

Ratt
ACADEMY
of Cosmetology School

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ACADEMY
of Cosmetology School

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This is a true and correct in content and policy. **Director's signature:**

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ABOUT

RDT Academy of Cosmetology School (RDT) was opened in 2018. The facility is owned and operated by the director Rosa Del Toro a bilingual Cosmetologist, business owner and fully licensed instructor in the heart of North Carolina, with over 30 years of experience in her profession. Our student population represents varied backgrounds, cultures and age groups, with one common goal: a quality education that may help you find employment in your chosen field and provide a chance for a better future. RDT Academy of Cosmetology School assists students in both cultivating their talents and acquiring new skills that together create skilled professionals in this industry who are empowered to accomplish their dreams. The Cosmetology and Manicuring programs are available in both English and Spanish, Cosmetology Instructor and Natural Hair Care Specialist are taught in English only. A Spanish catalog, forms and learning materials are available upon request.

MISSION

RDT Academy of Cosmetology School provides the courses of instruction necessary to stimulate learning through creativity in an inspirational environment. The Academy guides students to complete the proper requirements for the North Carolina State Board of Cosmetology needed in order to be eligible to obtain their license and prepare the student for entry-level employment in the cosmetology field.

DESCRIPTION OF FACILITIES

RDT Academy of Cosmetology School is located at 5110 S NC HWY 87, Suite #106, Fayetteville, NC 28306, all instruction offered at this address. The school has 2600 square feet and offers, 20 hair stations, 5 washbasins (shampoo bowls), a manicure room with 5 Manicure tables, a pedicure room with 2 pedicure stations, 1 facial bed, a break room, a classroom (theory room), a practical practice room, 2 restrooms, and a dispensary.

PROGRAMS

RDT Academy of Cosmetology School currently offers training leading to licensure for Cosmetology (1500 Hours) in English and Spanish and a Manicuring Program (300 hours) in English and Spanish. The Cosmetology Instructor Program and Natural Hair Care Specialist Programs are taught in English only. The Cosmetology Program is approved for up to 450 hours in distance education.

PROGRAM LENGTHS

The Cosmetology Program is 1500 hours, full-time enrollment is 35 hours/week – 43 weeks total. The part-time Cosmetology Program is 30 hours a week – 50 weeks total. The Manicuring Program is 300 hours, full-time enrollment is 25 hours/week – 12 weeks total. The Natural Hair Care Specialist Program is 300 hours 25 hours a week for 12 weeks. The Cosmetology Instructor Program is an 800 -hour program taught 35 hours a week for 23 weeks total, or in an evening format of 30 hours a week for 27 weeks.

PROGRAM SCHEDULES

Program	Monday	Tuesday	Wednesday	Thursday	Friday	Lunch/Dinner
Cosmetology 1500 Hours 35 hours/week 43 weeks total	8:00am to 3:30pm	8:00am to 3:30pm	8:00am to 3:30pm	8:00am to 3:30pm	8:00am to 3:30pm	30 minutes (and 2-15minute breaks)
Cosmetology 1500 Hours 30 hours/week 50 weeks total	4:00pm to 10:00 pm	4:00pm to 10:00 pm	4:00pm to 10:00 pm	4:00pm to 10:00 pm	4:00pm to 10:00 pm	(two-15minute breaks)
Manicuring 300 hours 25 hours/week 12 weeks total	10:00am to 3:00 pm	10:00am to 3:00pm	10:00am to 3:00pm	10:00am to 3:00pm	10:00am to 3:00pm	(two-15minute breaks)
Manicuring 300 hours 25 hours/week 12 weeks total	5:00pm to 10:00 pm	5:00pm to 10:00 pm	5:00pm to 10:00 pm	5:00pm to 10:00 pm	5:00pm to 10:00 pm	(two-15minute breaks)

Program	Monday	Tuesday	Wednesday	Thursday	Friday	Lunch/Dinner
Natural Hair Care Specialist 300 hours 25 hours/ week 12 weeks	5:00pm to 10:00 pm	5:00pm to 10:00 pm	5:00pm to 10:00 pm	5:00pm to 10:00 pm	5:00pm to 10:00 pm	(two-15minute breaks)
Natural Hair Care Specialist 300 hours 25 hours/ week 12 weeks	10:00am to 3:00 pm	10:00am to 3:00 pm	10:00am to 3:00 pm	10:00am to 3:00 pm	10:00am to 3:00 pm	(two-15minute breaks)
Cosmetology Instructor 800 hours 35 hours / week 23 weeks total	8:00 am to 3:30 pm	8:00 am to 3:30 pm	8:00 am to 3:30 pm	8:00 am to 3:30 pm	8:00 am to 3:30 pm	30 minutes (and 2-15minute breaks)
Cosmetology Instructor 800 hours 27.5 hours /week 29 weeks total	4:00pm to 10:00 pm	4:00pm to 10:00 pm	4:00pm to 10:00 pm	4:00pm to 10:00 pm	4:00pm to 10:00 pm	30 minutes (two-15minute breaks)

SCHOOL HOURS AND CLASS SCHEDULES

Hours of operation for RDT Academy of Cosmetology School are Monday – Friday 8:00 AM-3:30pm & 4:00 PM - 10:00 PM.

NEW CLASS START DATES

RDT Academy of Cosmetology School starts new students every Monday. Classes may start on other days, with advance permission of the school’s director.

ORIENTATION DAY

On your orientation day, you will receive a badge, identification card for image identification, kit checklist, uniform list and catalog and review school procedures. No clock hours are earned at orientation. Orientation is scheduled prior to the first day of class.

ATTENDANCE POLICY (TARDINESS)

Classes begin at 8:00am in the morning and 4:00pm in the afternoon for the Cosmetology and Cosmetolog Instructor programs. The Manicuring and Natural Hair Care Specialist programs begin at 10:00 am in the morning and 5:00 pm in the afternoon. **Students are asked to arrive no later than 15 minutes after the start time. Students who arrive late may be asked to sit out of classroom time until the current unit of instruction is completed.**

CALENDAR/HOLIDAYS

School holidays for the catalog period are: November 23rd- 27th 2020 and December 21st – 30th 2020 January 1st 2021, January 18th 2021, April 2nd 2021, April 26th – May 2nd 2021, May 31st 2021 and Speteber 6th & 7th 2021. A special holiday may be declared for staff training, COVID-19 closures, emergencies or other reasons.

ADMINISTRATION BUSINESS HOURS

Applicants and students may receive information from the school’s administration on Monday through Friday from 10:00 am-3:00pm and 4:00pm to 6:00 pm, or outside those times by appointment.

CATALOG AND SCHOOL TOURS

RDT Academy of Cosmetology School's catalog is provided to students via the web site or electronically and a print version is available at the school, upon request. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement and is posted on the web site. Prospective students are encouraged to set up a school tour and visit our campus. Our school does not recruit students already attending or admitted to another school offering a similar program of study.

ADMISSION POLICY

RDT Academy of Cosmetology School is accepting students for admission once the following criteria have been met:

1. Applicants must provide a copy of his/her High School Diploma, or GED or their transcript showing high school completion or documentation proving completion of homeschooling at the secondary level as defined by state law or have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. If an applicant's high school information appears to be questionable, for example (age and date of graduation are not reasonable, or the documentation doesn't look official, etc.) an official transcript will be requested and evaluated by the school's Director or Administrator, prior to enrolling the student. If the information cannot be verified, the student must take and pass a GED test prior to enrollment.
2. Must be 18 years of age or older
3. Applicant must provide a valid, government-issued picture ID, such as a North Carolina Driver's license, other state issued ID, or Passport.
4. A Social security card for any individual who has a social security number or tax ID card or student visa information is also required.
5. Have taken a school tour and attended a no credit orientation
6. Have paid their \$100 nonrefundable registration fee, prior to first day of class.
7. Transfer students only: shall provide transcripts from prior learning before enrollment.

ABILITY TO BENEFIT AND CHALLENGE EXAMS

RDT Academy of Cosmetology School does not accept Ability to Benefit (ATB) exams or credit earned at other institutions through challenge exams, experiential learning or achievement tests.

TRANSFER POLICY (HOURS AND SERVICES FROM ANOTHER INSTITUTION)

The transferability of credits or services you earn and are deemed transferable from another institution is determined at the sole discretion of RDT Academy Cosmetology School's Administration. You *may* be required to repeat some or all of your coursework or services. All transfer hours must be determined, prior to enrollment and included on your enrollment agreement. The school will review prior credit as appropriate for students eligible for VA education benefits, *if applicable*.

RE-ENTRY (RE-ENROLLMENT) POLICY

A student who withdraws from RDT Academy of Cosmetology School may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment if re-entry occurs within 180 days of last day of attendance. Students who re - enter more than 180 days after last day of attendance will have their transcripts evaluated for number the credits and services they will receive credit for, such review will be at the sole discretion of the school's Director.

PREVIOUS EDUCATION AND TRAINING OF VETERANS

The institution will maintain a written record of the previous education and training of veterans and eligible persons, that the record will clearly indicate that credit has been granted, if appropriate, with the training period shortened proportionately and the student notified accordingly.

STATEMENT OF NON-DISCRIMINATION

RDT Academy of Cosmetology School does not discriminate on the basis of race, ethnic origin, color, religion, sex, disability, financial status, age, area of origin or residence in its admissions, staffing, instruction, and/or graduation policies.

TUITION AND FEES

Program Name	Tuition	Registration Fee*	Kit & Books**	Uniform	*** Distance Education Identity Verification	***Distance Education ebooks and tablet	Total Charges
Cosmetology	\$14,150	\$100	\$850	\$40	\$500	\$500	\$16,140
Manicuring	\$3,600	\$100	\$400	\$40	N/A	N/A	\$4,140
Natural Hair Care Specialist	\$3,600	\$100	\$400	\$40	N/A	N/A	\$4,140
Cosmetology Instructor	\$8,000	\$100	\$400	\$40	N/A	N/A	\$8,540

*non-refundable once paid

**non-refundable once received by student

*** only charged if distance education option is selected

Note: Uniforms are \$40 if purchased from school, students may elect to buy directly from supplier of their choice.

METHODS OF PAYMENT

Cash, credit card, money order, and personal check are acceptable methods of payments. A \$25 late fee **may** be assessed after the 8th day of each month. A \$35 fee **will** be charged for any returned check. RDT Academy of Cosmetology School also offers its students a payment plan as follows:

Institutional Tuition Payment For All Programs	
Due first week of class:	\$1,000
Due by 8 th of each following month of enrollment:	\$1,000
Balance due on or before graduation:	Total Balance Remaining

EXTRA INSTRUCTIONAL (OVERTIME)

Students are expected to complete their training (hours & operations) within the maximum time allowed in their Enrollment Agreement. Each contract for Cosmetology includes 47 hours of personal time, as well as school Holidays which are included to the contract length. For Manicuring, Natural Hair Care Specialist and Cosmetology Instructor students 25 hours of personal time as well as school Holidays are added to contract length. If a student exceeds the time frame outlined in their enrollment agreement, an extra instructional charge will be added for the remaining hours & operations needed to complete their course. The current **rate per hour is \$10** and will be charged prior to graduation to any student exceeding their contract length.

Course Descriptions/Program Outlines

Cosmetology	Course Description Program Outline Cosmetology
Program / Course Description	<p>A 1500-hour course which includes the study and practice of all aspects of cosmetic art, including cosmetology, esthetics, manicuring and natural hair care. This course provides for both classroom instruction and supervised practice of job-related skills. This program includes an option of up to 450 hours in distance learning for theory portion of learning, approved by the state of North Carolina.</p> <p>Before a student may perform services on a live model the student must pass both the infection control and blood exposure procedures with a score of 100 % and performance evaluations on mannequins including: Blow drying and hot iron; Hair cut with shears, a razor and clipper. Color application including virgin and retouch, Relaxer application including virgin and retouch; permanent waving , basic manicure Basic facial including steam and waxing.</p>
Program Mission & Objectives	RDT Academy of Cosmetology School provides the courses of instruction necessary to stimulate learning through creativity in an inspirational environment. The Academy guides students to complete the proper requirements for the North Carolina State Board of Cosmetology needed in order to be eligible to obtain their license and prepare the student for entry-level employment in the cosmetology field.
Graduation Requirements	In order to graduate from RDT Academy of Cosmetology School, students must complete all requisite clock hours, pay all fees due the school and pass the class final exam with an 85% or higher score. Upon graduation students will be awarded a diploma and their transcript will be forwarded to the state of North Carolina.
Total Clock Hours	The Cosmetology Program is 1500 hours, full-time enrollment is 35 hours/week – 43 weeks total. The part-time Cosmetology Program is 30 hours a week – 50 weeks total.
Exams	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 85%, to maintain satisfactory attendance progress

Mode of Instruction	Traditional Classroom and School Salon.
Learning Materials/Textbooks	Milady's Standard Cosmetology ISBN 978-1-2857-6941-7 ISBN-10:1285769414 ISBN-13:9781285769417
Internship/Externship	None
Faculty & Qualifications	All instruction is provided by North Carolina Licensed Instructors or substitute Instructors approved by the state.
Skills and competencies to be acquired by the student.	<ul style="list-style-type: none"> • At the completion of the program the student will be able to understand and practice in an entry-level professional salon setting: • Infection Controls • Blood exposure procedures and hot iron • Hair cut with shears, a razor and clipper • Color application including virgin and retouch • Relaxer application including virgin and retouch • Permanent waving; • Basic manicure with pedicure difference • Basic facial including steam • Waxing • Hot iron • Styles that apply tension (twists, braiding, locs, or knots) • Solid form cut • Elevated cut • Cut with tapered or thinning shears • Razor cut • Clipper cut • Shears over comb cut • Clippers over comb cut • Virgin darker • Virgin lightener • Retouch • Foil • Freehand painting; • Relaxer virgin • Relaxer retouch • Curl reforming virgin • Curl reforming retouch • Permanent waving rod placement rectangle • Permanent waving rod placement contour • Permanent waving rod placement bricklay-overlap • Permanent waving rod placement – spiral • Basic manicure • Artificial nails • Basic facial • Waxing including face and body • Hair removal with tweezers • Hair removal with razor • Makeup application

Manicuring	Course Description Program Outline Manicuring
Program / Course Description	<p>The Manicuring Program is 300 -hour course covering the care and treatment of the fingernails, toenails, cuticles on fingernails and toenails, and the hands and feet, including the decoration of the fingernails and the application of nail extensions and artificial nails.</p> <p>Before a student may perform services on a live model the student must pass both the infection control and blood exposure procedures with a score of 100 %.</p>
Program Mission & Objectives	<p>RDT Academy of Cosmetology School provides the courses of instruction necessary to stimulate learning through creativity in an inspirational environment. The Academy guides students to complete the proper requirements for the North Carolina State Board of Cosmetology’s Manicuring Exam in order to be eligible to obtain their license and prepare the student for entry-level employment in the cosmetology field.</p>
Graduation Requirements	<p>In order to graduate from RDT Academy of Cosmetology School, students must complete all requisite clock hours, pay all fees due the school and pass the class final exam with an 85% or higher score. Upon graduation students will be awarded a diploma and their transcript will be forwarded to the state of North Carolina.</p>
Total Clock Hours	<p>The Manicuring program is 300 hours, full-time enrollment is 25 hours/week – 12 weeks total.</p>
Exams	<p>Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 85%, to maintain satisfactory attendance progress.</p>
Mode of Instruction	<p>Traditional Classroom and School Salon.</p>
Learning Materials/Textbooks	<p>Milady’s standard cosmetology (ISBN 978-1-2857-6941-7) (ISBN-10:1285769414) (ISBN-13:9781285769417)</p>
Internship/Externship	<p>None</p>
Faculty & Qualifications	

	All instruction is provided by North Carolina Licensed Instructors or substitute Instructors approved by the state.
Skills and competencies to be acquired by the student.	<p>At the completion of the program the student will be able to understand and practice in an entry-level professional salon setting:</p> <ul style="list-style-type: none"> • Infection Control; • Blood exposure procedure • Basic manicure • Basic pedicure • Nail tips • Acrylic overlay (application, repair, fill, and removal) • Sculptured nails including application, repair, fill, and removal • Gel overlay (application, repair, fill, and removal) • Basic Manicure and Pedicure difference

Natural Hair Care Specialist	Course Description Program Outline Natural Hair Care Specialist
Program / Course Description	<p>A 300 hour course which includes the study and practice of all aspects of cosmetic art, including cosmetology, Esthetics, Manicuring and Natural Hair Care. This course provides for both classroom instruction and supervised practice of job-related skills., approved by the state of North Carolina.</p> <p>We will ensure blood exposure and infection control evaluations are passed with a score of 100 percent before a student performs a mannequin or live model performance. Before a student performs a live model service, we will ensure the student has passed the respective mannequin performance evaluation plan.</p>
Program Mission & Objectives	<p>RDT Academy of Cosmetology School provides the courses of instruction necessary to stimulate learning through creativity in an inspirational environment. The Academy guides students to complete the proper requirements for the North Carolina State Board of Cosmetology needed in order to be eligible to obtain their license and prepare the student for entry-level employment as a Natural Hair Care Specialist.</p>
Graduation Requirements	<p>In order to graduate from RDT Academy of Cosmetology School, students must complete all requisite clock hours, pay all fees due the school and pass the class final exam with an 85% or higher score. Upon graduation students will be awarded a diploma and their transcript will be forwarded to the state of North Carolina.</p>

Total Clock Hours	The Natural Hair Care Specialist Program is 300 hours, 25a week, for 12weeks total.
Exams	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 85%, to maintain satisfactory attendance progress.
Mode of Instruction	Traditional Classroom and School Salon
Learning Materials/Textbooks	Milady Standard Natural Hair Care & Braiding 1st Edition Book number: ISBN-13:978-1133693680 ISBN-10: 1133693687
Internship/Externship	None
Faculty & Qualifications	All instruction is provided by North Carolina Licensed Instructors or substitute Instructors approved by the state.
Skills and competencies to be acquired by the student.	At the completion of the program the student will be able to understand and practice in an entry-level professional salon setting: <ul style="list-style-type: none"> • Infection Control • Blood exposure procedure • Twists • Knots • Locs • 2 strand overlap • 3 strand overbraid • 3 strand underbraid • On the scalp 3 strand braid • Track and sew weft • Adding hair extensions

Cosmetology Instructor	Course Description Program Outline Cosmetology Instructor
Program / Course Description	A 800-hour course which includes the study practice of job-related skills to becoming a north Carolina Licensed Cosmetology Instructor.
Program Mission & Objectives	RDT Academy of Cosmetology School provides the courses of instruction necessary to stimulate learning through creativity in an inspirational environment. The Academy guides students to complete the proper requirements for the North Carolina State Board of Cosmetology needed in order to be eligible to obtain their license and prepare the student for entry-level employment in the cosmetology field.
Graduation Requirements	In order to graduate from RDT Academy of Cosmetology School, students must complete all requisite clock hours, pay all fees due the school and pass the class final exam with an 85% or higher score. Upon graduation students will be awarded a diploma and their transcript will be forwarded to the state of North Carolina.
Total Clock Hours	The Cosmetology Instructor Program is an 800 -hour program taught 35 hours a week for 23 weeks total, or in an evening format of 27.7 hours a week for 29 weeks.
Exams	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 85%, to maintain satisfactory attendance progress
Mode of Instruction	Traditional Classroom and School Salon.
Learning Materials/Textbooks	Milady Workbook www.Milady.cengage.com 3rd Edition Master Educator Book number: ISBN-13: 978-1-133-69369-7 ISBN-10: 1-133-69369-5
Internship/Externship	None
Faculty & Qualifications	All instruction is provided by North Carolina Licensed Instructors or substitute Instructors approved by the state.
Skills and competencies to be acquired by the student.	At the completion of the program the student will be able to work as a Cosmetology, Manicurist, Esthetics or Natual Hair Care Teacher.

OCCUPATIONS

The programs at RDT Academy of Cosmetology School prepare students for entry-level employment as Hairdressers, Hairstylists and Cosmetologists, CIP Code 12.0401, entry-level Manicurists and Pedicurists CIP Code 12.0410, entry-level Natural Hair Care Specialists 12.0407 and Cosmetology Instructors 12.0413. The CIP website is <https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0401>.

TIME RECORDS POLICY

The school provides a time clock for recording student's time. Students are responsible for clocking in and out each day and for lunch. In the event a student forgets to clock in or out they need to see a teacher, immediately. Students may not clock in or out for any other student under any circumstances.

DRESS CODE

Uniform: Cosmetology students-Black scrubs, clean and pressed Manicuring students-Navy Blue scrubs, clean and pressed, for Cosmetology Instructor students-Light Blue scrubs and for Natural Hair Care Specialists- Burgundy scrubs.

- 1) Pants cannot drag on the floor, should be long enough to cover the heel of the shoe; tailor pants if needed
- 2) No skirts (If your religion requires the use of a skirt, the skirt length must be below the knees and you must wear black stockings) a letter from your church must be provided to the Instructor.
- 3) No Spandex pants, nor dress pants, or jeans allowed
- 4) Choose an appropriate size to not show underwear or excess skin
- 5) IDs;
- 6) Enclosed Black shoes (no colors, sparkles, etc.)
- 7) Black socks/stockings
- 8) Only RDT Academy of Cosmetology School black jackets for lab.
- 9) Underwear may not be visible at any time
- 10) No head accessories (hats, headscarves, head bands, head coverings or accessories)
- 11) No scarves inside the lab
- 12) An appropriate length of nails (student cannot refuse to take a client because of nail length)
- 13) No hoop earrings (or those that hang). No piercings on nose or tongue (cannot be covered by band-aids).
- 14) No sunglasses on head while in school
- 15) No cellphones, or blue-tooth devices
- 16) No necklaces
- 17) No bracelets or watches
- 18) Only wedding band allowed

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, a professional in the Cosmetology field must be in good physical health since he/she will be working in direct contact with customers. This field and related fields require a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves these extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents and physician) believe that they can fulfill the training demands.

SATISFACTORY ACADEMIC PROGRESS POLICY

RDT Academy of Cosmetology School's Satisfactory Academic Progress Policy is consistently applied to **all** students enrolled at the school, regardless of their class schedule. It is printed in the catalog to ensure that **all** students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States

Department of Education. RDT Academy of Cosmetology School's Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis, as explained in the policy.

EVALUATION PERIODS

Program Name	Scheduled Hours SAP Evaluation	Scheduled Hours SAP Evaluation	Scheduled Hours SAP Evaluation
Cosmetology (1500 Clock Hours)	450	900	1200
Manicuring (300 Clock Hours)	150	N/A	N/A
Natural Hair Care Specialist (300 Clock Hours)	150	N/A	N/A
Cosmetology Instructor (800 Clock Hours)	400	N/A	N/A

TRANSFER STUDENTS (SAP Evaluation Period)

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first.

ACADEMIC PROGRESS EVALUATIONS

ACADEMIC PROGRESS EVALUATIONS (QUANATATIVE)

Students are required to attend a minimum of 67% of the scheduled hours possible in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of program length) allowed for students to complete each course, satisfactory academic progress, is outlined below. Any student who has exhausted the maximum time frame may continue on a cash pay basis.

Program	Maximum Weeks 150%	Maximum Scheduled Hours 150%
Cosmetology 1500 hours 35 hours/week 43 weeks total	64.50	2,250
Cosmetology 1500 hours 30 hours/week 50 weeks total	75	2,250
Manicuring 300 hours 25 hours/week 12 weeks total	18	450

Natural Hair Care Specialist 300 hours 25 hours/week 12 weeks total	18	450
Cosmetology Instructor 800 hours 35 hours/week 23 weeks total	34.5	1200
Cosmetology Instructor 800 hours 27.50 hours/week 29 weeks total	43.5	1200

ACADEMIC PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. RDT Academy of Cosmetology School does not allow for the status of warning or probation. Students receiving Title IV Aid or VA educational benefits will have their benefits discontinued if the student fails to meet Satisfactory Academic Progress minimum requirements, *if applicable*.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress by meeting minimum attendance (quantitative) and academic (qualitative) requirements by the next evaluation period.

RE- ENTRY AND SATISFACTORY ACADEMIC PROGRESS SAP

Students re-entering RDT Academy of Cosmetology School re-enter at the same progress status as when they left.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS AND SAP

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

ACCESS TO SAP REPORTS

A hard copy of each Satisfactory Academic Progress evaluation is maintained in the student's file.

LEAVE OF ABSENCE

RDT Academy of Cosmetology School is currently not offering Leave of Absences.

ACADEMIC PROGRESS EVALUATIONS (QUALITATIVE)

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. If the exam performance does not meet satisfactory requirements and it is repeated prior to the end of the SAP period, the passing grade will be used. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 85%. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published Policy for Scheduling and Grading Make-Up Work, Incomplete's and Repetitions. Individual student academic records are kept by the school

and furnished to the student. Students will be notified of any evaluation that impacts their financial aid eligibility, if applicable. Numerical grades are computed according to the following scale:

GRADING SCALE

All theory and practical work for all programs will be graded according to the below scale:

Grade A	90%- 100%
Grade B	80%-89%
Grade C	70%-79%
Grade F	0-69%

VETERANS AND SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Students receiving Veterans education benefits, if applicable, must meet satisfactory academic progress (SAP) and attendance requirements in accordance with the school’s SAP and Attendance policies in order to remain eligible to be certified for VA benefits. The VA will be notified if students fail to meet academic or attendance requirements of SAP. Enrollment certification will be terminated which *may* result in VA requiring students to repay a portion or all benefits received. Once benefits are terminated due to SAP or attendance, students are ineligible to be certified for VA education benefits until SAP is once again.

FINANCIAL AID

RDT Academy of Cosmetology School does not currently participate in Title IV funding.

VETERANS FUNDING

RDT Academy of Cosmetology School does not currently offer Veteran’s Education benefits.

INSTITUTIONAL REFUND POLICY

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure or student’s failure to attend for 14 calendar days. All refund calculations will be based on **scheduled** hours of student’s last day of attendance. Any monies due the applicant or student shall be **refunded within 45 days** of formal cancellation date.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

- An applicant is not accepted or does not start school is entitled to a refund of all monies except a non-refundable application fee of \$100.
- A student cancels the contract and demands his/her money back in writing, **within three business days** of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by the school are refunded except a non-refundable application fee of \$100.
- A student cancels the contract after three business days of signing, but prior to entering classes. In this case student is entitled to a refund to all monies paid except the application fee of \$100.
- A student notifies the institution of his/her withdrawal, in writing, in this case the "formal cancellation date" will be determined by the postmark on written notification or the date said notification is delivered to the school in person.
- A student is terminated by the school, the date of expulsion by the school.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on **scheduled** hours:

PERCENT OF SCHEDULED TIME TOTAL TUITION SCHOOL	
ENROLLED TO TOTAL COURSE	PROGRAM SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- Refunds are calculated based on the student's scheduled hours on the last day of attendance. Any monies due a student who withdraws from the institution shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.
- In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach-out agreement with another institution.
- If the course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion **may** be charged a cancellation or administrative fee of \$150.00.
- Unofficial withdrawals are determined by the school through monitoring clock hour attendance at least every thirty (30) calendar days.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, kit & books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

VETERANS REFUND POLICY

Pro-rata refund policy, which must apply a 100% pro-rata refund policy, including a non-refundable registration fee of \$10.00 for veterans and eligible persons. The institution will maintain a written record of the previous education and training of veterans and eligible persons, that the record will clearly indicate that credit has been granted, if appropriate, with the training period shortened proportionately and the student notified accordingly.

RECORDS RETENTION AND ACADEMIC TRANSCRIPTS

Records must remain onsite for 6 years and transcripts are kept permanently. Students who need proof of training or a transcript of their training may contact the school office and request the form desired. Transcripts may not be provided to students who have past due ledger balances.

ACCESS TO STUDENT RECORDS AND PRIVACY POLICY

Students are guaranteed the right to access and review their educational file. Students must submit a written request to review their file to the school's Director. The student will be granted supervised access to their records within 5 business days of the request. Students have the right to request that a school correct records, which they believe to be inaccurate or misleading. Any third-party request for information will require written authorization from the student.

RDT Academy of Cosmetology School will provide access to student records without written consent to its accrediting agency (if applicable), North Carolina State Board of Cosmetic Art Examiners the United States Department of Education, the Department of Veterans Education Department or any other regulatory agency. It's required to present such records to by law. The institution maintains a record of all release forms and requests for information. RDT Academy of Cosmetology School protects the privacy of student education records in compliance with the Family Educational Rights and Privacy Act (FERPA).

GRADUATION REQUIREMENTS

After completion of all the requisite clock hours the course, the required clock hours are earned and have paid all requisite fees and pass class final exam with an 85% or higher score. Upon graduation students will be awarded a diploma and their transcript will be forwarded to the state of North Carolina.

STUDENT SERVICES

RDT Academy of Cosmetology School does not provide housing, transportation or childcare for students. This institution provides career counseling to all students to encourage satisfactory progress throughout the program. Attention is given to those students that need additional assistance. Career counseling is available to each student. Counseling is also available to assist students in other school related areas, such as monitoring and supervising attendance. A student may schedule an appointment with the appropriate school official during regular business hours or as the staff's schedule permits.

EXCUSED AND UNEXCUSED ABSENCES

An absence is an absence at RDT Academy of Cosmetology, there is no contract extension for an excused absence, but the school does appreciate your calling in if you will know you will be out for scheduling salon floor appointments and staff scheduling. In the event a student is absent 14 consecutive calendar days, said student(s) will be dropped and are eligible, even welcomed to re-enroll per the terms of the re-enrollment policy.

EMPLOYMENT ASSISTANCE

RDT Academy of Cosmetology School provides employment assistance. Employment assistance includes but is not limited to: training/discussion regarding professionalism, resume assistance, interview preparation and job search tactics. RDT Academy of Cosmetology School does not guarantee employment. The final decision regarding job-acceptance or denial-is between the student and the employer.

MAKE-UP POLICY

It is the student's responsibility to make up any missed work due to absence or being late to class. The student shall contact the instructor as soon as they return in order to make arrangements to complete the assignments that were missed. If a student wishes to make up time (attendance) in an afternoon or evening class they are not enrolled in must get the approval of the teacher, in advance.

CONDUCT POLICY

Students are required to conduct themselves in a mature and professional manner, giving the proper respect and courtesy to their classmates, clients and the staff of the school. RDT Academy of Cosmetology School asks students to follow the below guidelines for conduct:

- Present a clean and professional appearance
- Be punctual, tardiness is not acceptable in the school environment
- Clock-in and clock-out for yourself, do not clock another student
- On a daily basis, make sure that an instructor reviews all of your practical operations so he or she can record them.
- Perform your assignments as directed by your Instructor, including your daily cleanup assignments.
- Before you receive a personal service, you must get your Instructor's permission and follow the procedures
- A student shall stand whenever working on a mannequin or on a guest.
- No eating or sitting on the school floor
- Do not take supplies off school property without written permission from school staff
- Do not intentionally abuse of equipment
- Weapons or facile of a weapon to school is strictly prohibited
- Verbal or written threats to students, staff or clients is strictly prohibited
- Sexual harassment of students, staff or clients is strictly prohibited
- Any other behavior deemed counterproductive to the learning environment is strictly prohibited

VIOLATIONS OF CONDUCT POLICY

RDT Academy of Cosmetology School strives to have a progressive Conduct Policy, with violations of such beginning with a verbal warning, followed by a written warning, then suspension after which a student may be terminated for not correcting violations.

TERMINATION (CONDUCT)

A student may be terminated with or without verbal or written warning for violation of the conduct policy for improper conduct or any action which causes or could cause bodily harm to a client, student, employee of the school, willful destruction of school property, bringing a weapon to school selling or using drugs on campus theft or participation in any illegal act on campus or missing school for 14 calendar days.

GRIEVANCE POLICY

It is the policy of this institution to handle grievances by first taking your grievance to a Teacher or the School Director. If you do not feel your grievance has been properly addressed, please use the grievance forms provided by the school, which can be found posted on informational bulletin boards on school site or requested from the Director. Fill out a grievance form and forward to Director or Teacher. The Director will evaluate the grievance and set up an appointment with the student within 10 days from the receipt of the form and provide a written response. If the issue still is unresolved, a student may present the grievance to:

Mail:
NC Cosmetic Arts
Attn: Complaints
1207 Front Street, Suite 110
Raleigh, NC 27609

By Fax: 919-733-4127

By Email: complaints@nccosmeticarts.com

STATE LICENSING

To receive a license in **Cosmetology, Manicuring, as Natural Hair Care Specialist or a Cosmetology Instructor** students must graduate from the program with all contracted hours prescribed by the North Carolina State Board of Cosmetic Art Examiners and pass the North Carolina state licensing theory and practical exam with a score of 75% or higher. The fees for this exam are \$110 for the practical exam, \$90 for the written exam and \$49 licensing fee, all of which are not included in the tuition and fees.

OWNERSHIP

RDT Academy of Cosmetology School is owned by Mrs. Rosa Del Toro. This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

STAFF AND FACULTY

Cosmetology Program:

Rosa D. Del Toro License#: CT1752 C71192
Miriam S. Del Toro License#: CT2634 C83578
Sonia Benitez License#: CT3123 C79316

Manicuring Program:

Cedrika Francisco Rone License#: CT2960 C82775
Maricela Rocha Perales License#: M79004

Natural Hair Care Specialist Program:

Cedrika Francisco Rone License#: CT2960 C82775
Alma Hernandez License#:C110042

Cosmetology Instructor Program:

Rosa D. Del Toro License#: CT1752 C71192
Miriam S. Del Toro License#: CT2634 C83578
Clarisa Bacilio License#: C98733

Alma Galvan – Substitute Instructor

Miryan Villafan Rifon – Substitute Instructor

Maricela Rocha Perales - Substitute Nail Technology Instructor

LICENSING & ACCREDITING INFORMATION

RDT Academy of Cosmetology School is licensed as a Cosmetic Arts School by:
North Carolina State Board of Cosmetic Art Examiners
1207 Front Street Suite 110
Raleigh, NC 27609
919-733-4117

ACCREDITATION

RDT Academy of Cosmetology School is presently not accredited.

SCHOOL CATALOG AND PRE-ENROLMENT DISCLOSURES ACKNOWLEDGEMENT

By signing this document a student acknowledges that they have received the following in electronic or print format prior to enrollment:

- **In School Catalog**

State Licensing Requirements (in Catalog)

SAP Policy (in Catalog),

Taken a school tour, and a non-credit student orientation was conducted prior to first day of class

Industry Prerequisites (in Catalog) and understand industry prerequisites for employment (included in catalog) in the profession including, but not limited to physically demanding postures, professional public demeanor and continuing education.

- **On School Web Page**

Program Outcomes and Performance Data, on web page rdtcosmetology.com and on paper

- **Pre Employment Disclosure**

- **In order to work in the Cosmetology Field prospective students understand:**

They must be licensed in order to practice or give services to the general public in your field of interest.

As a professional in your field you must stay in compliance with regulatory agencies to understand what your responsibilities are to practice your craft.

You are in an industry that sometimes requires lots of bending, standing and sometimes being exposed to chemical. Make sure to follow manufacturer's direction for use of chemicals and discarding of products. Wear masks, gloves, etc for your protection as a provider and protect your client from injuries as well.

To become employed and stay employed you'll need to meet the requirements set forth by your employer.

Other:

Distance Education

If Distance Education is elected (up to 450 hours for Cosmetology students only), academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.

Student Name (Print): _____

Student Name (Sign): _____

Student Date: _____