

Rdt ACADEMY *of Cosmetology School*

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Student Catalog
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This is true and correct in content and policy. Director's signature:

Rosa Delia Del Toro Gutierrez

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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 Delia Del Toro Gutierrez, a bilingual Cosmetologist, business owner and fully licensed instructor in the heart of North Carolina, with over 30 years of experience in her profession. The institution's 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 Teacher 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 field of Cosmetology, as Natural Hair Care Specialists in the field of Manicuring or as Cosmetology Instructors.

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. The school can enroll up to 20 Cosmetology Students, 10 Manicuring Students, 10 Natural Hair Care Specialists and 10 Cosmetology Teacher Students, at one time.

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 Teacher Program (800 hours) and Natural Hair Care Specialist Programs (300 hours) are taught in English only.

PROGRAM LENGTHS

The Cosmetology Program is 1500 hours, full-time enrollment is 35 hours/week – 43 weeks total. The Manicuring Program is 300 hours, full-time enrollment is 25 hours/week for 12 weeks. The Natural Hair Care Specialist Program is 300 hours 20 hours a week for 15 weeks. The Cosmetology Teacher Program is an 800 -hour program taught 35 hours a week for 23 weeks total.

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
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	
Natural Hair Care Specialist 300 hours 20 hours/ week 15 weeks	3:00pm to 7:00 pm	3:00pm to 7:00 pm	3:00pm to 7:00 pm	3:00pm to 7:00 pm	3:00pm to 7:00 pm	

Cosmetology Teacher 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
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MAKE-UP POLICY (HOURS AND ATTENDENCE)

It is the student's responsibility to make up any missed work due to absence or being late for 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 they must get the approval of the teacher in advance and may clock no more than 10 hours a day (with a required 1-hour lunch).

SCHOOL HOURS AND CLASS SCHEDULES

The hours of operation for RDT Academy of Cosmetology School are Monday – Friday 8:00 AM - 7:00 PM.

ADMINISTRATION BUSINESS HOURS

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

NEW CLASS START DATES

RDT Academy of Cosmetology School starts new students every Monday. Students may begin their program 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 8:00 am, 10:00 am in the morning and 3:00 pm in the afternoon for the Cosmetology and Cosmetology Teacher programs. 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 18th - 30th 2024, December 23rd – 31st, 2024, January 1st & 15th 2024, April 29th – May 10th, 2024, May 27th, July 1st – 12th 2024. A special holiday may be declared for staff training, COVID-19 closures, emergencies or other reasons.

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. It is required to 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.

2. Must be 18 years of age or older. (16 or 17 must have parents or guardian to sign off)
3. Applicant must provide a valid, government-issued picture ID, such as a North Carolina Driver's license, another 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. Transfer students only: shall provide transcripts from prior learning before enrollment.
7. Ability-to-Benefit (ATB): RDT Academy of Cosmetology School currently accepts Ability-to-Benefit students and the test used is CELSA, which is administered by an independent party. The score required for admission is #37 on form #1 and #34 on form # 2. ATB passing score may be used in place of checklist Item #2 above (GED or HS Diploma).
8. Cosmetology Instructor Program students must hold and provide the institution with a valid North Carolina state Cosmetologist license prior to enrollment.

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 in your enrollment agreement.

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 the last day of attendance. Students who re - enter more than 180 days after the last day of attendance will have their transcripts evaluated for the number the credits and services, they will receive credit for. Such a review will be at the sole discretion of the school's Director.

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	Total Charges
Cosmetology	\$15,000	\$100	\$850	\$60	\$16,010
Manicuring	\$4,000	\$100	\$400	\$60	\$4,560
Natural Hair Care Specialist	\$4,000	\$100	\$400	\$60	\$4,560
Cosmetology Teacher	\$8,000	\$100	\$400	\$60	\$8,560

*non-refundable once paid

**non-refundable once received by student

Note: Uniforms are \$60 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 1st 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 1 st 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 10 scheduled days of personal time, as well as school Holidays which are included in the contract length. For Manicuring, Natural Hair Care Specialist and Cosmetology Teacher 5 scheduled days 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.</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 to the school and pass the class final written 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. The state of North Carolina will be forwarded student completion of hours and transcript once requisite hours are completed. Student transcripts will not be forwarded to PRO'V (NCsupport@ProvExam.com), who gives the NC licensing exams, until all graduation requirements are met. Upon graduation students will be awarded a diploma and their transcript. Cosmetology Students ONLY, may take their written portion of the NC state licensing exam once they complete 1,000 hours may take the written licensing exam, with PRO'V (NCsupport@ProvExam.com), if they have taken all theory exams and are current on their payments with Academy of Cosmetology School.
Total Clock Hours & Attendance	The Cosmetology Program is 1500 hours, full-time enrollment is 35 hours/week – 43 weeks total. Students are asked to arrive no later than 15 minutes after the start time. Students who arrive late <i>may</i> be asked to sit out of classroom time until the current unit of instruction is completed. Students are required to attend a minimum of 75% 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 75% cumulative attendance since the beginning of the course.
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.
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
State Requirements/Laws and Regulations	Students will learn North Carolina laws and regulations regarding the field of Cosmetology.
Mode of Instruction	Traditional Classroom and School Salon.
Distance Education	None
Learning Materials/Textbooks	Milady's Standard Cosmetology with Standard Foundations 14th Edition ISBN-13: 978-0357871492 ISBN-10: 0357871499
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"> • Hand washing. • Implement disinfection; • Beginning and end of day infection control; • Blood exposure (self cut); and • Blood exposure (client). • 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 pedicure; • Basic facial including steam; and • Waxing. • Shampooing • Roller sets; • Pin curls; • Ridge curls with C shaping; • Finger waves; • Artificial hair; • Up-styles; • Pressing or thermal; • Blow drying; • 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; • Relaxer retouch; • Permanent waving rod placement rectangle, or contour or brick lay-overlap or spiral; • Basic manicure or pedicure; 1 • Artificial nails; • Basic facial; • Waxing including face and body; • Hair removal with tweezers; • Hair removal with razor; • Makeup application; • Lash lift and brow lamination; • Artificial lashes; and • Lash and brow tint.
Courses/ Hours	1500 Clock Hours

Orientation	No Hours are earned at orientation.
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Module Cosmetology	Subjects	Practical Hours	Theory Hours
Classroom Instruction (Safety & Sanitation) Module 1	A Cosmetology training course shall begin with infection control and blood exposure procedures. Once the infection control and blood exposure has	30	5

	<p>been taught, we will ensure all instruction in a cosmetic art school shall be in this order per 21 NCAC 14T .0612 and defined in 21 NCAC 14T .0101:</p> <ol style="list-style-type: none"> (1) Guided theory; (2) Demonstration; (3) Guided practice; (4) Independent theory; (5) Practice; (6) Evaluation and passage of evaluation; and (7) Performance theory and practical subjects including: <ol style="list-style-type: none"> (1) Hand washing; (2) Implement disinfection; (3) Beginning and end of day infection control; (4) Blood exposure (self cut); and (5) Blood exposure (client). 		
Educational Plan (Beginning Mannequin & Client Practice) Module 2	<p>Each subject will be taught and reviewed in the following order and recorded: Teacher Lectures, Teacher Demonstration, Questions and Answers, Written Examinations, and student evaluation, In-Class Practice of Procedures and Methods. The subjects are as followed:</p> <ol style="list-style-type: none"> (1) Blow drying and hot iron; (2) Hair cut with shears, a razor and clipper. (3) Color application including virgin and retouch (4) Relaxer application including virgin and retouch; (5) Permanent waving; (6) Basic manicure (7) Basic pedicure; (8) Basic facial including steam; and (9) Waxing. 	275	75
Advanced Performances Shampooing & Draping Module 3	Continuing with the Educational Plan the students will be taught: Professional Image, Infections Control, Bacteriology, Disinfection, First Aid, Anatomy, Electricity as it relates to Cosmetic Art, Chemistry as it relates to Cosmetic Art, Professional Ethics, Draping, Shampooing, and Scalp Treatments.	50	0

Advanced Performances Hairstyling & Haircuts Module 4	Styles and Techniques of Cosmetology Services including: Arranging, Dressing, Curling, Waving, Cutting techniques and implement including: Roller Set, Pin Curls, Ridge Curls with C Shaping, Finger waves, Braids, Artificial Hair, Up-Styles, Blow-drying, Brush Control, Blow-drying with Curling Iron, Styles that apply tension (Twists, Braiding, Locks, or Knots) Pressing or Thermal, updo's. Haircutting includes 0-degree, 45-degree, 90 Degree, 180-degree, razor and clipper haircut. Solid form Cut, Elevated cut, cut with tapered or Thinning shears, shears over comb cut, and Singeing	200	0
Advanced Performances Chemical Services Module 5	Partings, Perm types and wraps, Bleaching, Relaxer types and sectioning, Color types and Application sectioning, and Coloring hair, Temporary, Semi Permanent, Demi Permanent, Permanent, Virgin Darker, Virgin Lightener, Retouch, Foil, Freehand Painting, Relaxer Virgin, Relaxer retouch, Curl Reforming, virgin curl reforming, Retouch, Permanent Waving Rod Placement Rectangle, Contour, Brick lay-Overlap, Spiral.	300	0
Advanced Performances Manicuring & Esthetics Module 6	Manicures, Pedicures, Artificial Nails, Facials, Waxing, Hair Removal with razor and makeup application. Lash lift and brow lamination. Artificial lashes; and Lash and brow tint.	150	0
Exams & Finals Module 7	History & Career Opportunities, Life Skills, Your Professional Image, Communicating for Success, General Anatomy & Physiology, Skin Structure,	0	215
	Growth, & Nutrition, Skin Disorders & Diseases, Nail Structure and Growth, Nail Disorders and Diseases, Properties of the Hair Scalp, Basics of Chemistry, Basics of Electricity, Principles of Hair Design, Scalp care, Shampooing and Conditioning, Braiding & Braiding Braid Extensions, Wigs & Hair Additions, Facial Makeup, Nail Tips and Wraps, Monomer Liquid & Polymer Powder Nail Enhancement, Light Cured Gels, Preparing for Licensure & Employment, On the Job, The Salon Business.		
Professional Development Module 8	Fundamentals of Business Management, opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety, Seeking Employment, On the Job, and Professional Ethics. Business management, Salon business, board laws, rules and website, performances shall be defined as the systematic completion of all steps for safe and effective cosmetic art, services to a client. State Board Practical.	50	50
Instructor Discretion Module 9	To be applied by the instructor to strengthen student performance; supervised field trips; or other related training.	50	50

Total 1500 Hours		1205	395
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Manicuring	Course Description Program Outline Manicuring
Program / Course Description	RDT Academy of Cosmetology School's 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. 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 %.
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 field of Manicuring.
Graduation Requirements	In order to graduate from RDT Academy of Cosmetology School, students must complete all requisite clock hours, pay all fees due to the school and pass the class final written 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. The state of North Carolina will be forwarded student completion of hours and transcript once requisite hours are completed. Student transcripts will not be forwarded to PRO'V (NCsupport@ProvExam.com), who gives the NC licensing exams, until all graduation requirements are met. Upon graduation students will be awarded a diploma and their transcript.

Total Clock Hours & Attendance	The Manicuring program is 300 hours, full-time enrollment is 25 hours/week for 12 weeks total. Students are asked to arrive no later than 15 minutes after the start time. Students who arrive late <i>may</i> be asked to sit out of classroom time until the current unit of instruction is completed. Students are required to attend a minimum of 75% 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 75% cumulative attendance since the beginning of the course.
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 academic progress.
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
State Requirements/Laws and Regulations	Students will learn North Carolina laws and regulations regarding the field of Manicuring.
Mode of Instruction	Traditional Classroom and School Salon.
Distance Education	None

Learning Materials/Textbooks	Milady's standard Nail Technology (ISBN-13: 978-1337786560) (ISBN-10: 133778656X)		
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 • 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 		
Modules Manicuring	Subjects	Practical Hours	Theory Hours
Classroom Instruction (Safety & Sanitation) Module 1	A Manicuring training course shall begin with infection control and blood exposure procedures. Once the infection control and blood exposure has been taught, we will ensure all instruction in a cosmetic art school shall be in this order per 21 NCAC 14T .0612 and defined in 21 NCAC 14T .0101: (1) Guided theory; (2) Demonstration; (3) Guided practice; (4) Independent theory; (5) Practice; (6) Evaluation and passage of evaluation; and (7) Performance theory and practical subjects including: (1) Hand washing; (2) Implement disinfection; (3) Beginning and end of day infection control; (4) Blood exposure (self cut); and (5) Blood exposure (client).	30	3

Educational Plan (Beginning Mannequin & Client Practice) Module 2	The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B. The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and condition. The definition and producers of the following will also be taught. (1) Basic manicure (2) Basic pedicure with rasp; (3) Sculptured nails including application, fill, and removal; and (4) Electric file.	24	18
Advance Performances Module 3	The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: (1) Basic manicure; (2) Basic pedicure; (3) Nail tips; (4) Acrylic overlay (application, repair, fill, and removal); (5) Sculptured nails (application, repair, fill, and removal); (6) Gel overlay (application, repair, fill, and removal). (7) Trimming; (8) Filing; (9) Shaping. (10) Decorating; (11) Arm and hand manipulation; and (12) Electric file;	60	0
Exams & Finals Module 4	History and Career Opportunities, General Anatomy and Physiology, Skin Structure, Disorders, and Diseases, Nail Structure, Disorders, and Diseases, Nail Product Chemistry, Electric Filing, Nail Resin System, Nail Art, Life Skills, Professional Image,	0	71
	Communicating for Success, The Healthy Professional, Chemistry and Chemical Safety, Career Planning, On the Job, The Beauty Business.		

Professional Development Module 5	Fundamentals of Business Management, opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety, Seeking Employment, On the Job, and Professional Ethics.	25	25
Instructor Discretion Module 6	To be applied by the instructor to strengthen student performance; supervised field trips; or other related training. The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and condition	21	23
Total 300 Hours		160	140

Natural Hair Care Specialist	Course Description Program Outline Natural Hair Care Specialist
Program / Course Description	Natural hair Care Specialist students study a service that results in tension on hair strands or roots by twisting, wrapping, extending, or locking hair by hand or mechanical device. For purposes of this definition, the phrase "natural hair care" shall include the use of artificial or natural hair. The Natural Hair Care Specialist Training course consists of 300 hours and begins with infection control and blood exposure procedures as defined in 21NCA subchapter 14H.
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 as Natural Hair Care Specialists.
Graduation Requirements	In order to graduate from RDT Academy of Cosmetology School, students must complete all requisite clock hours, pay all fees due to the school and pass the class final written 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. The state of North Carolina will be forwarded student completion of hours and transcript once requisite hours are completed. Student transcripts will not be forwarded to PROV (NCSupport@ProvExam.com), who gives the NC licensing exams, until all graduation requirements are met. Upon graduation students will be awarded a diploma and their transcript.
Total Clock Hours & Attendance	The Natural Hair Care Specialist Program is 300 hours, 25 a week, for 12 weeks total. Classes begin at 3:00 pm in the afternoon. Students are asked to arrive no later than 15 minutes after the start time. Students who arrive late <i>may</i> be asked to sit out of classroom time until the current unit of instruction is completed. Students are required to attend a minimum of 75% 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 75% 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.

Exams	<p>Students shall complete an infection control and blood exposure practical exam with a score of 100%, before providing services on a live model and received theory and practical instructions and passes the following evaluations prior to providing services on a real client: infection control, tool safety, draping and safe application.</p> <p>Students are assigned both academic learning (written exams) and several 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> <p>Students must and pass the class final exam written with an 85% or higher score prior to graduation.</p>
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
State Requirements/Laws and Regulations	Students will learn North Carolina laws and regulations regarding the field of Natural Hair Care.
Mode of Instruction	Traditional Classroom and School Salon
Distance Education	None
Learning Materials/Textbooks	<p>Milady Standard Natural Hair Care & Braiding 1st Edition</p> <p>Book number: ISBN-13:978-1133693680</p> <p>ISBN-10: 1133693687</p>
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.	<p>All students will be required to be training and the following performance requirements:</p> <ul style="list-style-type: none"> • Infection Control • Blood exposure procedure • Twists • Knots • Locs • 2 strand overlap, • 3 strand over braid, performances • 3 strand under braid, performances • On the scalp 3 strand braid, performances • Track and sew weft • Adding hair extensions

Module Natural Hair Care	Subjects	Practical Hours	Theory Hours
Classroom Instruction Module 1	A Natural Haircare Specialist training course shall begin with infection control and blood exposure procedures. Once the infection control and blood exposure	30	5

	<p>has been taught, we will ensure all instruction in a cosmetic art school shall be in this order per 21 NCAC 14T .0612 and defined in 21 NCAC 14T .0101:</p> <ol style="list-style-type: none"> (1) Guided theory; (2) Demonstration; (3) Guided practice; (4) Independent theory; (5) Practice; (6) Evaluation and passage of evaluation; and (7) Performance theory and practical subjects including: <ol style="list-style-type: none"> (1) Hand washing; (2) Implement disinfection; (3) Beginning and end of day infection control; (4) Blood exposure (self cut); and (5) Blood exposure (client). 		
Educational Plan Module 2	<p>Each subject will be taught and reviewed in the following order and recorded: Teacher Lectures, Teacher demonstrations, Questions and Answers, Written Examinations, and student evaluation. In-Class Practice of Procedures and Methods. The subjects are as followed: 1. Three strand over braid and under braid . 2. Track and sew weft 3. Blow Drying and hot iron</p>	24	20
Advance Performances Module 3	<p>Continuing with the Educational Plan the students will be taught: The first subjects to be taught in theory and practical application will be the infection control and blood exposure procedures as defined in 21 NCAC subchapter 14H. Once infection control and blood exposure have been taught, we will ensure instruction of theory and practical subjects including Bacteriology; Board laws, regulations, Board website, and licensure scope of practice; Shampooing; Draping; Anatomy; Disorders of the hair and scalp; Client consultation.</p> <ol style="list-style-type: none"> (1) Twists; (2) Knots; (3) Locs; (4) 2 strand overlap; (5) 3 strand over braid; (6) 3 strand under braid; (7) On the scalp 3 strand braid; (8) Track and sew weft; (9) Adding hair extensions; (10) Shampooing; (11) Draping; (12) Wrapping; and (13) Blow-dry and thermal iron. 	80	0

Exams & Finals Module 4	Bacteriology; Board laws, regulations, Board website, and licensure scope of practice; Shampooing; Draping; Anatomy; Disorders of the hair and scalp; Client consultation; Twisting; Wrapping; Extending; Locking; Blow dry and thermal iron; Business management; and Professional ethics. History and career opportunities; infection control principles and practices; Basic principles for personal and professional success; the professional consultation; Hair types, structure, and textural differences; Hair and scalp diseases and disorders; Basic anatomy, physiology, and nutrition; shampoos, conditioners, herbal treatments, and rinses; Textured hair is manageable; Natural hair and braid-sculpting	0	45
Professional Development Module 5	To be applied by the instructor to strengthen student performance; supervised field trips; or other related training.	25	25
Instructor Discretion Module 5	To be applied by the instructor to strengthen student performance; supervised field trips; or other related training.	25	21
Total 300 Hours		184	116

Cosmetology Teacher	Course Description Program Outline Cosmetology Teacher
Program / Course Description	An 800-hour course which includes the study practice of job-related skills to becoming a North Carolina Licensed Cosmetology Teacher.
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 to the school and pass the class final written 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. The state of North Carolina will be forwarded student completion of hours and transcript once requisite hours are completed. Student transcripts will not be forwarded to PRO'V (NCsupport@ProvExam.com), who gives the NC licensing exams, until all graduation requirements are met. Upon graduation students will be awarded a diploma and their transcript.

Total Clock Hours & Attendance	<p>The Cosmetology Teacher Program is an 800 -hour program taught 35 hours a week for 23 weeks total.</p> <p>Students are required to attend a minimum of 75% 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 75% cumulative attendance since the beginning of the course.</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>
Employment Assistance/Professional Development	<p>Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.</p>

State Requirements/Laws and Regulations	Students will learn North Carolina laws and regulations regarding the field of Natural Hair Care.
Mode of Instruction	Traditional Classroom and School Salon.
Learning Materials/Textbooks	<p>Milady Workbook www.Milady.cengage.com 4th Edition Master Educator Book number: ISBN-13: 978-1337786836 ISBN-10: 1337786837</p>
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 Natural Hair Care Teacher.

Modules for Cosmetology Teacher	Subjects	Practical Hours	Theory Hours
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Classroom Instruction Module 1	<p>A Cosmetology Instructor training course shall begin with infection control and blood exposure procedures. Once the infection control and blood exposure has been taught, we will ensure all instruction in a cosmetic art school shall be in this order per 21 NCAC 14T .0612 and defined in 21 NCAC 14T .0101:</p> <ol style="list-style-type: none"> (1) Guided theory; (2) Demonstration; (3) Guided practice; (4) Independent theory; (5) Practice; (6) Evaluation and passage of evaluation; and (7) Performance theory and practical subjects including: <ol style="list-style-type: none"> (1) Hand washing; (2) Implement disinfection; (3) Beginning and end of day infection control; (4) Blood exposure (self cut); and (5) Blood exposure (client). 	30	5
Educational Plan Module 2	<p>Each subject will be taught and reviewed in the following order and recorded: Teacher Lectures, Teacher Demonstration, Questions and Answers, Written Examinations, and student evaluation. In-Class Practice of Procedures and Methods. A cosmetology instructor student will be caught the statue scope of practice as follows: Cosmetology teacher; an individual licensed by the state board to teach all parts of cosmetic art. Esthetician teacher; An individual licensed by the board to teach only hat part of cosmetic art that constitutes skin care. The first subjects to be taught in theory and practical application will be the rules and regulations as defined in chapter 88B. Infection control, and blood exposure as defined in 21 NCAC subchapter 14H. Once the rules and regulations, infection control, and blood exposure have been taught we will ensure instruction of theory and practical subjects including: The career education instructor, The teaching plan. and learning environment, Teaching study and testing skills, Basic learning styles and principles, Basic</p>	112	25

	<p>methods of teaching and learning, communicating confidently, effective presentations, effective classroom management and supervision, achieving learner results, program development and lesson planning, educational aids and technology in the classroom, assessing program and advising students, making the students salon and adventure, career and employment preparation, the art of retaining students, educator relationships, learning is a laughing matter, teaching success strategies for a winning career, teams at work, and evaluating professional performance. Teaching study and teaching skills; Basic methods of teaching and learning; Communicating confidently; Program review, development, and lesson planning; Educational aids and technology in the classroom. Lecture lesson plan topic; Demonstration lesson plan topic.</p>		
<p>Educational Plan Advance Performances Module 3</p>	<p>Each subject will be taught and reviewed in the following order and recorded: Teacher Lectures, Teacher Demonstration, Questions and Answers, Written Examinations, and student evaluation. In-Class Practice of Procedures and Methods. A cosmetology instructor student will be taught the statue scope of practice as follows: Cosmetology teacher; an individual licensed by the state board to teach all parts of cosmetic art. Esthetician teacher; An individual licensed by the board to teach only hat part of cosmetic art that constitutes skin care. The first subjects to be taught in theory and practical application will be the rules and regulations as defined in chapter 88B. Infection control, and blood exposure as defined in 21 NCAC subchapter 14H. Once the rules and regulations, infection control, and blood exposure has been taught we will ensure instruction of theory and practical subjects including: The career education instructor, The teaching plan and learning environment, Teaching study and testing skills, Basic learning styles and principles, Basic methods of teaching and learning, communicating confidently, effective presentations, effective classroom management and supervision, achieving learner results, program development and lesson planning, educational aids and technology in the classroom, assessing program and advising students, making the students salon and adventure, career and employment preparation, the art of retaining students, educator relationships, learning is a laughing matter, teaching success strategies for a winning career, teams at work, and evaluating professional performance. Teaching study and teaching skills; Basic methods of teaching and</p>	<p>336</p>	<p>0</p>

	learning; Communicating confidently; Program review, development, and lesson planning; Educational aids and technology in the classroom. Lecture lesson plan topic; Demonstration lesson plan topic.		
Exams & Finals Module4	Continuing with the Educational Plan the students will be taught: Professional Image, Infections Control, Bacteriology, Disinfection, First Aid, Anatomy, Electricity as it Relates to Cosmetic Art, Chemistry as it relates to Cosmetic Art, Professional Ethics, Draping, Shampooing, Roller Set, Pin Curls, Ridge Curls with C Shaping, Finger waves, Braids, Artificial Hair, Up-Styles, Blow-drying, Brush Control, Blow-drying with Curling Iron, Pressing or Thermal, Haircutting, Partings, Perm types and wraps, Relaxer types and sectioning, Color types and Application sectioning, Scalp Treatments, Manicures, Pedicures, Artificial Nails, Styles and Techniques of Cosmetology Services including: Arranging, Dressing, Curling, Waving, Cutting techniques and implement including razors, clippers, thinning shears, shears, cleansing, cutting, Singeing, Bleaching and Coloring hair, Facials, Manicuring, Business management, Salon business, board laws, rules and website, performances shall be defined as the systematic completion of all steps for safe and effective cosmetic art, services to a client. Styles that apply tension (Twists, Braiding, Locks, or Knots) Solid form Cut, Elevated cut, Cut with tapered or Thinning shears, Razor cut, Clipper Cut, Shears 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, Contour, Brick lay-Overlap, Spiral, Hair Removal with razor, makeup application, updo. State Board Practical.	0	100
Professional Development Module 5	The career education instructor; The teaching plan and learning environment; Basic learning styles and principles, Effective presentations; Effective classroom management and supervision; Achieving learning results; assessing progress and advising students; Making the student salon an adventure; Career and employment preparation; The Art of retaining students; Education relationships; Learning is a laughing matter; Teaching success strategies for a winning career; Team work; Evaluating professional performance.	50	50
Instructor Discretion Module 5	Fundamentals of Business Management, opening a Salon, Business Plans, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation	50	42

	Packages Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety, Seeking Employment, On the Job, and Professional Ethics. To be applied by the instructor to strengthen student performance; supervised field trips; or other related training.		
Total 800 hours		578	222

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 Teacher 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

No Spandex pants, nor dress pants, or jeans allowed.

- 1) Choose an appropriate size to not show underwear or excess skin.
- 2) IDs.
- 3) Enclosed Black shoes (no colors, sparkles, etc.)
- 4) Black socks/stockings
- 5) Only RDT Academy of Cosmetology School black jackets for lab.
- 6) Underwear may not be visible at any time.
- 7) No head accessories (hats, headscarves, head bands, head coverings or accessories)
- 8) No scarves inside the lab
- 9) An appropriate length of nails (student cannot refuse to take a client because of nail length)
- 10) No hoop earrings (or those that hang). No piercings on nose or tongue (cannot be covered by band-aids).
- 11) No sunglasses on head while in school
- 12) No cellphones, or blue-tooth devices
- 13) No necklaces
- 14) No bracelets or watches
- 15) 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 Middle States

Association of Colleges and Schools 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 hours & 13 weeks	900 Hours & 26 weeks	1200 Hours & 35 weeks
Manicuring (300 Clock Hours)	150 hours & 4.50 weeks	N/A	N/A
Natural Hair Care Specialist (300 Clock Hours)	150 Hours & 4.50 weeks	N/A	N/A
Cosmetology Teacher (800 Clock Hours)	400 Hours & 11.50 weeks	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 (QUANATATIVE)

Students are required to attend a minimum of 75% 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 75% 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 FRAMES

The maximum time (which does not exceed 133% 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 shall be terminated from the program and allowed to re-enroll on a cash pay basis consistent with RDT Academy of Cosmetology School's admission policy.

Program	Maximum Weeks 133%	Maximum Scheduled Hours 133%
Cosmetology 1500 hours 35 hours/week 43 weeks total	57	1,995
Manicuring	16	399

300 hours 25 hours/week 12 weeks total		
Natural Hair Care Specialist 300 hours 20 hours/week 15 weeks total	20	399
Cosmetology Teacher 800 hours 35 hours/week 23 weeks total	31	1064

*The institution operates all programs according to a schedule of 900 hours and 26 weeks per academic year of instruction.

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:

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*.

GRADING SCALE

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

Grade A	90%- 100%
Grade B	85%-89%
Not Passing	84%-0

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.

INTERRUPTIONS, LEAVE OF ABSENCES & WITHDRAWS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract.

period and maximum time frame by the same number of days taken on the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return to the same satisfactory academic progress status as at the time of withdrawal.

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.

EVALUTION RESULTS (SAP REPORTS)

All Satisfactory Academic Progress evaluations will be completed by the school at the end of each evaluation period and provided to students within 7 school business days following the evaluation period, students will be notified of the results of their evaluation(s) either by email (electronically) or in person (paper).

ACCESS TO SAP REPORTS

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

LEAVE OF ABSENCE POLICY

Occasionally students may experience extended personal, medical or other problems that make it difficult to attend class. RDT Academy of Cosmetology School will review requests for a Leave of Absences (LOA) for *all* students. A LOA is granted or denied at the sole discretion of the school Director or staff designated in the Director's absence. A Leave of Absence (LOA) request will be granted for no less than 14 calendar days and cannot exceed 180 calendar days, together with any additional LOAs previously granted, in any given 12-month period. A written signed request for LOA can be submitted in-person to the school Admission's Office, via email at info@rdtcosmetology.com or by mail at: 5110 S NC HWY 87 Suite 106 Fayetteville, NC 28306. Requests

will be granted for family medical reasons, jury summons, death in the family, military service and other reasons approved by school's administration.

All students must follow RDT Academy of Cosmetology's policy in requesting a LOA and the request for a leave of absence must be accompanied by a written signed statement as to the reason for the request.

All requests must be made in advance unless unforeseen circumstances prevent the student from doing so. RDT Academy of Cosmetology may grant a LOA to a student who did not provide a request prior to the LOA due to unforeseen circumstance if the institution documents the reason for its decision and collects the request from the student at a later date. In this event, the beginning date of the approved LOA would be the first date the student was unable to attend school because of an accident, illness or other approved event.

A student granted a LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at the time of approval.

A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence. There will be NO additional charges while a student is on an approved LOA.

- Student's contract period will be extended by the same number of calendar days taken in the LOA and these changes to the enrollment agreement will be initialed by all parties and/or on an addendum to the enrollment agreement, must be signed by all parties, *or initialed by all parties if made to the original enrollment agreement.*

- The student will be withdrawn if he/she takes an unapproved LOA or if student does not return by the expiration of an approved LOA. The student's withdrawn date for the purpose of calculating the refund will be the student's last date of attendance.
- Students returning from a leave of absence will return to the academic progress accomplished before the start of the leave.

FINANCIAL AID (Title IV)

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 to the applicant or student shall be refunded within 45 days of formal cancellation date. The school follows North Carolina state mandated policy.

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

- An applicant who is not accepted or does not start school is entitled to a refund of all monies except a non-refundable registration 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 registration fee of \$100.
- A student cancels the contract after three business days of signing, but prior to entering classes. In this case the student is entitled to a refund of all monies paid except the registration 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.
- 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.

WITHDRAW PROCEDURES

Students who officially or unofficially withdraw from enrollment prior to course completion should:

- Provide a written notice to the school.
- Complete all required exit paperwork.
- Satisfy all debts owed to the school.
- *May* be charged a \$150 termination fee.

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 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

In order to graduate from RDT Academy of Cosmetology School, students must complete all requisite clock hours, pay all fees due to the school and pass the class final written 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. The state of North Carolina will be forwarded student completion of hours and transcript once requisite hours are completed. Student transcripts will not be forwarded to PRO'V (NCsupport@ProvExam.com), who gives the NC licensing exams, until all graduation requirements are met. Upon graduation students will be awarded a diploma and their transcript. Cosmetology Students ONLY, may take their written portion of the NC state licensing exam once they complete 1,000 hours may take the written licensing exam, with PRO'V (NCsupport@ProvExam.com), if they have taken all theory exams and are current on their payments with Academy of Cosmetology School.

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 know you will be out 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.

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 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 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 it to the Director or Teacher. The Director will evaluate the grievance and set up an appointment with the student within 10 days of the receipt of the form and provide a written response. If the issue still is unresolved, a student may present the grievance to:

Mail:

RDT Academy of Cosmetology School is licensed as a Cosmetic Arts School by:

North Carolina State Board of Cosmetic Art Examiners

121 Edinburgh South Drive Suite 209 Cary, NC 27511

By Email: complaints@nccosmeticarts.com

STATE LICENSING

To receive a license in Cosmetology, Manicuring and Natural Hair Care Specialist students must graduate from the program with all contracted hours prescribed by the North Carolina State Board of Cosmetic Art Examiners, pass the North Carolina state licensing theory and practical exam with a score of 75% or higher. Cosmetology Teacher State Board passing grade is 85% in both its theory and practical sections. The fees for this exam are \$84.00 for the practical exam, \$84.00 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 Ms. Rosa Delia Del Toro Gutierrez.

BANKRUPTCY HISTORY

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

Manicuring Program

Twyla Johnson #CT3807 & C103204

Rosa D. Del Toro License#: CT1752 C71192

Natural Hair Care Specialist Program:

Twyla Johnson #CT3807 & C103204

Cosmetology Teacher Program:

Rosa D. Del Toro License#: CT1752 C71192

Miriam S. Del Toro License#: CT2634 C83578

Alma Hernandez -Substitute Instructor

Cezar Javier Hernandez Del Toro— Substitute Instructor
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

121 Edinburgh South Drive Suite 209 Cary, NC 27511

919-736-6123 FAX: 919-678-3012

ACCREDITATION

RDT Academy of Cosmetology School is presently not accredited and a Candidate for Accreditation with the Middle States Association of Colleges and Schools (MSA). The Middle States Association of Colleges and Schools (MSA) located at 3819-33 Chestnut Street, Suite 310 Philadelphia, PA 19104-2680 and can be reached at 267-284-5000.

RDT Academy of Cosmetology 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:

_____I have received a 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 the 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. command 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 chemicals. Make sure to follow the 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.

Student Name (Print): _____

Student Name (Sign): _____

Student Date: _____