF INSTITUTION

To build a solid foundation of education and technical skills. Provide exposure to the role of the professional, including opportunities for supervised practical "hands on work". Fulfill all requirements of our state. To always remember our motto "*Students Come First*".

PROFESSIONAL AFFILIATIONS

National Hairdressers and Cosmetologist Association
Tennessee Cosmetology School Owners Association
Tennessee Association of Student Financial Aid Administrators
Council on Occupational Education
TN Educational Association of Veteran Program Administrators
Teachers Educational Council
American Association of Cosmetology Schools
Professional Beauty Association



FACULTY

Owner	Ralph S. Payne
	Trevecca Nazarene College	
	Master Barber-Nashville Barber College	
	Barber Instructor-Queen City College	
Educational Director	Laura E. Payne
	Cosmetologist-Rutherford B. Hayes	
	Cosmetology School	
	Cosmetology Instructor-Queen City College	
	BA/Business Administration-Almeda University	
Chief Administrator	Brandie Gross
Institutional Director	Brandie Gross
Asst. Institutional Director	Tracy Petsch
Financial Aid Officer	Tracy Petsch
Dept. Of Veterans Affairs SCO	Tracy Petsch
Director of Admissions	LaShannon Sanders
Director of Student Services	LaShannon Sanders

INSTRUCTIONAL STAFF

All Instructional staff are licensed by the State of Tennessee

Cosmetology:

Laura Payne ~ Instructor/Cosmetologist/Esthetician-Rutherford B Hayes Cosmetology School (1971) *P/T*
Robin Little ~ Instructor/Esthetician-Queen City College (2004) *P/T*
Stephenny Smith ~ Jr. Instructor/Esthetician-Queen City College (2011) *P/T*
Berenice Polanco ~ Jr. Instructor/Esthetician-Queen City College (2015) *F/T*
LaShannon Sanders ~ Instructor/Cosmetologist-Queen City College (1994) *F/T*
Peyton Dziadon ~ Instructor/Cosmetologist-Queen City College (2017) *F/T*
Laurie Baker ~ Instructor/Cosmetologist-Queen City College (2010) *F/T*
Nicole Trotter ~ Instructor/Cosmetologist-Jon Nave Cosmetology (1997) *F/T*
Tomika Luster ~ Instructor/Cosmetologist-Queen City College (2014) *P/T*
Dana Buckner ~ Jr. Instructor/Nail Technician-Queen City College (2017) *F/T*
P/T - Part Time Instructor; F/T - Full Time Instructor

Barber:

Ralph Payne ~ Instructor/Master Barber-Nashville Barber College (1962) *P/T*
Lance Evans ~ Instructor/Master Barber-Queen City College (2016) *P/T*
Mark Howell ~ Instructor/Master Barber-Queen City College (2018) *P/T*
Stephen Crowder ~ Instructor/Master Barber-Queen City College (2017) *F/T*
Nicole Trotter ~ Instructor/Master Barber-International Barber College (2014) *F/T*
P/T - Part Time Instructor; F/T - Full Time Instructor

QUEEN CITY COLLEGE OFFERS YOU:

- | | |
|--|--|
| * A progressive training program | * Financial aid for those who qualify |
| * Highly qualified instructors | * Student loans for those who qualify |
| * Day, night, full and part time class schedules | *Veterans benefits for those who qualify |
| * Placement assistance upon graduation | * MyCAA for those who quality |

MESSAGE

The staff of Queen City College are pleased that you have expressed an interest in attending our school. We sincerely hope that you will allow us to assist you in continuing your education and provide you the necessary tools and skills required to achieve your future career goals.

Queen City College reserves the right to change, update, and/or revise any rule, regulation, or policy at its discretion.

FACILITIES AND EQUIPMENT

Queen City College occupies over 13,000 square feet. This space consists of a reception area, clinic floors, shampoo areas, classrooms, offices, dispensary, student break area, storage area, and media area. All spaces are heated and air conditioned. The clinic area consists of working stations where the students work on customers under the direct supervision of an instructor. The theory classroom consists of visual aids such as charts, videos, a computer, compact disks, a TV and VCR/ DVD player, a chalkboard/whiteboard, and flipcharts to aid the students in learning the theory of each program. In an effort to maintain a quality training program, the school is constantly improving and upgrading its facilities to meet the criteria of a modern up-to-date school.

ADMISSION REQUIREMENTS

All applicants must provide proof of age: birth certificate, drivers' license, or state ID card, proof of prior education: official copy of high school transcript documenting completion of twelfth (12th) grade, OR a passing GED with test scores, and a social security card with your legal name and signature. Documentation of name change if applicable (marriage certificate, legal court documents etc.). Please use the enrollment check list provided on page twenty-seven (27) for your convenience.

ENROLLMENT FOR STATE LICENSURE

Queen City College is located and licensed in *Clarksville, TN*. Students enrolling can expect to receive both practical and theoretical training as part of their program curriculum; this training is preparation for licensure testing with the *State of Tennessee*. Queen City College does **NOT** offer practical or theoretical training, in any program, in preparation of licensure testing for any other state, including Kentucky.

Students enrolling with the anticipation of using completed program hours/and or requirements earned at Queen City College to meet licensure requirements of another state, acknowledge **Queen City College does not guarantee acceptance of completed hours and/or requirements by any state other than Tennessee** and is not responsible for any additional fees, filing requirements, and/or delays a student may incur.

LICENSURE ELIGIBILITY

The Tennessee Board of Cosmetology and Barber Examiners may suspend, revoke or REFUSE to issue a license for several causes including but, not limited to: fraud in procuring a license; unprofessional, immoral, or dishonorable conduct; addiction to intoxicating liquors or drugs; conviction of a felony; conviction or any misdemeanor involving moral turpitude; you must be a United States citizen or possess valid documentation of authorization to work in United States. Queen City College is not liable for denial of licensure.

ENROLLMENT PROCEDURES

All applicants must complete a FAFSA application prior to enrollment (visit WWW.FAFSA.ED.GOV use school code **017068**). Appointments are necessary to complete the enrollment process. Please call to schedule an enrollment appointment with an admissions officer. You **MUST** bring the required items listed under admissions requirements with you to your scheduled appointment.



ENROLLMENT TRANSFERS

Students **MUST** request, *at time of enrollment*, permission to use previous clock hours from another school. Students must provide Queen City College with the record of withdrawal form and official transcript documenting passing grades from the previously attended school for those earned clock hours to be accepted. If a student transfers with over four hundred (400) clock hours, a pretest may be required to determine proper class placement and acceptance of hours. A fee of twenty-five dollars (\$25.00) for the placement test is due before any testing will occur. A student may enter any of the training programs at the level he/she established by examination results. Tuition will be prorated for the portion of the program of enrollment in which she/he advanced. A permanent record is maintained in the student file documenting this information.

ALL PAPERWORK MUST BE COMPLETED ONE (1) WEEK PRIOR TO CLASS START
(Late enrollments are NOT permitted)

HIGH SCHOOL DIPLOMA VERIFICATION POLICY

All students will be required to provide an **official** high school transcript, high school equivalency transcript, or GED score sheet prior to starting any program at Queen City College. It is the responsibility of the student to provide an official and certified translated document of a foreign high school diploma, verifying the authenticity of said document. The admission office will review all high school transcripts and GED with test scores to confirm their validity. If the office suspects a transcript may have been tampered with or is from an invalid online source, the admissions office will request an official transcript from the respective institution to validate the document. A formal transcript release form will be signed by the student for authorization to release the information to Queen City College. Any applicable fees for said documentation will be the responsibility of the student. To verify a school is a legitimate licensed school, the admissions office will check the Department of Education's website for such school and state. An official high school transcript or GED with test scores must be provided before any Federal Financial Aid can be requested and awarded. Students must have acceptable documentation in order to test for licensure with the Tennessee Board of Cosmetology and Barber Examiners. The Board may also be consulted to review any educational documentation provided to determine if it is acceptable for their testing.

TRANSFER OF CREDITS

Queen City College recognizes clock hours accumulated from other licensed and accredited schools of cosmetology and barbering under the auspices of the Tennessee Boards of Barbering and Cosmetology. Queen City College recognizes clock hours accumulated from other licensed and accredited schools of cosmetology and barbering under the auspices of the Tennessee Boards of Barbering and Cosmetology. Queen City College's acceptance of previously earned clock hours toward program completion, ***does not guarantee*** transferred clock hours will have the same acceptance and/or recognition by the Tennessee Board of Cosmetology and Barber Examiners. Credit will not be granted for previous education which is defined by semester credits for non-program courses, on the job training, or experience within the related field if the student does not hold a valid State license in a field of Cosmetology, Barbering, Esthetics, or Nails/Manicuring.

*****The school reserves the right to have an entrance exam administered in order to determine if the applicant has the ability to benefit from the chosen program*****

Clock hours accumulated while enrolled in any one program at Queen City College cannot be transferred to any other program at Queen City College. Queen City College is a special purpose institution. That purpose is to educating quality graduates who are able to meet both the present and future demand of the barber and beauty profession. Each student admitted to Queen City College receives not only individualized instruction and exposure to technical skills and equipment, but also adequate opportunity for growth. Graduates will be knowledgeable in all aspects of their desired program to be confident and able to fulfill all State Board requirements. Students should be aware that the transfer of credit/clock hours is always the responsibility of the receiving institution. *Whether or not credits/clock hours transfer is solely up to the receiving institution.* Any student interested in transferring credit/clock hours should check with the receiving institution directly to determine to what extent, if any, credit/clock hours can be transferred.

TUITION

Tuition is based on clock hours in the program. The total program costs include tuition, non-refundable administrative and lab fees, non-returnable/non-refundable smock, book(s), badge, book bag, and kit fees. Tuition costs are guaranteed for twelve hundred (1200) contact hours or twelve (12) months from the time of enrollment; programs with less than twelve hundred (1200) contact hours have a set total tuition. Students are protected against a tuition increase as long as they attend school continuously and have a signed enrollment agreement with the tuition cost stated. The school reserves the right to terminate any student whose tuition is delinquent and place delinquent balances with a collection agency for payment. If the student account is turned over to a collection agency, the student will be responsible for all balances owed to the institution in addition to collection and/or attorney fees.



PROGRAM PRICE LIST

PROGRAM	TUITION	ADMIN/LAB FEE	BOOKS	KIT*	TOTAL
Cosmetology Program	\$13,424.09	\$100.00/\$300.00	\$250.00	\$925.91	\$15,000.00
Barber Program	\$13,424.09	\$100.00/\$300.00	\$250.00	\$925.91	\$15,000.00
Esthetician Program	\$6,712.50	\$100.00/\$547.50	\$250.00	\$890.00	\$8,500.00
Nail Tech Program	\$5,370.00	\$100.00/\$400.00	\$250.00	\$880.00	\$7,000.00
Cosmetology to Barber+	\$2,684.09	\$100.00/\$215.00	\$250.00	\$75.91	\$3,325.00
Barber to Cosmetology+	\$2,684.09	\$100.00/\$215.00	\$250.00	\$75.91	\$3,325.00
Cosmetology Instructor+⓪	\$2,685.00	\$100.00/\$100.00	\$250.00	\$65.00	\$3,200.00
Barber Instructor+⓪±	\$2,685.00	\$135.00/\$100.00	\$250.00	\$65.00	\$3,235.00

*Students have the right to purchase a kit from sources outside of Queen City College and have the kit charge deducted from the total program cost however; all items and equipment on the program kit list are *required* and must be produced by the student on the first day of class. Kits, smocks, and books, are **NOT** returnable or refundable.

+This program is not approved for Title IV funding (Pell grants and/or Direct Loans).

⓪This program is subject to availability.

±This program requires the purchase of a Junior Instructor License and a duplicate license. License costs are included in the Admin fees.

PRICES SUBJECT TO CHANGE WITHOUT NOTICE

STUDENT KITS

The Tennessee Board of Cosmetology and Barber Examiners requires each student, with school assistance, be required to have a kit consisting of the following materials, for a course in cosmetology after two hundred (200) hours of enrollment.

Cosmetology Program Kit List

Six (6) Brushes	Four (4) Combs	One (1) Pair Cutting Shears
One (1) Box of Roller Clips	One (1) Box Clips	One (1) Pair Thinning Shears
Three (3) Butterfly Clips	Six (6) Duckbill Clips	One (1) Razor
Three (3) Orangewood Sticks	One (1) Box Emery Boards	One (1) Cuticle Pusher
One (1) Finger Bowl	One (1) Cape	One (1) File
One (1) Mannequin	One (1) Polish Kit	One (1) Nail Brush
Disposable Gloves	One (1) Theory Book	One (1) Workbook
Disposable Caps	Cosmetology Law Book	

The student kit provided by Queen City College for a course in cosmetology not only *meet* the requirements of the State Tennessee Board of Cosmetology and Barber Examiners, it exceeds them by consisting of the following materials.

Cosmetology Program Kit List

Color Bottle Applicator	Spray Water Bottle	One (1) Box - Single Prong Clips
One (1) Box - Pin Curl Clips	(10) Ten Dozen Assorted Rollers & Rack	Roller Bag
One Dozen (12) - Styling Combs	One Dozen (12) - Rat Tail Combs	Mark V Comb
Contour Brush	Sanitizer Jar	Nylon Cape
Hair Colorist Tool Kit	1" Flat Iron	¾" Curling Iron
Ionic Hair Dryer	Nylon Curling Brush	Disposable Gloves
Disposable Caps	Mannequin Head Holder (Table)	Manicure Set
Nail Buffing Block	Manicure/Finger Bowl	Manicure Brush
Glass Sterilizing Jar	One Dozen (12) - Orangewood Sticks	One (1) Box - Emery Boards
State Board Nail Polish Kit	Clear Acrylic Nail Kit	State Board Odorless Acrylic Kit
Sable Nail Brush	Practice Finger	Mannequin Head (Debra)
5 ½" Cutting Shears	7" Styling Razor	Super Grip Clips
Mannequin Head Holder	Six (6) - Duckbill Clips	One Dozen (12) - Butterfly Clips
5 ½" Shear & Thinning Shear Set	Round Timer	Make-Up Mirror
3/8" Spring Curling Iron	½" Marcel Curling Iron	Mannequin Head - Debra
Mannequin Head - Sam II	Paddle Brush	Bristle Brush
Vent Brush	Teasing Brush	Pack of Individual Sheets of Foil
Wahl Clipper Kit	One Dozen (12) - Perm Rods	One (1) Box End Papers
Color/Applicator Bottle	Fabric Strips	Vinyl Cape
Milady Textbook & Workbook	Cosmetology Law Book Link	Expandable Suitcase on Wheels
Identification Tag	Duffle Bag	Smock

The Tennessee Board of Cosmetology and Barber Examiners requires each student, with school assistance, be required to have a kit consisting of the following materials, for a master barber course after one hundred (100) hours of enrollment.

Barber Program Kit List

One (1) Taper Comb	One (1) Styling Comb	One (1) Pick
One (1) Vent-Type Brush	One (1) Styling Brush	Six (6) Duckbill Clips
Six (6) Butterfly Clips	One (1) Blow Dryer	One (1) Curling Iron
Adjustable Clippers	T-Edgers/Trimmer	Straight Razor and Blades
One (1) Pair Shears	One (1) Pair Blending Shears	One (1) Pair Snippers
Three (3) Orangewood Sticks	One (1) Box Emery Boards	One (1) Cuticle Pusher
One (1) Finger Bowl	One (1) File	One (1) Nail Brush
Facial Cream	Chair Cloth	One (1) Textbook
One (1) Workbook	Mannequin	

The student kit provided by Queen City College for a course in Barber Program not only *meet* the requirements of the State Tennessee Board of Cosmetology and Barber Examiners, it exceeds them by consisting of the following materials.

Barber Program Kit List

Manicure Bowl	One Dozen (12) - Barber Combs	One Dozen (12) - Duckbill Clips
Barber Cape	Six (6) Flat-Top Combs	One (1) Box - End Papers
One Dozen (12) - Perm Rods	Manicure Brush	Spray Bottle
Neck Strip Dispenser	One (1) Pack - Neck Strips	One (1) Pair - Oster Clippers
Oster Blade 1A	Oster Blade 1 ½	Oster Blade 2
One (1) Pair - Wahl Taper Clipper	One (1) Pair - Andis Trimmer	Styling Brush
Mannequin Head - Debra	Practice Hand	Mannequin Head Holder - Table
One (1) Box - Emery Boards	¾" Curling Iron	Vent Brush
One Dozen (12) - Styling Combs	One (1) Set - Small/Large Pick Set	Haircloth Clip
Manicure Set	Facial Cream	Tint Bowl Set
Blow Dryer	Boar Bristle Brush	Mirror
Nail Buffing Block	7 ½" Shears	7 ½" Thinning Shears
Straight Razor w/(5) Blades	One Dozen (12) - Butterfly Clips	One Dozen (12) - Orangewood Sticks
Vinyl Cape	Latex Gloves	Mannequin Head Holder
One Dozen (12) - Spatulas	Cuticle Oil	Cuticle Remover
Milady Workbook & Textbook	Barber Law Book Link	Deluxe Tote
Identification Tag	Duffle Bag	Smock

The Tennessee Board of Cosmetology and Barber Examiners requires each student, with school assistance, be required to have a kit consisting of the following materials, for a course in aesthetics after one hundred fifty (150) hours of enrollment.

Esthetician Program Kit List

One (1) Theory Book	One (1) Workbook	One (1) Package of Cotton Swabs
One (1) Roll of Cotton	One (1) Box Tissues	Three (3) Spatulas
Two (2) Sterilizer Jars	One (1) Tweezer	One (1) Make-Up Kit
One (1) Set of Make-Up Brushes	Two (2) Head Covers	One (1) Cleansing Cream
One (1) Astringent	One (1) Massage Cream	One (1) Night Cream
One (1) Moisturizer	One (1) All-Purpose Masque	Three (3) Towels
One (1) Shoulder Cape	One (1) Bottle Alcohol	One (1) Pair Rubber Gloves
Two (2) Cups	Two (2) Small Bowls	Two (2) Disposable Bags
Cosmetology Law Book		

The student kit provided by Queen City College for a course in esthetics not only *meet* the requirements of the State Tennessee Board of Cosmetology and Barber Examiners, it exceeds them by consisting of the following materials.

Esthetician Program Kit List

Client Wrap	Make-Up Mirror	Two (2) - Head Covers
One Dozen (12) - Towels	Two Dozen (24) - Foam Make-Up Wedges	One (1) - Make-Up Kit
One (1) - 9 Piece Facial Tool Kit	Stork Scissors	Twenty (20) Piece - Make-up Brush Set
One (1) Bag - 2 X 2 Gauze Wipes	One (1) Roll of Cotton	One (1) Bag - Cotton Swabs
Student Eyelash Kit	One (1) Set - Band Eyelashes	One (1) PKG - Disposable Lip Brushes
One (1) PKG - Disposable Mascara Brushes	One (1) PKG - Small Spatulas	One Dozen (12) - Cleansing Sponge
One (1) - Box Gloves	One (1) Pair - Exfoliating Gloves	Seven (7) Piece - Body Brush Set
Facial Treatment Brush	Body Brush	Hair Brush
Rubber Mixing Bowl	Stainless Steel Mixing Bowl	Eyebrow Set w/Case
All Purpose Hard Wax	Two (2) Measuring Cups	Mannequin Head
Mannequin Head Holder - Table	Travel Case on Wheels	Glass Measuring Beaker
Glass Stirring Rod	One (1) 10 piece-Glycolic Applicator Set	Bottle of Alcohol
Cleansing Cream	Night Cream	Astringent
Moisturizer	All-Purpose Masque	Eye Gel Mask
Four (4) - 4 Layer Facial	Box of Tissue	Two (2) - Disposable Bags
Magnifying Glass	Milady Textbook & Workbook	Cosmetology Law Book Link
Identification Tag	Duffle Bag	Smock

The Tennessee Board of Cosmetology and Barber Examiners requires each student, with school assistance, be required to have a kit consisting of the following materials, for a course in manicuring after one hundred (100) hours of enrollment.

Nail Tech Program Kit List

One (1) Theory Book	One (1) Work Book	One (1) Pair Nippers
Three (3) Orangewood Sticks	One (1) Box Emery Boards	One (1) Cuticle Pusher
One (1) Finger Bowl	One (1) File	One (1) Nail Brush
One (1) Polish Kit	One (1) Hand Form and Holder	One (1) Wet Sanitizer
One (1) Tweezer	One (1) Pair Manicure Scissors	Nail Glue
Supplies for Nail Wraps	Supplies for Sculptured Nails	Goggles
Cosmetology Law Book		

The student kit provided by Queen City College for a course in manicuring not only *meet* the requirements of the State Tennessee Board of Cosmetology and Barber Examiners, it exceeds them by consisting of the following materials.

Nail Tech Program Kit List

Nine (9) Piece - Pedicure Kit	Cuticle Pusher	Stork Scissors
Toe Nail Clippers	Six (6) Buffing Blocks	Six (6) White Files
Two (2) - 3-Sided Buffers	One Dozen (12) - Orangewood Sticks	Glass Steri Jar
Toe Separator	Two (2) - Pedicure Wand	Two (2) - Manicure Brush
Marbling Nail Art Kit	Nail Art Brush	Practice Finger
One (1) Box - Emery Boards	Nail Tip Slicer	One (1) Pair Safety Goggles
Extra Strength Primer	Fiberware Kit	Creative Nail Student Tech Kit
Utility Tote	Duffle Bag	Identification Tag
Milady Textbook & Workbook	Cosmetology Law Book Link	Smock

Cosmetology to Barber Program Kit List

The student kit provided by Queen City College for a course in Cosmetology to Barber consists of the following materials.

Refer to the kit information for the Barber Program

Barber to Cosmetology Program Kit List

The student kit provided by Queen City College for a course in Barber to Cosmetology consists of the following materials.

Refer to the kit information for the Cosmetology Program
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The student kit provided by Queen City College for a course in either the Cosmetology Instructor Program or the Barber Instructor Program consists of the following material.

Cosmetology Instructor and Barber Instructor Kit List

Milady Textbook & Workbook	Cosmetology or Barber Law Book Link	Smock	Identification Tag
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Transferability of Credit Disclosure

Credits earned at Queen City College may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Queen City College. You should obtain confirmation that Queen City College will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Queen City College to determine if such institutions will accept credits earned at Queen City College prior to executing an enrollment contract or agreement. The ability to transfer credits from Queen City College to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Queen City College if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Queen City College and any other educational institutions you may in the future want to transfer the credits earned at Queen City College before you execute an enrollment contract or agreement.

The Transferability of Credits Disclosure is pursuant to Tenn. Code Ann. Section 49-7-144 (2008)

SCHOOL CALENDER

New classes for each program at Queen City College begin the first (1st) Tuesday of every month, unless the school is closed on that Tuesday, then the new class will begin the following Tuesday respectively. Queen City College reserves the right to postpone and/or cancel classes; enrollments affected by class postponements or cancelations (prior to the commencement of instruction) will be refunded all monies paid.

HOLIDAY SCHEDULE

<u>Spring Break</u>	<u>July 4th</u>	<u>Thanksgiving</u>	<u>Christmas</u>
One (1) week	One (1) week	One (1) week	Two (2) weeks

Additional closing: Veteran's Day

SEVERE WEATHER & SCHOOL CLOSING

The school will be closed when snow, icy, and/or other weather conditions make driving hazardous or impossible for our staff and students. All weather closings are based on the judgement of the Institutional Director. If the school is open and you do not feel the roads are safe for you to be driving on, please do not risk it. Call in and notify the school that you will be absent before 9:30am (day class) or 4:00pm (night class). Other events could prompt unexpected closings such as a power failure, heat, air conditioning, or water outages. School closing information will be announced on Nashville television stations 2 (ABC), 4 (NBC), and 5 (CBS). As well as television, up to date school closing information will be available on Queen City College's FACEBOOK page and students who registered their mobile number to receive Queen City College Safety alerts will receive a text message notification.

If a closure is warranted after students have already arrived, students will be advised to leave the institution in an orderly manner and watch for closure updates on the television channels, Facebook, and text alerts. The safety of our students and staff is the priority for the Owner and Administration. No student will incur overtime charges when the school is been closed.



Students and staff who provide their mobile number by texting the word **STUDENT** to **36000** are automatically registered to receive Queen City College Safety alerts via text message

STUDENT NOTIFICATIONS

If an event such as a power failure, heat, air conditioning, or water outages should occur, affecting normal operations of the campus, the decision may be made to close due to the school due to said event. Students will be notified of the emergency closing in the same manner as student notifications for inclement weather.

Depending on the particular circumstances of the crime, Queen City College may issue an emergency notification. The notification will be announced by the Institutional Director or Administration and will inform students and staff as soon as confirmation has been received a significant emergency or dangerous situation exists*.

**Please refer to Queen City Colleges Annual Security Report for further information.*



CLASS SCHEDULES

Day Classes *

24 hour week	9:30am – 2:30pm Tuesday thru Friday	9:30am – 1:30pm Saturday
24 hour week	9:30am – 4:00pm Tuesday thru Friday	
28 hour week	9:30am – 3:00pm Tuesday thru Friday	8:00am – 4:30pm Saturday
30 hour week	9:30am – 5:30pm Tuesday thru Friday	
30 hour week	9:30am – 4:00pm Tuesday thru Friday	9:30am – 4:00pm Saturday
32 hour week	9:30am – 6:00pm Tuesday thru Friday	
35 hour week	9:30am – 5:00pm Tuesday thru Friday	8:30am – 4:00pm Saturday
40 hour week	9:30am – 6:00pm Tuesday thru Friday	8:00am – 4:30pm Saturday

Night Classes * *Cosmetology and Barber Programs Only*

24 hour week	4:00pm – 10:00pm Tuesday thru Friday	
24 hour week	6:00pm – 10:00pm Tuesday thru Friday	8:00am – 4:30pm Saturday
30 hour week	2:00pm – 10:00pm Tuesday thru Friday	
30 hour week	4:00pm – 10:00pm Tuesday thru Friday	9:30am – 4:00pm Saturday
35 hour week	2:30pm – 10:00pm Tuesday thru Friday	8:30am – 4:00pm Saturday
40 hour week	1:30pm – 10:00pm Tuesday thru Friday	8:00am – 4:30pm Saturday

*Part Time Schedules are also available.

****Thirty-five (35) Hours per week is Maximum Full Time for Federal Financial Aid Students****

ENROLLMENT AGREEMENT CONDITIONS

The enrollment agreement, if accepted by the school, becomes an agreement which states all of the conditions of enrollment and is not subject to alteration or cancellation except as follows:

1. If the agreement is rejected by the school, the applicant will be notified and any down payment monies paid will be refunded.
2. If a student or the parent or guardian of a student under eighteen (18) years of age cancels his/her enrollment in writing, within three (3) business days of signing the agreement and prior to entering classes. A refund of any down payment or tuition monies will be provided.
3. If a student cancels enrollment after three (3) business days of signing, but prior to entering classes, he/she is entitled to all monies paid to the school less an administrative fee of one hundred dollars (\$100.00).
4. If a student fails to complete the course of training and has requested withdrawal from the school either in writing or in person, the school will refund all monies paid by the student in excess of the student's obligation.

A student who has completed the first seven hundred fifty (750) hours must pay the complete tuition per contract terms.

ATTENDANCE REQUIREMENTS

1. **Five (5) unauthorized tardiness or absences in a calendar month** will constitute a student suspension. A student may re-enter after three (3) to thirty (30) days, at the discretion of the Administrator's.
2. After three (3) interruptions in training, a student cannot re-enter school.
3. Authorized absences occur when a student is absent for reasons beyond their control such as: personal sickness, death or accident of a member in the student's immediate family, or at the Administrator's discretion. After three (3) days absence a doctor's note may be required. After fourteen (14) consecutive **calendar days** of absences a student will be expelled. A student may re-apply for re-entry after a period of no less than one hundred eighty (180) days.

Eight percent (8%) of your contracted hours are allotted for absence; once the eight percent (8%) is exceeded; there is an hourly charge for each additional hour missed excused or unexcused, including suspensions.

4. Documentation on tardiness and absences will be required for those students who are continually tardy or absent.
5. The actual time a student is in school will be maintained: with tardiness accumulated at the end of each week. Hours for attendance and graduation purposes will be determined solely by accumulated time on the time clock sheets.
6. Students who will be absent, without advance notice, are required to call the school before 9:30am (day class) or 4:00pm (night class).

LANGUAGE POLICY

The English language is required to be used by all students while on the clinic floor or working on clients. Tennessee Board of Cosmetology and Barbering Examiners contracted PSI to administer the theory exam and allow you to take the exam in the English, Spanish, and Vietnamese languages. Tennessee State Board of Cosmetology and Barbering Examiners contracted PSI to administer the practical exam as well; however this exam is given in the English language only.

CHANGE OF ENROLLMENT AGREEMENT POLICY

Students who need to make **ANY** changes to their original signed enrollment agreement may execute a change of enrollment agreement form. Changes may include (but are not limited to) schedule, kit, and/or hours.

There is a two hundred fifty dollar (\$250.00) change of contract fee, which must be paid in full at the time of the request. Changes to hours will then become effective on the first (1st) Tuesday of the following month, unless pre-approved by the Chief Administrator. A student who is not making satisfactory progress at the time of the effective date of the new contract will be ineligible for federal financial aid funds according to the suspension policy.

Even though a change of contract has been made, no changes are made to the satisfactory progress policy. Executing a change enrollment agreement is not an opportunity to start satisfactory progress guidelines over, nor does it relieve the satisfactory progress status of a student prior to the change.



LEAVE OF ABSENCE

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to a specific time period during an ongoing program where a student is not in academic attendance due to a temporary interruption in training for personal, financial, or health reasons.

A LOA will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence without any penalty to the student.

The LOA must be requested and approved in writing in advance. In order to approve a LOA there must be the expectation that the student will be returning to school. Any tuition owed to the school up to the point of the point of request must be paid before the leave will be approved. In special circumstances, the school may approve a LOA in the case of an emergency, such as an automobile accident or other medical emergency that would prevent the student from requesting the LOA in advance. In such event, the first day of the student's LOA will be established on the first date it has been determined the student cannot attend class due to the situation.

The minimum timeframe for a LOA is fourteen (14) days and must not exceed one hundred eighty (180) days during a twelve (12) month period, this includes unscheduled days of attendance, weekends, holidays, and school closings; the school permits more than one (1) LOA, however *the total number of days of all combined LOA's cannot exceed one hundred eighty (180) days in a twelve (12) month period.*

Students failing to return from an LOA on the documented return date will be considered to have withdrawn from their program as of the date the student began the LOA; the withdrawal date for the purpose of calculating a refund is the student's last date of attendance. Student's withdrawing from a program prior to completion and requesting reenrollment, if approved, will return in the same Satisfactory Academic Progress status they withdrew in.

FINANCIAL AID PROGRAMS/FINANCIAL AID POLICY

It is the aim of Queen City College to provide each and every eligible student with the financial assistance necessary to attend the college. Queen City College operates on a CLOCK HOUR basis and defines its academic year as nine hundred (900) clock hours. All financial aid is awarded strictly on the basis of need, as determined by the Department of Education regardless of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, or genetic information of the applicant. In determining the need for financial assistance, the financial aid officer is guided by the estimate of each student's expense for tuition, books, kits, room, transportation, board and personal expenses. All financial aid budgets can be reviewed in the office of the financial aid officer at the request of the student.

All tuition must be paid in full by the time the Student reaches the final one hundred (100) hours of their scheduled contract regardless of payment method or the student will be suspended until all tuition is paid.

A. Pell Grants

The Pell Grant is an entitlement each high school graduate or GED holder is entitled by law to apply for. A grant is to help defray the cost of post-secondary education. It is awarded on a student by student basis.

The Pell Grant award will depend upon the amount of family contribution from the students parent(s) or own resources as determined by the Department of Education and the amount of money appropriated by congress to fund the Pell Grant program.

Apply on-line at WWW.FAFSA.ED.GOV and use our school code **017068**.

If needed, students or prospective students may obtain an application to participate in the Pell Grant program from the financial aid officer of Queen City College.

B. Loans

Student loans are LOANS from the Federal Government that include origination fees and must be repaid with interest. Prospective students may apply on-line at WWW.STUDENTLOANS.GOV. We offer the Subsidized, Unsubsidized, and Plus loans for parents. As with the Pell Grant, Title IV funding is based on eligibility requirements that apply to all of the Federal Student Aid (FSA) programs.

Failure to complete your contracted program does not release a student from liability toward repayment of any student loans obtained to attend school.

Please know that failure to repay student loans (loan default) WILL result in penalties and fees and negative credit bureau reporting but, could also lead to ... wage garnishment, bank levies, tax liens, loss of State driver's license, and PROFESSIONAL license! PLEASE - Do NOT ignore your student loans!

C. Cash Installment Payments

All students are eligible for interest free monthly cash payments toward their tuition. Payments may be extended over the length of the student's program, with the balance of tuition paid **prior** to the student's final one hundred (100) clock hours. Students are required to sign an installment note* (*labeled "Student Loan" per TN Code § 49-7-2015 (2017)) and payments are due monthly as indicated on the student's signed enrollment agreement. Students are expected to make prompt monthly payments. QCC extends students a five (5) day grace period; if scheduled monthly payments are not received, a late fee may be assessed according to the plans terms and conditions. If an account becomes delinquent, the student will be suspended until all payments are made current or the tuition balance is paid in full.

Payments made in any form, other than cash (check, money order, and/or credit card) will have a fourteen (14) day hold placed to verify payment clearance. There will be a thirty-five dollars (\$35.00) returned check fee assessed to the student ledger for returned checks. Queen City College reserves the right to refuse to accept any form of payment other than cash after two (2) returned checks.

D. MyCAA

The Military Spouse Career Advancement Accounts Program (MyCAA) is a career development and employment assistance program sponsored by the Department of Defense (DOD). MyCAA helps military spouses pursue licenses, certificates, certifications, or Associate's Degrees (excluding General Studies and Liberal Arts) necessary for gaining employment in high demand, high growth Portable Career Fields and Occupations. For more information and eligibility requirements visit <https://aiportal.acc.mil/mycaa>.

E. U.S. Department of Veterans Affairs Educational Benefits

The U.S. Department of Veterans Affairs permits the use of VA Educational Benefits for the following programs:

- | | | |
|----------------------------------|---------------------------------|-----------------------|
| * Barber Program | * Barber Instructor Program | * Cosmetology Program |
| * Cosmetology Instructor Program | * Esthetician Program | * Nail Tech Program |
| * Barber to Cosmetology Program | * Cosmetology to Barber Program | |

A veteran wishing to apply to use their VA benefits must complete VA Form 22-1990. Please visit <https://www.vets.gov/education/apply/> for more information and eligibility requirements.

Required documents that a Veteran or eligible dependent must bring to the school prior to their start date are:

1. Certificate of eligibility, VA Form 22-0557
2. Transcripts from ALL colleges attended after high school
3. DD 214 - Member-4 copy (if applicable)
4. Change of place/program, VA Form 22-1995 (if applicable - chapters 30, 32, 33, 1606, and 1607 – <https://www.vets.gov/education>, chapter 35 <https://www.ebenefits.va.gov>)

Notice: Using VA Educational Benefits requires you to maintain a seventy-five percent (75%) monthly attendance. You will be given **only** one (1) warning/ monthly probationary period to improve your attendance before VA Educational Benefits will be terminated. Reinstatement occurs when attendance percentage meets or exceeds the VA minimum. If you miss seven (7) consecutive days, or ten (10) consecutive days, with official military orders, your benefits will be terminated until regular attendance is acquired. A leave of absence taken may result in a loss of monthly benefit monies for the days out on leave. No certification ending dates are allowed to be extended due to student absences. The only exceptions are the days missed for an approved leave of absence.

**** All tuition payments are due monthly or the student's enrollment will be terminated. ****

ADDENDUM TO FINANCIAL AID

A student convicted of any offense under Federal or State Law involving the possession or sale of a controlled substance while receiving Title IV Funding (as defined in section 102 (6) of the Controlled Substance Act), will **NOT** be eligible for any Title IV grant, loan or work assistance during the period beginning with the date of the conviction and ending after the interval described in the law. If you are unsure about the eligibility of a conviction you may call (800) 433-3234.

Period of eligibility: If convicted of a drug related offense while receiving Title IV funding, eligibility is lost as follows:

- | | |
|---|---|
| 1. Possession of a controlled substance: | 2. Sale of a controlled substance: |
| * First offense/one year | * First offense/two years |
| * Second offense/two years | * Second offense/indefinite |
| * Third offense/indefinite | |

POLICIES AND PROCEDURES FOR VERIFICATION

QCC has developed the following Policies and Procedures regarding the verification of information provided by applicants for federal aid under the Title IV Programs.

1. All students will be notified verbally and/or in writing if they have been selected for verification and the supporting documentation required to be submitted. The school will use as its reference the most recent verification guide supplied by the Department of Education. QCC will assist the student in correcting any information that is inaccurate.
2. Students selected for verification will be required to submit all required and/or requested supporting documentation within thirty (30) days of notification. Failure to provide the required and/or requested supporting documentation will result in the suspension of the student until verification can be completed. In the interim the student must have made arrangements with the school for payment of all tuition balances and fees due or risk termination at the option of the school.
3. For Post-Withdrawal disbursements the student will have until sixty (60) days after his/her last date of attendance or the end of the academic year, whichever is earlier, to complete the verification.
4. If the student supplies inaccurate information on any application it must be corrected before any financial aid is requested and awarded. If the student refuses to correct the information after being counseled by QCC, the school must refer this case to the Department of Education for resolution and NO financial aid will be requested or disbursed to the student.

No Title IV funding will be disbursed prior to the completion of verification.

SATISFACTORY PROGRESS POLICY

The Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled at Queen City College. To receive and retain Financial Aid, a student must meet the SAP requirements; maintain a specified grade point average, achieving a specified number of hours monthly, and proceed through their program of enrollment in the specified timeframe. SAP is determined by measuring the student's Grade Point Average (GPA) and the student's rate of progress toward completion of their enrolled academic program at the end of each evaluation period. Evaluations are maintained in the students file.

EVALUATION PERIODS

Students are evaluated for satisfactory progress based on their program of enrollment. This evaluation will determine if the minimum requirements for Satisfactory Academic Progress have been met. The frequencies of evaluations provide sufficient opportunity for students to meet both attendance and academic progress requirements of at least one evaluation by midpoint of program enrollment.

Program	Evaluation Periods
Cosmetology Program	450, 900, 1200 completed clock hours
Barber Program	450, 900, 1200 completed clock hours
Esthetician Program	375 completed clock hours
Nail Tech Program	300 completed clock hours

ATTENDANCE PROGRESS EVALUATIONS

To maintain satisfactory attendance progress, the minimum amount of monthly hours a student may attend will be calculated at sixty-seven percent (67.00%) of the monthly contracted hours*; these hours will be monitored and recorded monthly. At the end of each three month segment, a student's attendance for previous hours completed will be evaluated to determine if the student has met the attendance requirements.

The attendance percentage is calculated by dividing the number of hours a student completed/received by the number of hours a student was scheduled (Example: Tony was SCHEDULED to attend one hundred fifty (150.00) hours in June but only ATTENDED ninety (90.00) hours, Tony's attendance percentage for June is sixty percent (60%)) Students who continue the same rate of attendance and maintain at least a sixty-seven percent (67.00%) cumulative attendance at the end of **every** evaluation period are anticipated to graduate from their program of enrollment within the maximum timeframe allowed.

** To maintain satisfactory attendance progress, the minimum amount of monthly hours a **VA student** may attend will be calculated at seventy-five percent (75.00%) of the monthly contracted hours; these hours will be monitored and recorded monthly.*

MAXIMUM TIMEFRAME

Students must progress at the rate listed on the table below for SAP to remain eligible and continue enrollment. The MAXIMUM timeframe is a period equal to 1.5 times (or 150%) the number of hours required by the program of enrollment. When the maximum time requirements have been exceeded, eligibility for financial aid and continued enrollment will be terminated. The maximum time allowed for students to complete a program at satisfactory progress is stated below:

Program	Standard Hours	Maximum Hours	Schedule	Weeks
Cosmetology Program	1500 clock hours	2250 clock hours	Full Time, 35 hrs/wk	65 weeks
Cosmetology Program	1500 clock hours	2250 clock hours	Full Time, 32 hrs/wk	70 weeks
Cosmetology Program	1500 clock hours	2250 clock hours	Full Time, 30 hrs/wk	75 weeks
Cosmetology Program	1500 clock hours	2250 clock hours	Full Time, 28 hrs/wk	81 weeks
Cosmetology Program	1500 clock hours	2250 clock hours	Full Time, 24 hrs/wk	94 weeks
Barber Program	1500 clock hours	2250 clock hours	Full Time, 35 hrs/wk	65 weeks
Barber Program	1500 clock hours	2250 clock hours	Full Time, 32 hrs/wk	70 weeks
Barber Program	1500 clock hours	2250 clock hours	Full Time, 30 hrs/wk	75 weeks
Barber Program	1500 clock hours	2250 clock hours	Full Time, 28 hrs/wk	81 weeks
Barber Program	1500 clock hours	2250 clock hours	Full Time, 24 hrs/wk	94 weeks
Esthetician Program	750 clock hours	1125 clock hours	Full Time, 35 hrs/wk	33 weeks
Esthetician Program	750 clock hours	1125 clock hours	Full Time, 32 hrs/wk	36 weeks
Esthetician Program	750 clock hours	1125 clock hours	Full Time, 30 hrs/wk	38 weeks
Esthetician Program	750 clock hours	1125 clock hours	Full Time, 28 hrs/wk	41 weeks
Esthetician Program	750 clock hours	1125 clock hours	Full Time, 24 hrs/wk	47 weeks
Nail Tech Program	600 clock hours	900 clock hours	Full Time, 35 hrs/wk	26 weeks
Nail Tech Program	600 clock hours	900 clock hours	Full Time, 32 hrs/wk	29 weeks
Nail Tech Program	600 clock hours	900 clock hours	Full Time, 30 hrs/wk	30 weeks
Nail Tech Program	600 clock hours	900 clock hours	Full Time, 28 hrs/wk	33 weeks
Nail Tech Program	600 clock hours	900 clock hours	Full Time, 24 hrs/wk	38 weeks

The maximum time for students transferring hours from another school, needing less than fifty percent (50%) of the full program requirements (or part-time students) will be based on sixty-seven percent (67.00%) of scheduled hours.

GRADE POINT AVERAGE (GPA)

The qualitative element used to determine academic progress is a reasonable system of grades as determined by Queen City College. Students must receive a passing test score in each academic theory chapter as a requirement for completion in their program of enrollment. Additionally, students receive a practical a grade. This grade is a combined evaluation of a student's practical work on the clinic floor work, completion of mandate sheets, sanitation duties, and completed record of monthly hour worksheet. Students must maintain a combined GPA of seventy-five percent (75.00%); this is calculated monthly. Students are required to make-up failed, missed tests, and/or incomplete assignments. Numerical grades are assigned using the following scale:

Excellent	100-93
Very Good	92-85
Satisfactory	84-75
Failure	74 and Below

ACADEMIC GRADING

Grades will be recorded and retained by QCC regarding the student's progress in his/her course. A progress report will be issued to the student monthly. Tests are administered at the end of each chapter. Re-take or missed tests are administered on Wednesdays only. A passing score in each chapter is a requirement to complete all programs of enrollment. If you have completed the contracted hours you must continue to attend school, per your contract, if you have not passed or taken **ALL** of your theory tests. If your monthly grade point average (GPA) falls below the requirement **ALL** clock hours achieved that month will not be sent to the state board. Once you bring your GPA back up to the standard your hours will then be sent to the state board.

PRACTICAL GRADING STANDARDS

Practical work is evaluated on a regular basis as well as the quality, speed and professional approach to the work. Students are required to maintain notebooks for; self-study and theory, completed mandates, sanitation duties and **MUST** attend scheduled theory classes. Students are expected to maintain a passing grade of seventy-five percent (75 %) in all phases of their work. If the student's grades do not improve, the student may be terminated for academic reasons. VA students who do not improve their grades will be terminated from the VA program and all educational benefits suspended until a passing grade of seventy-five percent (75%) in all phases of their work has been achieved.

SANITATION POLICY

Students are required to keep their work area clean. This includes hair on the floor, station area, chair, locker, kit, classroom(s), breakroom(s), practice area, and shampoo area. Kits must be fully equipped, sanitized with formalin and ready for inspection at all times. The industry requirements regarding sanitation are taught in each program at Queen City College. Each student receives a sanitation grade which is included in their monthly grade point average (GPA). In accordance with the curriculum students are responsible to help maintain clean and sanitary conditions in the school. Therefore, daily cleanup duties are assigned. Cleanup must be completed and checked by an instructor before leaving each day. Students are also responsible for keeping their own station area clean. **Any student refusing their assigned clean-up duty will receive a ZERO (0%) grade on their monthly grade point average (GPA) in the following areas: Sanitation, Cooperation, and Conduct. Receiving a zero (0%) grade in these three (3) categories WILL result in an overall FAILING grade point average (GPA) for that month**, regardless of your grades in the remaining six (6) categories. Failing monthly GPA's WILL result in your hours not being sent to the State Board for that month and could affect both your Financial Aid eligibility and/or your Veteran's Educational Benefits

DETERMINATION OF SATISFACTORY PROGRESS STATUS

Students meeting the minimum academic and attendance requirements at the evaluation period are determined to be making Satisfactory Academic Progress until the next evaluation period. Students deemed not maintaining Satisfactory Academic Progress may have a loss of Title IV eligibility unless the student is on satisfactory progress warning or has an approved appeal producing a status of probation.

SATISFACTORY PROGRESS WARNING

A student failing to meet the minimum requirements for attendance and/or academic progress are placed on Satisfactory Progress Warning and considered making satisfactory progress during the warning period; remaining eligible for financial aid. The student will be advised in writing the required actions necessary to regain Satisfactory Academic Progress by the next evaluation period. If the student has not met both the attendance and academic requirements at the end of the warning period, he/she may be placed on probation and, if applicable, found ineligible to receive Title IV funding.

SATISFACTORY PROGRESS PROBATION

A student continued failure to meet the minimum requirements for attendance and/or academic progress after the warning period may be placed on Satisfactory Progress Probation for one (1) month; remaining eligible for financial aid. The student will be advised in writing the expected actions necessary during the probationary period to attain Satisfactory Academic Progress. If at the end of the probationary period the student still has not met both attendance and academic requirements, it will be decided the student is NOT making Satisfactory Academic Progress resulting in, if applicable, suspension of Title IV funding.

SATISFACTORY PROGRESS SUSPENSION APPEAL PROCEDURE

Students may appeal the determination of unsatisfactory progress and suspension of financial aid within fourteen (14) days of the decision, if there are extenuating circumstances. Appeals are only considered if the reasons preventing successful academic process are serious and compelling.

The student must submit the written appeal to the Financial Aid Officer on the proper form; supporting documentation is required. The documentation from the student must explain the nature and timing of the circumstances, how the circumstances prevented the student from meeting the standards, and how the circumstances have now been resolved to allow the student to meet the SAP requirements again.

Upon receipt, the Financial Aid Officer will have forty-eight (48) hours to review appeals and render a decision. Students are notified of the outcome of their appeal in writing.

Students not satisfied with the initial decision of their appeal, have fourteen (14) days to request their appeal be reviewed by the Appeals Committee. This committee consists of the Chief Administrator, Director of Admissions, and a member of QCC's Instructional Staff.

Upon receipt, the Appeals Committee will have forty-eight (48) hours to review both the appeal filed by the student and the decision rendered by the Financial Aid Officer and render a decision. Students are notified of the outcome of their appeal in writing. The decision of the Appeals Board is FINAL.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

Re-establishment of Satisfactory Progress and/or Title IV funding by a student is obtained by meeting minimum attendance and academic requirements prior to the end of the students' probationary period.

TRANSFER HOURS/SAP EVALUATION

Transfer clock hours completed at another school and accepted by QCC will count in the Satisfactory Academic Policy evaluation as clock hours attempted and earned when calculating a student's maximum time frame. SAP evaluations periods are based on actual contracted hours at QCC and do not include transfer hours.

NONCREDIT AND/OR REMEDIAL COURSES

Noncredit and remedial courses do not apply at QCC and have no effect on our satisfactory progress standards.

OFFICIAL AND UNOFFICIAL WITHDRAWAL POLICY

Students demonstrate their intent to officially withdraw from a program by completing a withdrawal form available in either the Admissions or Financial Aid office. The withdrawal is effective immediately upon receipt of the request. For calculation of possible refund of institutional charges, the official notification date is considered the date of withdrawal.

A student will be unofficially withdrawn from a program after incurring fourteen (14) consecutive absences from class when he or she does not provide an official notification of withdrawal, as described above.

In the case of any student who withdraws (officially or unofficially) from a program, the student's last date of attendance, as evidenced by attendance records, is the withdrawal date used to determine the amount of earned and unearned financial aid for both official and unofficial withdrawals.

Students **withdrawing** from their program, prior to completion, will NOT receive full benefit of hour allowances for their program; instead a *pro-rated number of Hours Allowed for Absences* based on the number of scheduled hours; please see our Financial Aid Office for further information.

Failure to complete your contracted program does not release a student from liability toward repayment of any student loans obtained to attend school.

APPLICATION FOR RE-ADMISSION

Students who wish to re-enroll at Queen City College after a termination or withdraw must apply to the Chief Administrator for re-admission after a period of no less than one hundred eighty (180) days; if accepted they will re-enter in the same Satisfactory Academic/Attendance progress as when they withdrew. Any student, who withdraws their enrollment (or is terminated) for a second (2nd) time, will have all future applications for enrollment denied*.

**Students with extenuating circumstances MAY be re-enrolled, at the discretion of the Chief Administrator.*

REVIEW BOARD POLICY

Queen City College's Review Board was established to provide an independent review of disciplinary decisions affecting a student's enrollment status, such as suspensions, temporary expulsions, and permanent expulsions. The Review Board is, normally, composed of five (5) members and holds hearings at which the applicant may attend a portion of.

Application

If a student feels he/she is the subject of unfair disciplinary action(s) an application to have his/her circumstances considered the Review Board may be submitted.

Application submissions permit all members of the Review Board access to any and all student file information, relevant to his/her enrollment status including but, not limited to, prior counseling forms, disciplinary issues with other Instructors/Staff, notes in student file, student ledger/financial information, medical and/or mental health information, and/or prior enrollment information.

Access to this information will assist the Review Board in evaluating the student's entire enrollment history, not just the currently disputed disciplinary action(s).

All applications for review **must** be submitted within forty-eight hours (48) of the start of the disciplinary action, to the Chief Administrator **via email** (qcc1594@gmail.com), and include the following:

- Student full name;
- Student ID #;
- Student's current address and phone number;
- Detailed description of the event(s) that occurred;
- Names of Instructors, Staff, and/or witness involved; and
- Any other pertinent information.

A Review Board hearing date will be set within seven (7) business days of application receipt by the Chief Administrator. The student will be notified by mail of the Review Board hearing date.

QCC's policy on suspended and/or expelled students is that the student(s) is **NOT** permitted on QCC property. Violation of this **WILL** result in the *filing of trespassing charges*; in light of this policy, the student will be provided a specific date and time in which to arrive for his/her portion of the Review Board hearing.

Communication

There will be NO verbal and/or electronic communications about the disciplinary action(s), application, hearing date, Review Board decision and/or any other matters surrounding this situation between and member of Queen City College Administration or Staff and/or the Student. Additionally, there will be no verbal and/or electronic communications with any other person on a student's behalf.

Notification

The student will be notified by mail of the Review Boards decision within thirty (30) days of the hearing date. **All decisions are final.**

NOTICE OF CONFIDENTIALITY

All Review Board communications including, but not limited to, application requests, hearing date(s), hearing time(s), Review Board members, interviews, and Review Board decisions are to be kept confidential. Any student violating these terms will; (1) Have his/her application request refused (2) Null and void any decision(s) previously made by the Review Board (3) Reinstatement of original disciplinary action(s) and (4) Be subject to additional disciplinary action(s).

REFUND POLICY

1. Any student or in the case of a student who is under the age of eighteen (18) years old, a parent or guardian may cancel a student's enrollment in writing or in person within three (3) business days after an agreement has been signed. In the event that the student has not entered class, all monies collected by the school up to that point shall be refunded.
2. Any student, or in the case of a student who is under the age of eighteen (18) years old, a parent or guardian who cancels enrollment prior to entering class but after three (3) business days following initial enrollment, is entitled to a refund of all monies paid to that point except for the non-refundable administrative fee.
3. A student who terminates his/her education, for any reason after classes have begun and is not on financial aid is entitled to a refund based upon the schedule of tuition adjustment.
4. A student who terminates his/her education, for any reason after classes have begun and has received financial aid will have any returned to the financial aid accounts up to the amount of financial aid received, based upon the schedule of tuition adjustment.
5. Attendance time is defined as time elapsed between the actual start date and the date which the student terminates enrollment. The date of termination is considered to be the last day the student physically attended school.
6. An applicant rejected by the school shall be entitled to a refund of all monies paid to the school.
7. All refunds due to the student will be paid within thirty (30) days.
8. Account credits and/or refunds due as a result of payment(s) made by third-party (another person/institution) will be paid to the person/institution* paying the tuition, NOT THE STUDENT. *Certain Chapters of Veteran's Educational Benefits are exempt from this policy.
9. If the Institution permanently closes, no longer offering instruction after a student enrolled and the program began, the Institution will provide a pro-rated refund of tuition to the student.

REFUND TABLE

If termination occurs during or after the first day of class but prior to program completion, the following refund table will be used:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL PROGRAM	AMOUNT OF TUITION* OWED TO THE SCHOOL
0.01% - 10.00%	10%
10.01% - 25.00%	50%
25.01% - 50.00%	75%
50.01% and over	100%

**The amount of tuition owed the school is in ADDITION to the following non-refundable/non-returnable charges: administrative and lab fees, smock, books, badge, book bag, student kit †, and any other student ledger charges. † if purchased through the institution*

ADDITIONAL CHARGES

Excessive absences interrupt program curriculums, extending graduation time, and may jeopardize a student's Title IV eligibility. Queen City College allots enrollees a specific number of hours for absences, at no charge, which are equal to eight percent (8%) of the contracted clock hours of the program of enrollment; once these hours are exceeded, an overtime/late charge of eight dollars and ninety-five cents (\$8.95) *per additional hour missed*, is added to tuition costs.

Program of Enrollment*	Program Length*	# of Hours Allowed for Absences* (8%)	Additional Absences Charge* (PER HOUR)
Barber Program	1500 Clock Hours	120 Clock Hours	\$8.95 Per Additional Hour
Cos to Barber Program	300 Clock Hours	24 Clock Hours	\$8.95 Per Additional Hour
Cosmetology Program	1500 Clock Hours	120 Clock Hours	\$8.95 Per Additional Hour
Barber to Cos Program	300 Clock Hours	24 Clock Hours	\$8.95 Per Additional Hour
Esthetician Program	700 Clock Hours	60 Clock Hours	\$8.95 Per Additional Hour
Nail Tech Program	600 Clock Hours	48 Clock Hours	\$8.95 Per Additional Hour
Cosmetology Instructor	300 Clock Hours	24 Clock Hours	\$8.95 Per Additional Hour
Barber Instructor	300 Clock Hours	24 Clock Hours	\$8.95 Per Additional Hour

*NOTE: Enrollments in programs for less than the above stated clock hours, will have a *pro-rated number of Hours Allowed for Absences* based on the actual number of clock hours contracted; please see our Admissions Department for further information.

WITHDRAW STUDENTS: Students **withdrawing** from their program *prior to program completion* are **NOT** entitled to receive the full benefit of eight percent (8%) of absence hour allowances for their program as indicated on their enrollment agreement. Student will receive *a pro-rated # of absent hours*, based on total scheduled hours; please see our Financial Aid Office for further information.

All tuition must be paid in full by the time the Student reaches the final one hundred (100) hours of their scheduled contract, regardless of payment method, or the student will be suspended until all tuition is paid.

MAKEUP HOURS/ MAKEUP TESTS

Queen City College provides students the opportunity to makeup clock hours missed due to absence(s). This privilege is extended to assist those who may be in jeopardy of not meeting satisfactory progress requirements for attendance, the opportunity to meet those requirements and/or students who have exceeded the number of allowed absences on their contract the opportunity to avoid excessive/additional overtime/late charges.

Tests are given at the end of each chapter, if a student is absent on test day, the student will be given (and maintain) a zero percent (0%) grade for that test. The student is then responsible for scheduling to make up the missed test. Makeup tests are administered on Wednesdays *ONLY*. Missing multiple tests and failure to take missed tests **WILL** have a negative effect on a student's GPA; students failing to meet satisfactory academic progress risk the loss of Title IV eligibility.

Additionally, if a student fails a test, or would like to improve his/her test score he/she can retake those tests on makeup test day as well. The specific procedures/policies for both make up hours and tests will be reviewed during orientation.

GRADUATION REQUIREMENTS

The State of Tennessee requires a passing grade of seventy percent (70%) on each State Exam test for Barber, Manicurist, Aesthetician and Cosmetology Licenses. Queen City College requires a passing grade of seventy-five percent (75%) on all tests for Barber, Manicurist, Aesthetician and Cosmetology Programs

Students who complete all the requirements of their course with a minimum grade of seventy-five percent (75%) for Aesthetician, Manicurist, Cosmetology and Barber Programs tests, will be awarded a diploma of completion.

The Tennessee Board of Cosmetology and Barber Examiners no longer provide State Law Books to students. Students are requested to visit the website of Tennessee State Board for up to date information on Tennessee State laws and rules. (<http://tn.gov/commerce/section/cosmetology-and-barber-examiners>)

PLACEMENT ASSISTANCE

QCC is committed to assisting in the placement of graduates seeking employment; not only upon graduation and passing of state licensure testing but, also during their entire career. Queen City College *does not guarantee employment*, but will work with students in identifying potential employment opportunities. A paper copy of graduation and placement rates is available upon request.

TRANSCRIPTS

Official transcripts of student enrollments are available upon request; there is a five dollar (\$5.00), fee per transcript.

FINANCIAL COUNSELING

QCC provides a Financial Aid Officer to assist students concerning the different types of financial aid a student may be eligible for and the application processes to apply for such funding. The Financial Aid Officer is available by appointment Tuesday - Friday.

PERSONAL COUNSELING

Counseling services are available to students through the instructors. Every student is accorded the privilege and opportunity for private and confidential counseling. During these sessions the instructor will focus on the student's strengths and weaknesses. The instructor will advise or assist the student in resolving personal issues that may be preventing the student from achieving their academic potential and affecting the student's progress. QCC also has a referral list for any student who needs professional counseling or assistance with but not limited to; stress and anxiety, relationship/family issues, grief and bereavement, depression, mental health, addiction, domestic violence, and eating disorders.

POLICY ON DRUG AND ALCOHOL ABUSE REGULATIONS

Queen City College participates in an active Drug-Free School and Workplace Policy. Our policy is mandated for the health and safety of our students, employees, and customers. It is the policy of this college that the unlawful possession, sale, manufacturing, distribution, consumption (use), and/or being under the influence of alcohol or an illicit drug and/or illegal substance on campus or property owned and/or leased by Queen City College (or as part of an off-campus Queen City College activity), is strictly prohibited by students and employees. Prohibited substances covered under this policy include (but are not limited to) alcohol, illegal drugs, inhalants, edibles, and abuse of prescription and/or over-the-counter drugs and medications.

Due to the strict nature of our policy, Queen City College reserves the right to search all campus property(s) including but not limited to classrooms, clinic floor, break rooms, offices, storage/supply rooms, and parking lots. Additionally, Queen City College reserves the right to search all personal property brought onto campus property(s), including but not limited to student kits, book bags, backpacks, purses, lockers, and vehicles on campus property; refusal to cooperate may be grounds for disciplinary action.

Students under the influence (or suspected to be under the influence) may be subjected to disciplinary action. Our participation in an active Drug-Free School and Workplace Policy, includes requesting the assistance of law enforcement when necessary and random visits to our campus and parking lot from the local Drug Enforcement Agency taskforce.

For more information on substance abuse, contact the Tennessee REDLINE at (800) 889-9789 or visit: <https://www.samhsa.gov/prevention>

SOCIAL NETWORKING POLICY

Queen City College utilizes two (2) social media pages, Facebook and Instagram, and encourages our students to interact and communicate with us via this medium. Students are personally responsible for the information they publish. Students will not publish, re-publish, share, or forward content on social network sites that include gossip, slander, foul language, personal attacks, ethnic slurs, bullying, and/or intimidation about students, faculty, curriculum, and/or Queen City College facilities. Queen City College reserves the right to request the immediate removal of social media posting(s) at its discretion. Violation of this policy may result in appropriate disciplinary action.

AUDIO/VIDEO REDCORDING POLICY

Queen City College must take reasonable steps to protect students, customers, staff, vendors, and or visitors from unauthorized and/or unsolicited photography, video monitoring, and/or audio monitoring/recordings or other images on our campus. Personal devices such as cellular telephones, cameras, digital recorders, or other technologies capable of capturing audio and/or video, transmitting sound and/or picture(s) for the purpose of monitoring and/or recording are prohibited from being used on Queen City College campus. Written consent from the Chief Administrator or Owner is required in advance for all approved recordings. Violation of this policy will result in appropriate disciplinary action which could include permanent expulsion and sanctions as defined by state law.

Queen City College is not required to obtain consent for video and/or audio monitoring from any person(s) entering this facility; all video and/or audio recordings obtained are for security and/or investigative purposes only.

COPYRIGHT INFRINGEMENT

Reproductions, distribution, display, or to make derivative works (in part or whole) of Queen City College materials, including but not limited to the institutions catalog, website, photographs, and/or logos without permission or legal authority is copyright infringement. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement; to include peer to peer sharing of copyrighted materials.

Copyright infringement can result in appropriate disciplinary action which could include permanent expulsion and possible civil and/or criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than seven hundred, fifty dollars (\$750.00) and not more than thirty thousand dollars (\$30,000.00) per work infringed. Anyone found liable for willful civil copyright infringement may be ordered to pay damages as high as one hundred, fifty thousand dollars (\$150,000.00) per infringement.

STUDENT RECORD ACCESS/RECORD RETENTION

FERPA (Family Educational Rights and Privacy Act) limits the information schools can disclose from a student’s file. If a parent wishes to examine a student’s record, the student must make a written request allowing the parent to examine his/her record. Student’s wishing to examine his/her record, must submit a request in writing, to the Chief Administrator of the college. Students will be allowed access to their file, with a staff member present, within forty-five (45) days of the request. Copies of records can be requested at twenty-five cents (\$0.25) per page.

If a student seeks to amend inaccurate information in their permanent file, a request in writing must be submitted to the Chief Administrator, detailing the inaccuracies. The Administrator will thoroughly review the student file then notifying the student of the outcome in writing within fourteen (14) business days. If Queen City College decides not to amend the record as requested, the student will be notified in writing of the decision, the student’s right to a hearing regarding the request for amendment, and provided additional information regarding the hearing procedures. If the college does not adhere to the above procedures, the student may file a complaint with the U.S. Department of Education. The college maintains the right to release a student’s information without their written consent under the following circumstances:

1. Institutional employees with legitimate interests in the information;
2. Another school where the student wishes to enroll;
3. Receipt of financial aid or application for financial aid;
4. Organizations conducting studies on behalf of institutional or educational agencies;
5. Accrediting and auditing agencies to carry out their functions; or
6. To comply with judicial order or subpoena.

Queen City College maintains a hard copy of each student record for seven (7) years from the date of graduation. Additionally, the college has maintained digital copies basic of student enrollment information since 1999.

A record will be maintained of all student clock hours submitted to the State Board of Tennessee.



DISABILITY POLICY

Queen City College complies with all provisions of Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination against people with disabilities in programs that receive federal financial assistance, and set the stage for enactment of the Americans with Disabilities Act (ADA). Section 504 works together with the ADA and IDEA (Individuals with Disabilities Education Act) to protect children and adults with disabilities from exclusions, and unequal treatment in schools, jobs and the community. Queen City College does not discriminate on the basis of disability, no qualified handicapped persons will be, on the basis of handicap, denied admission or subjected to discrimination in admission. Queen City College will implement reasonable accommodations to students with disabilities.

An individual with a disability is defined by the Americans with Disabilities as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or a record of such impairment, or a person who is perceived by others as having such impairment.

In compliance with Section 504, Queen City College shall provide an equal opportunity for the participation of qualified handicapped persons in all education programs. Queen City College must provide physical access, make academic modifications, allow course examination adjustments, provide auxiliary aids, grant the use of service dogs, allow the use of tape recorders, and make reasonable accommodations to students with disabilities. The person responsible for assisting students with disabilities at Queen City College is: Tracy Petsch (ADA Compliance Coordinator) 1594 Ft. Campbell Blvd. / Clarksville, TN 37042 / (931) 645-2361.

Post-Secondary schools are not responsible to identify a student as having a disability or for assessing the student's needs. Queen City College requests this information on a voluntary basis, to be kept confidential, students refusing to disclose disability information will not be subject to adverse treatment; any disability information obtained will be used only on a confidential basis as to handicaps that may require accommodations.

Students with disabilities who intend to request reasonable accommodations must contact the ADA Compliance Coordinator at THE time of enrollment or in the case of a sudden onset disability in a timely manner.

The student must provide recent supporting documentation of the disability from a Physician. The documentation should include a diagnosis of the disability (or disabilities), the educational limitations caused by the disability, and the recommended accommodations.

In order to assess what academic adjustment is required, it is necessary for the student to inform the ADA Compliance Coordinator of his/her request for accommodation. After proper documentation has been received, the Coordinator will review the documentation, meet with the student to discuss the accommodations requested, and determine what information (on an "as needed basis") needs to be shared with Staff in order to facilitate accommodations.

Please note, although our focus always remains on helping all students at Queen City College, the school is not obligated to provide accommodations that would result in a fundamental alteration of our programs. Additionally, Queen City College is not obligated to provide accommodations that would result in any undue financial or administrative burdens.



ANNUAL SAFETY REPORT

QCC's Annual Safety Report is designed to inform all students and employees about the school's safety and security policies and procedures. This document is available on the home page of our website under the compliance tab at www.queencitycollege.com or by visiting the following webpage <https://queencitycollege.com/wp-content/uploads/2017/09/QCC-ASR-Annual-Security-Report-2017-1.pdf>.

A paper copy of the annual safety report is available upon request.

THE HANDBOOK FOR CAMPUS SAFETY AND SECURITY REPORTING

The Clery Act requires institutions to disclose statistics for reported crimes based on where the crime occurred, to whom the crimes were reported, the types of crimes reported, and the year in which the crimes were reported. This document is available on our home page under the compliance tab of our website at www.queencitycollege.com or by visiting the following webpage <https://queencitycollege.com/wp-content/uploads/2017/09/QCC-The-Handbook-for-Campus-Safety-and-Security-Reporting-2017-1.pdf>.

A paper copy of the handbook for campus safety and security is available upon request.

SEXUAL HARASSMENT

It is unlawful to harass a person because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.

Sexual harassment can be verbal (comments about your body, spreading sexual rumors, sexual remarks or accusations, dirty jokes or stories), physical (grabbing, rubbing, flashing or mooning, touching, pinching in a sexual way, sexual assault) or visual (display of naked pictures or sex-related objects, obscene gestures). Sexual harassers can be fellow students, teachers, and other school officials.

Both the Federal courts and the Office for Civil Rights (OCR) of the United States Department of Education (ED) recognize forms of unlawful sexual harassment in education.

Although the law doesn't prohibit simple teasing, off hand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive school environment. Hostile-environment harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature by an employee, another student, or a third party.

Queen City College does not tolerate sexual harassment. Participating in sexual harassment will result in appropriate disciplinary action. Policy and procedures are in place to investigate any sexual harassment claims. Queen City College will make every effort to maintain the confidentiality of all parties involved.

All employees of Queen City College are required to immediately report any known sexual harassment to the Chief Administrator, failure to do so could result in disciplinary action. Person(s) engaging in retaliatory behavior against person(s) filing a complaint (or a witness to a complaint) are subject to disciplinary actions. Person(s) intentionally filing (or corroborating) false allegations will be subjected to appropriate disciplinary action.

Anyone affected by sexual harassment and/or assault, weather it happened to you or someone you care about, can find support by contacting the National Sexual Assault Hotline at 1-800-656-4673.

HARASSMENT, INTIMIDATION, & BULLYING POLICY

Queen City College believes every student deserves to learn and interact with their peers in a healthy supportive environment, free from harassment, intimidation, and bullying.

Harassment, intimidation, or bullying means ANY intentional electronic, written, verbal, or physical act, including but not limited to, repeated negative behaviors such as name calling, shunning, shaming, spreading rumors, gossiping, and making threats online causing physical harm to another student (or the students property), substantially disrupting another students education, is so severe or persistent that it creates an intimidating or threatening educational environment, or has the effect of substantially disrupting the orderly operation of the school.

Any person(s) participating in any form of harassment, intimidation, and or bullying will be subject to appropriate disciplinary action. Queen City College will make every effort to maintain the confidentiality of all parties involved. Person(s) engaging in retaliatory behavior against person(s) filing a complaint (or a witness to a complaint) are subject to appropriate disciplinary action. Person(s) intentionally filing (or corroborating) false allegations will be subjected to appropriate disciplinary action.

Anyone affected by harassment, intimidation, and/or bullying, weather it happened to you or someone you care about, can find support by, visiting www.stopbullying.gov

TITLE IX

The Title IX Coordinator for Queen City College is Brandie Gross; for information on the institutions Title IX policies or information of sexual discrimination complaints, send inquiries to: Queen City College / Attn: Brandie Gross (Chief Administrator and Title IX Coordinator) 1594 Ft. Campbell Blvd. / Clarksville, TN 37042.

STUDENT RIGHT TO KNOW

All criminal activity and accidents that occur on the school premises must be reported to the Institutional Director who must keep a confidential file of the circumstances surrounding each incident. The Institutional Director must make this information available to the staff and students, although he or she will keep personal information, such as names, confidential. Each week during weekly announcements, a general account of any criminal incident and or accident that may have occurred will be given then posted in the lounge for student access; confidential information will not be available.

Statistics concerning the number of arrests for on-campus crimes during the three most recent calendar years are available on page eleven (11) of Queen City College's Annual Safety Report. This document is available on our home page under the compliance tab of our website at www.queencitycollege.com or by visiting the following webpage <https://queencitycollege.com/wp-content/uploads/2017/09/QCC-The-Handbook-for-Campus-Safety-and-Security-Reporting-2017-1.pdf>

A paper copy of the handbook for campus safety and security is available upon request.

GRIEVANCE/COMPLAINT PROCEDURE

Students should be aware that, should they have concerns or complaints about their program, financial aid, issues with other students or Instructors, or any other questions this institution has a grievance procedure.

The student should first go to their immediate instructor with their grievance and/or questions. If the problem cannot be resolved at this level the student should contact Brandie Gross (Chief Administrator/Institutional Director) 1594 Ft. Campbell Blvd. / Clarksville, TN 37042 /telephone: 931-645-2361. If a student chooses to remain anonymous with their suggestion or complaint, there is a suggestion box located by the time clock.

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization by contacting the Commission staff at Tennessee Higher Education Commission / Division of Postsecondary School Authorization / Parkway Towers / Suite 1900 / 404 James Robertson Parkway / Nashville, TN 37243-0830 / telephone 615-741-5293. Students may also contact the Council on Occupational Education / 7840 Roswell Rd / Bldg. #300 / Suite #325 / Atlanta, GA 30350 / telephone 770-396-3898 / web site address <http://council.org/>.

FINANCIAL AID QUESTIONS/PROBLEMS

The student should first go to Tracy Petsch (Financial Aid Officer), 1594 Ft. Campbell Blvd. / Clarksville, TN 37042 / telephone: 931-645-2361 with their question(s) and/or problem(s). If a resolution is not achieved at this level, the student would then go to Brandie Gross (Chief Administrator / Institutional Director), 1594 Ft. Campbell Blvd. / Clarksville, TN 37042 / telephone: 931-645-2361. Should the institution not be able to achieve a resolution, the student would then contact the Department of Education at 1-800-647-8733.

CONSTITUTION DAY

Constitution Day is an American federal observance that recognizes the adoption of the United States Constitution and those who have become U.S. Citizens. It is normally celebrated on September seventeenth (17th), the day in 1787 that delegates to the Constitutional Convention signed the document in Philadelphia. Queen City College celebrates Constitution Day on September seventeenth (17th*).

**If September 17th falls on a Saturday (or a day we are closed), it is celebrated the day prior.*

VOTER REGISTRATION

Students are encouraged to vote in State and Federal Elections. To register to vote in the State of Tennessee you must be a citizen of the United States, a resident of Tennessee, at least eighteen (18) years old before the next election, not have been convicted of a felony, or if convicted, have had your legal rights of citizenship restored (or have received a pardon), not be adjudicated incompetent by a court of competent jurisdiction (or have been restored to legal capacity). Tennessee voter registration deadlines are thirty (30) days in person, by mail (postmarked), or on-line BEFORE Election Day.

Voter registration cards are available in the Financial Aid Office.

SCHOOL RULES, REGULATIONS, AND CONDUCT POLICY

Professional conduct is expected from all students enrolled in Queen City College. Before enrolling, students are expected to familiarize themselves with the rules of the school. On orientation day, these rules and regulations will be reviewed. They have been developed and published to protect all students from unnecessary disruptions. Failure to abide by these rules will result in appropriate disciplinary action, including dismissal. Dismissal can range from a temporary suspension or a permanent expulsion depending on the severity of the situation. Suspended or expelled students are **NOT** permitted on QCC property; violation of this **WILL** result in the *filing of trespassing charges*. Readmission after a dismissal will result in an academic probationary period of no less than *thirty (30) days*. If dismissal results in a permanent expulsion, readmission is not allowed. ***Students are responsible for reading, understanding, and abiding by all rules, regulations and conduct policies.***

1. Students should arrive to school ready for class, which includes; * Clean and professional looking clothing (if clothing is inappropriate, you will be sent home), * Clean smock (ironed if necessary), * Hair, make-up, shaving, smoking and eating are to be done **BEFORE** class time, * Bring theory book and workbook, ink pen or pencil, and paper to class, * Full kit (when issued), * Student ID card in the ID card-holder -must be worn at all times while on the clock. (*If you forget your smock, you must go home & get it or rent one for \$2.00 a day*).
2. Theory begins promptly at the scheduled time 9:30am & 9:00pm. Late arrivals must report to the Instructor with the reason for their tardiness and their clock-in time. When arriving late, please enter the classroom in a quiet manner as to not disrupt the class. Students are to remain in theory class until dismissed by the Instructor.
3. No student will be dismissed from any special demonstration class, unless working on a client. Disruptions, distractions, and/or rudeness during a demonstration will not be tolerated. Any student who disrupts a class will be instructed to clock out and go home*. *Hours missed for being sent home **WILL** have an hourly charge if your absences exceed the 8% of your contracted hours.
4. All senior students are to report to the clinic floor; day class: **following theory**, night class: upon arrival. When not working on clients, mandate books are to be completed and turned in by 3:00pm each Friday OR when designated by your Instructor. Students are required to complete ALL mandates as specified by their Instructor (example: 3 per day, 9 per week, etc.). Daily sheets are to be kept current and turned in on the last day of each month. Theory complete students (those who have completed all chapters AND passed all tests required for their program) are still required to participate in theory class and may be required to re-take chapter tests to refresh the information. Dismissal of a theory complete student from theory class to service a client or complete a mandate is at the sole discretion of their instructor(s).
5. If weekly mandates are *completed*, students may perform services on each other Tuesday-Thursday, *only after* receiving permission from BOTH their Instructor and the Instructor of the department in which the service is to be performed; students are limited to ONE (1) service per WEEK. A ticket from the receptionist **MUST** be issued and the release form signed (listing ALL services to be done - priced/signed by an Instructor) before the start of any service(s). ALL INSTRUCTOR'S PRICINGS ARE FINAL. Student services are to be paid the day they are received. Alterations to services (adding/subtracting) require Instructor approval first.
6. Barber Students have the following exemption(s) from the "student services" rules: May perform/receive clipper cuts & beard trims on each other, Tuesday - Friday at *no charge*, with Instructor permission. Other departments may be exempt from the Friday student service(s) rule at the sole discretion of their Instructor; Friday services for Cosmetology are limited to haircuts *only*, Barber is limited to clipper cuts and beard trims, the other departments must be able to cease the service being performed within five (5) minutes of being asked. ***Absolutely NO Student services on Saturdays, NO EXCEPTIONS.***
7. Eight (8) hour students are allotted a thirty (30) minute lunch and two (2) fifteen (15) minute breaks, six & seven (6 & 7) hour *day* students are allotted a thirty (30) minute lunch and one (1) fifteen (15) minute break, six (6) hour *night* students are allotted one (1) fifteen (15) minute break, seven (7) hour and above night students are allowed a thirty (30) minute lunch and one (1) fifteen (15) minute break . **All** students who receive a thirty (30) minute lunch break **MUST** clock out whether you leave the campus or not. If student classroom/clinic floor count is low, Instructors may require designated/staggered lunch breaks to ensure student availability for client services.
8. All students are required to clock out if you leave the campus for any reason, no matter the length of time. Getting caught "on the clock" and not being on campus **WILL** result in a suspension*. There are NO warnings for violation of this rule. Inform your instructor, in advance, if you need to leave earlier than scheduled. *Hours missed for suspension **WILL** have an hourly charge if your absences exceed the 8% of your contracted hours. You are not permitted make up suspension hours.
9. All junior students are to remain in the junior area or theory classroom, unless given permission to be on the clinic floor by their Instructor. Junior students work on self-study chapters and mandates as instructed. Junior students will be dismissed as a group for lunch (if you are allotted a lunch break) and are not permitted to wait and go at a later time.

10. DO NOT BRING YOUR CHILDREN TO SCHOOL WITH YOU. WE DO NOT HAVE DAYCARE AVAILABLE.

11. Students will not visit with another student who is working on a client; you must have permission from the Instructor **BEFORE** helping another student who is with a client.

12. Queen City College is a **NON SMOKING SCHOOL** there is a designated area for smoking outside, federal regulations require all smoking to be 50 feet away from the school entrances, please place ALL butts in the appropriate container. **DO NOT** litter. *No eating or drinking* is permitted anywhere other than the designated student break areas. Chewing gum is not permitted at any time.

13. Students are responsible for keeping their own station area(s) clean. As a part of the curriculum students are responsible for helping maintain clean and sanitary conditions in the school. Therefore, daily cleanup duties are assigned. Cleanup must be completed and checked by an instructor before leaving each day. **Any student refusing their assigned clean-up duty will receive a ZERO (0%) grade on their monthly grade point average (GPA) in the following areas:** Sanitation, Cooperation, and Conduct. Receiving a zero (0%) grade in these three (3) categories **WILL result in an overall FAILING grade point average (GPA) for that month**, regardless of your grades in the remaining six (6) categories. Failing monthly GPA's **WILL** result in your hours not being sent to the State Board for that month and could affect both your Financial Aid eligibility and/or your Veteran's Educational Benefits.

14. Students are responsible for their own textbooks, equipment, and all personal property. **DO NOT** leave your items at school. You are required to pack up your kit and your supplies and take your items home daily. QCC is *NOT* responsible for lost and/or stolen items. Lost items and/or equipment must be replaced at the student's expense. If a student does not have the necessary equipment or supplies to complete their client service, the student may be sent home* until all missing items have been replaced. *Hours missed for being sent home **WILL** have an hourly charge if your absences exceed the 8% of your contracted hours.

15. Using and/or selling drugs and/or alcoholic beverages are grounds for immediate termination and/or prosecution. Theft of QCC's or another student's products and/or services is grounds for immediate termination and/or prosecution. **NO EXCEPTIONS.** No borrowing the school's or another student's equipment and/or supplies *without* permission.

16. Students will not slander, backbite, use foul language, fight, yell and/or scream or gossip about Queen City College, other students, faculty, staff, the curriculum, and the facilities or be involved in criminal activities. Hazing, bullying, harassing, and intimidation of students, faculty or staff will not be tolerated. Professionalism is expected from all students at all times. Problems and/or questions should be directed to the Chief Administrator and will be handled on an individual basis.

17. Senior students are to take clients as assigned to them. Clients are to be greeted and handled in a cheerful and professional manner. The refusal of a client WILL result in a write up and the student being sent home*. *Hours missed for being sent home/suspended **WILL** have an hourly charge if your absences exceed the 8% of your contracted hours. You are not permitted make up suspension hours.

18. Cell phones may only be used in the break room or outside (while on lunch or break). Cell phones **MUST** be switched to silent and/or vibrate when you enter the school. Students cannot receive personal phone calls during school hours; messages will be taken and given to the student as soon as possible. Please advise friends and family to call only in the case of a **TRUE EMERGENCY**.

19. No day class students may clock in after 12:00 noon. Evening class students must clock in by 7:00pm.

20. Student parking is on the far side of the painted red lines in the parking lot (from the light poles back, towards Ft. Campbell Blvd). Failure to park in the designated area could result in the student's car being towed at the expense of the student. Closer parking needs to be available clients of the shopping center. The *ONLY* exception is if you have a handicapped plate and/or placard displayed on your vehicle.

21. It is required by the Tennessee State Board and Queen City College that ID badges in the ID card-holder be worn at all times while on the clinic floor.

22. On graduation day, you **MUST** attend class per your scheduled contracted daily hours.

23. Students will only receive hours for the period of time in which they clocked BOTH in and out, forgetting to clock in or out **WILL** result in a loss of hours, this includes lunch hour clock ins and outs. **NO EXCEPTIONS.** If you are on the clock, you **MUST** be accessible to instructors at all times.

24. Students are required to inform their instructor(s) when they leave the campus for any reason. Lunch breaks are thirty (30) minutes. If the student needs a longer lunch, authorization is required *prior* to leaving the campus. If student classroom/clinic floor count is low, Instructors may require designated and staggered lunch breaks to ensure student availability for client services.

25. **NO ELECTRONIC DEVICES** are to be used on the clinic floor. (Cell Phones, IPOD/MP3, earbuds, Bluetooth, speakers etc.).

26. **NO GAMES** of any kind (spades, dominoes, etc.) are to be played while a student is on the clock (unless it's an activity during Theory class and conducted by the Instructor). It is against TN law to gamble for money. **Absolutely NO GAMBLING** on QCC's premises.

27. **ANY** staff or faculty member of Queen City College has the right to discipline *any* student for failure to abide by any of the school rules, regulations and policies.

SCHOOL DRESS CODE POLICY

SMOCKS

All Students are required to wear a smock: Barber (per Barber School Rules Barbers may wear aprons), Cosmetology, Nail Techs- Black smocks, Estheticians- White smocks. If a sleeveless smock is worn, the top worn beneath must have sleeves; your armpits can not be visible when your arms are raised. Smocks are not to be altered or defaced in any way, **NO EXCEPTIONS**. Fridays are **PROFESSIONAL** dress day and no smock will be required to be worn if you participate in professional dress day.*

**You must meet or exceed the guidelines below for professional dress day.*

CLOTHING

Students are required to dress “**PROFESSIONALLY**” as they will in the work place:

- Skirts/Dresses* (females only) no shorter than three inches (3”) above the knee (front and back) and slits in skirts must be **CLOSED**. ***Clothing can NOT be “stretched and/or pulled down” to meet this requirement.**
- Shorts: no shorter than 4” above the knee (**NO GYM SHORTS**).
- **NO** scarfs, rags, wraps, do-rags, bandanas, or sweat bands can be worn on your head or covering your hair.
- All pants must be fastened at the waist, with a belt (if necessary), absolutely **NO SAGGING**.
- No part of the body can be hanging out or being exposed i.e. tops that show your belly and low riding pants.
- **NO** stirrup pants, spandex pants, bicycle shorts or pants, sweatpants, work-out/exercise pants or capris, or yoga pants are permitted.
- Leggings may **ONLY** be worn if the shirt, top or dress worn with them (while yours arms are raised above your head and when you bend over) covers your bottom.



PROFESSIONAL DRESS DAY

- Dress clothing only: no jeans, shorts, wrinkled clothing, sneakers, t-shirts.
- The top worn must have sleeves; your armpits can not be visible when your arms are raised.
- Dresses or skirts are acceptable. (appropriate length / SEE ABOVE)
- Dress pants and shirts are acceptable.

NAME TAGS

Photo ID name tags are issued and are to be worn in Queen City College ID Holder at all times while student is on the time clock.

SHOES

Clean closed toed shoes and clean socks are to be worn at all times. Open toed shoes may be worn **only IF** the feet are well groomed and the toenails are kept manicured.

IF YOUR DRESS FOR THE DAY IS CONSIDERED INAPPROPRIATE BY THE STAFF YOU WILL BE ASKED TO CLOCK OUT AND LEAVE TO CHANGE CLOTHING.

YOU MAY RETURN WHEN APPROPRIATELY DRESSED.

QUEEN CITY COLLEGE PROGRAMS

Barber Program (Barber 2017 Program)

Program Hours: 1500 Clock Hours

SOC: 39-5011 ~ CIP: 12.0402

Objective:

The basic Barber Program is designed to prepare students for the state board licensing exam. The course offers training in barbering skills and their practical applications preparing graduates for entry-level employment in a barber shop.

Course Description:

The training encompasses all phases of haircutting, shaving or trimming the beard, facials, scalp massage, manicuring, hair styling, cutting and fitting hair pieces, hair coloring, permanent waves, and relaxers. Both theoretical and practical applications are taught by the instructional staff and supplemented by special classes. Opportunities for supervised practical work with the public are provided.

The Tennessee Board of Cosmetology and Barber Examiners require candidates complete fifteen hundred (1500) hours of training for a certificate of registration as a master barber. Queen City College meets or exceeds those requirements as follows:

General Hours

- History and fundamentals of barbering;
- Elementary chemistry relating to sterilization, sanitation, bacteriology, and hygiene;
- Barber Implements;
- Shaving;
- Skin, scalp, and hair;
- Haircutting, hairstyling and hairsetting;
- Hairpieces - (sales and service);
- Chemical theory (permanent waving, hair coloring, bleaching and straightening);
- Manicure and nail care;
- Anatomy, physiology and system structures of the head, face and neck, including muscles and nerves;
- Makeup and skin care;
- Theory of massage and facial treatment;
- Disorders of the skin, scalp, and hair;
- Barber law, rules, and regulations;
- Business management and salesmanship, and
- Preparation for seeking employment.

Total Hours Required: 240 hours

Chemical Hours

- Permanent waving; Hair relaxer;
- Hair coloring, bleaching and toning, and,
- Manicures.

Total Hours Required: 360 Hours

Physical Hours

- Shampooing and rinsing;
- Hair care and scalp care;
- Haircutting (male and female);
- Shaving (beards and mustaches);
- Hairpiece-fitting;
- Hairstyling;
- Facials and make-up, and
- Manicures.

Total Hours Required: 900 Hours

Total Curriculum Hours: 1500 Hours

Gainful Employment Disclosure Information

For program and schedule specific graduation, placement, licensure, and student debt information please visit <http://www.queencitycollege.com/disclosures> or contact our Director of Admissions. A paper copy of graduation and placement rates is available upon request.

Cosmetology to Barber Program
(Barber 2017 Program)

Program Hours: 300 Clock Hours

SOC: 39-5011 ~ CIP: 12.0402

Objective:

The Cosmetology to Barber Program is designed to prepare licensed cosmetologists for the Barber state board licensing exam. The course offers training in barbering skills and their practical applications preparing graduates for entry-level employment in a barber shop. You must hold a current cosmetology license to enroll in this program.

Course Description:

The training encompasses all phases of clipper cuts, shaving or trimming the beard, facials, scalp massage, permanent waving, hair relaxers, hair color, and bleaching, toning and cutting and fitting hair pieces. Both theoretical and practical applications are taught by the instructional staff and supplemented by special classes. Opportunities for supervised practical work with the public are provided.

The Tennessee Board of Cosmetology and Barber Examiners allow candidates holding a valid Tennessee cosmetology license to appear before request to sit for the Master Barber Exam. The board may approve the candidate to test if they have complete three hundred (300) barbering school hours of training at a registered barber school. Queen City College meets or exceeds those requirements as follows:

General Hours

- History and fundamentals of barbering;
- Shaving;
- Skin, scalp, and hair;
- Clipper cutting;
- Hairstyling and haircutting;
- Men's hairpieces (sales and service), and
- Barber laws and regulations.

Total Hours Required: 100 hours

Chemical Hours

- Permanent waving, hair relaxers, and
- Hair color, bleaching and toning.

Total Hours Required: 100 hours

Physical Hours

- Haircutting (male and female);
- Clipper cutting;
- Shaving (beards and mustaches), and
- Hairpiece fitting.

Total Hours Required: 100 hours

Total Curriculum Hours: 300 Hours

Gainful Employment Disclosure Information

For program and schedule specific graduation, placement, licensure, and student debt information please visit <http://www.queencitycollege.com/disclosures> or contact our Director of Admissions. A paper copy of graduation and placement rates is available upon request.

Barber Instructor Program
(Barber Instructor Program)

Program Hours: 300 Clock Hours

SOC: 25-1194 ~ CIP: 12.0413

Certification requirements of the Board of Cosmetology and Barber Examiners for a Barber Instructor are as follows: you must hold a valid certificate of registration as a master barber, having been duly registered as a master barber for a period of at least three (3) years and having completed a three hundred (300) hour instructor training program at a board certified barber school, and meets the education, and continuing education, and examination requirements.

Objective:

The barber instructor training course is designed to prepare licensed barbers for the state board licensing exam. The course offers training in lesson planning and their practical applications, preparing graduates for entry level employment as an instructor in a barber school.

Course Description:

The training encompasses all phases of preparing to become an instructor in a barber school, to include lesson planning, and practical application.

The Tennessee Board of Cosmetology and Barber Examiners require candidates complete three hundred (300) hours of training for a certificate of registration as a master barber. Queen City College meets or exceeds those requirements as follows:

Lesson Planning

- Course outlining and development;
- Lesson planning and motivation;
- Record keeping, and
- Testing and grading.

Total Hours Required: 100 hours

General Hours

- Book knowledge;
- Teaching techniques;
- Visual aid equipment;
- Classroom management;
- Student motivation;
- Product knowledge, and
- State Laws.

Total Hours Required: 100 hours

Physical Hours

- Permanent waving;
- Relaxers;
- Shampooing;
- Nail care;
- Facials;
- Hair coloring/Lightening;
- Haircutting, and
- Clinic floor management.

Total Hours Required: 100 hours

Total Curriculum Hours: 300 Hours

Gainful Employment Disclosure Information

For program and schedule specific graduation, placement, licensure, and student debt information please visit <http://www.queencitycollege.com/disclosures> or contact our Director of Admissions. A paper copy of graduation and placement rates is available upon request.

Cosmetology Program
(Cosmetology 2016 Program)

Program Hours: 1500 Clock Hours

SOC: 39-5012 ~ CIP: 12.0401

Objective:

The basic Cosmetology Program is designed to prepare students for the state board licensing exam. The course offers training in hairdressing skills and their practical applications preparing graduates for entry-level employment in a beauty salon.

Course Description:

The training encompasses all phases of cosmetology including haircutting, styling, permanent waving, hair relaxing, hair coloring, color weaving, hair extensions, hair and scalp treatments, manicures, artificial nails, facials and make-up. Both theoretical and practical applications are taught by the instructional staff and supplemented by special classes. Opportunities for supervised practical work with the public are provided.

The Tennessee Board of Cosmetology and Barber Examiners requires the fifteen hundred (1500) clock hours/ 45 credit hours of instruction required of applicants for a license to practice cosmetology be apportioned. Queen City College meets or exceeds those requirements as follows:

General Hours

- Sterilization;
- Sanitation and bacteriology;
- Anatomy and physiology;
- Shop ethics;
- Personality and salesmanship, and
- State Law.

Total Hours Required: 300 hours

Chemical Hours

- Permanent waves;
- Hair relaxer;
- Hair coloring;
- Bleaching and toning;
- Sculptured nails;
- Hair structure, and
- Chemistry.

Total Hours Required: 600 hours

Physical Hours

- Shampooing and rinses;
- Hair and scalp care;
- Hair shaping;
- Hair coloring;
- Hair extensions;
- Hairdressing and styling;
- Facials;
- Arching;
- Lash and brow tinting, and
- Manicures and pedicures.

Total Hours Required: 600 hours

Total Curriculum Hours: 1500 Hours

Gainful Employment Disclosure Information

For program and schedule specific graduation, placement, licensure, and student debt information please visit <http://www.queencitycollege.com/disclosures> or contact our Director of Admissions. A paper copy of graduation and placement rates is available upon request.

Barber to Cosmetology Program
(Cosmetology 2016 Program)

Program Hours: 300 Clock Hours

SOC: 39-5012 ~ CIP: 12.0401

Objective:

The Barber to Cosmetology Program is designed to prepare licensed barbers for the Cosmetology state board licensing exam. The course offers training in hairdressing skills and their practical applications preparing graduates for entry-level employment in a beauty salon.

Course Description:

The training encompasses all phases of cosmetology including haircutting, styling, permanent waving, hair relaxing, hair coloring, artificial nails, facials and eyebrow waxing. Both theoretical and practical applications are taught by the instructional staff and supplemented by special classes. Opportunities for supervised practical work with the public are provided.

The Tennessee Board of Cosmetology and Barber Examiners allow candidates holding a valid Tennessee Master Barber certificate of registration to appear before request to sit for the Cosmetology Exam. The board may approve the candidate to test if they have complete three hundred (300) cosmetology school hours of training at a licensed cosmetology school. Queen City College meets or exceeds those requirements as follows:

General Hours

- History and fundamentals of cosmetology;
- Anatomy and physiology;
- Cosmetology state laws, and
- Rules and regulations.

Total Hours Required: 100 hours

Chemical Hours

- Permeant waves;
- Hair Relaxers;
- Hair coloring;
- Bleaching and toning;
- Artificial nails;
- Hair structure, and
- Chemistry.

Total Hours Required: 100 hours

Physical Hours

- Shampooing and rinses;
- Hair and scalp care;
- Hair cutting;
- Hair color;
- Skin care;
- Nail care, and
- Pedicures.

Total Hours Required: 100 hours

Total Curriculum Hours: 300 Hours

Gainful Employment Disclosure Information

For program and schedule specific graduation, placement, licensure, and student debt information please visit <http://www.queencitycollege.com/disclosures> or contact our Director of Admissions. A paper copy of graduation and placement rates is available upon request.

Cosmetology Instructor Program
(Cosmetology Instructor Program)

Program Hours: 300 Clock Hours

SOC: 25-1194 ~ CIP: 12.0413

Certification requirements of the Board of Cosmetology and Barber Examiners for a Cosmetology Instructor are as follows: hold a valid license as a cosmetologist, aesthetician, manicurist, natural hair stylist and meet the educational and experience requirements. Effective July 1, 2015, the individual must hold a license in the field they are approved to teach for at least three (3) continuous years in order to obtain an instructor license.

Objective:

The instructor training program is designed to prepare licensed cosmetologists for the state board licensing exam. The course offers training in lesson planning and their practical applications preparing graduates for entry-level employment in a beauty school.

Course Description:

The training encompasses all phases of preparing to become an instructor in a beauty school, to include lesson planning and practical application.

The Tennessee Board of Cosmetology and Barber Examiners require applicants for an instructor's license complete three hundred (300) clock hours of instruction. Queen City College meets or exceeds those requirements as follows:

Lesson Planning

- Visual aid equipment;
- Originate, and
- Prepare and enact lessons.

Total Hours Required: 100 hours

General Hours

- Book knowledge;
- Teaching techniques;
- Testing and grading;
- Student motivation;
- Product knowledge;
- Classroom control;
- Rules and regulations, and
- State laws.

Total Hours Required: 100 hours

Physical

- Shampooing;
- Finger waves;
- Roller construction;
- Permanent waves;
- Hair coloring and lightening;
- Haircutting;
- Relaxers;
- Nails;
- Facials, and
- Make-up.

Total Hours Required: 100 hours

Total Curriculum Hours: 300 Hours

Gainful Employment Disclosure Information

For program and schedule specific graduation, placement, licensure, and student debt information please visit <http://www.queencitycollege.com/disclosures> or contact our Director of Admissions. A paper copy of graduation and placement rates is available upon request.

Esthetician Program
(Esthetician 2013 Program)

Program Hours: 750 Clock Hours

SOC: 39-5094 ~ CIP: 12.0409

Objective:

The basic esthetician program is designed to prepare students for the state board licensing exam. The program offers training in skin care and their practical applications preparing graduates for entry-level employment in a salon, spa or doctor's office.

Course Description:

The training encompasses all phases of esthetic training, including facials, specialty masks, back treatments, body wraps and treatments, face and body waxing, lash and brow tinting, airbrush tanning, cellulite reduction treatments, anti-aging treatments, machine facials, make-up application. Both theoretical and practical applications are taught by the instructional staff and supplemented by special classes. Opportunities for supervised practical work with the public are provided.

The Tennessee Board of Cosmetology and Barber Examiners requires the seven hundred fifty (750) clock hours/ 22.5 credit hours of instruction required of applicants for a license to practice aesthetics be apportioned. Queen City College meets or exceeds those requirements as follows:

General Hours

- Sterilization;
- Sanitation and bacteriology;
- Professional ethics;
- Personality;
- Salesmanship;
- Anatomy and physiology, and
- State law.

Total Hours Required: 150 hours

Chemical Hours

- Skin conditions and disorders;
- Nutrition;
- Aging factors;
- Product ingredients and usage;
- Waxing;
- Lash and brow tinting, and
- OSHA and EPA requirements.

Total Hours Required: 150 hours

Physical Hours

- Massage movements and manipulations;
- Masks and packs;
- Facial treatments with and without use of machines;
- Skin analysis and consultation;
- Application of all products
- Application of machines;
- Color psychology, and
- Make-up and corrective make-up arching.

Total Hours Required: 450 hours

Total Curriculum Hours: 750 Hours

Gainful Employment Disclosure Information

For program and schedule specific graduation, placement, licensure, and student debt information please visit <http://www.queencitycollege.com/disclosures> or contact our Director of Admissions. A paper copy of graduation and placement rates is available upon request.

Nail Tech Program
(Nail Tech 2010 Program)

Program Hours: 600 Clock Hours

SOC : 39-5092 ~ CIP: 12.0410

Objective:

The basic manicure program is designed to prepare students for the state board licensing exam. The program offers training in artificial as well as natural nail care and their practical applications preparing graduates for entry-level employment in a salon or spa.

Course Description:

The training encompasses all phases of nail care including artificial nail application: acrylics, gel nails, fiberglass and silk, natural nail care: manicuring and pedicuring to include spa services. The theoretical and practical applications are taught by the instructional staff and supplemented by special classes. Opportunities for supervised practical work with the public are provided.

The Tennessee Board of Cosmetology and Barber Examiners requires the six hundred (600) clock hours/ 18 credit hours of instruction required of applicants for a license to practice manicuring be apportioned. Queen City College meets or exceeds those requirements as follows:

General Hours

- Sanitation and bacteriology;
- Anatomy and physiology;
- State law;
- Salon management, and
- Ethics.

Total Hours Required: 150 hours

Chemical Hours

- Product knowledge;
- Ingredients and usage of materials;
- Manicuring and pedicuring, and
- EPA and PSHA requirements.

Total Hours Required: 100 hours

Physical Hours

- Massage;
- Manicuring;
- Pedicuring;
- Nail care;
- Nail artistry;
- Nail wraps;
- Sculptured nails;
- Nail tips;
- Gel nails, and
- Nail safety.

Total Hours Required: 350 hours

Total Curriculum Hours: 600 Hours

Gainful Employment Disclosure Information

For program and schedule specific graduation, placement, licensure, and student debt information please visit <http://www.queencitycollege.com/disclosures> or contact our Director of Admissions. A paper copy of graduation and placement rates is available upon request.

****APPOINTMENTS ARE REQUIRED TO ENROLL****

CHECK LIST OF ITEMS PROSPECTIVE STUDENTS MUST BRING PRIOR TO ENROLLING:

Proof of Age: _____ Valid Driver’s License **OR** _____ Birth Certificate

Proof of Education: _____ Official High School Transcript* **OR** _____ GED/w Test Scores

**To obtain an official transcript contact the district/central office of the city/county where the high school you graduated from is located. Transcripts should be sent to: Queen city College Attn: Transcripts 1594 Ft. Campbell Blvd Clarksville, TN 37042 or faxed to (931)551-4955.*

Social Security Card with correct name **and** signature _____

Documentation of any name change(s), if applicable (marriage certificate, legal court documents etc.) _____
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**Are you an Independent or Dependent Student?**

According to the US Department of Education, any student who is over the age of twenty-four (24) years old and reports their own financial information (and, if you’re married, your spouse’s) is classified as an **INDEPENDENT Student.**

According to the US Department of Education, a Undergraduate student who is under the age of twenty-four (24) years old as of December 31<sup>st</sup> of the award year you are considered for federal student aid purposes is a **DEPENDENT student** - HOWEVER - if you are married, have dependents other than a spouse, are an orphan, are a veteran or active duty member of the US Armed Forces (or satisfy very limited criteria) you COULD be classified as an INDEPENDENT student.  
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****TO APPLY FOR TITLE IV FUNDS (PELL GRANTS) YOU MUST BRING****

Independent Students ~

Signed copy of your tax return transcript obtained from the IRS (<https://www.irs.gov/individuals/get-transcript>). If married and filed separately both husband and wives tax return transcripts are required.

Dependent Students ~

Signed copy of your **AND** your parent’s tax return transcript from the previous year obtained from the IRS (<https://www.irs.gov/individuals/get-transcript>).

Apply on-line at WWW.FAFSA.ED.GOV and use our school code **017068**.

If you did not file a tax return, or are not required to file a return, a Verification of Non-Filing Letter must be obtained from the IRS (<https://www.irs.gov/individuals/tax-return-transcript-types-and-ways-to-order-them>) and submitted.
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**\*\*TO APPLY USING VETEREN’S EDUCATIONAL BENEFITS\*\***

A veteran wishing to apply to use their VA benefits must complete VA Form 22-1990. Please visit <https://www.ebenefits.va.gov/ebenefits/homepage> or <https://vets.gov> for more information and eligibility requirements.

**The required materials that a Veteran must bring to the school before their start date are:**

- 1. Certificate of eligibility, VA Form 22-0557
- 2. Transcripts of all previous education beyond high school
- 3. DD 214 (if applicable)
- 4. Change of program, VA Form 22-1995 (if applicable)

List of any schools you attended beyond high school with dates of attendance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## A Winner's Creed

If you think you are beaten, you are;  
If you think you dare not, you don't;  
If you'd like to win, but think you can't,  
It's almost a cinch you won't.

If you think you'll lose, you're lost;  
For out in the world we find  
Success begins with a person's will,  
It's all in the state of mind.

Life's battles don't always go  
To the stronger or faster hand;  
But sooner or later the person who wins  
Is the one who thinks "I Can".

~Author Unknown~