

Queen City College

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Clarksville, Tennessee 37042
Phone 931.645.2361 Fax 931. 551.4955
Toll Free 1.866.757.5856
www.queencitycollege.com**

Accreditation Agency

**Council On Occupational Education
7840 Roswell Rd Bldg # 300
Suite # 325
Atlanta, Georgia 30350
770.396.3898**

OWNERSHIP

**Queen City College is owned in it's entirety by
Ralph S. Payne of Springville, Tennessee.**

NON-DISCRIMINATION

Queen City College, in it's hiring, admission, instruction, and graduation policies, does not discriminate because of sex, race, age, creed, religion, financial status, country of origin, residence, or handicap.

July 1 2010

QUEEN CITY COLLEGE HISTORY

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

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

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

In May 1990, the school name changed from Queen City Hair College to Queen City College. In February 1993, the Barber Program was added to the curriculum. Over the last few years a number of programs have been added under the Cosmetology Board.

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

MISSION OF THE INSTITUTION

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

PURPOSE OF INSTITUTION

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

PROFESSIONAL AFFILIATIONS

National Hairdressers and Cosmetologist Association
Tennessee Cosmetology School Owners Association
Tennessee Association of Student Financial Aid Administrators
Council on Occupational Education

TN Educational Association of Veteran Program Administrators
Teachers Educational Council

Faculty

Owner:.....Ralph S. Payne
Trevecca Nazarene College
Master Barber-Nashville Barber College
Barber Instructor-Queen City College

Chief Administrator.....Laura E. Payne
Cosmetologist-Rutherford B. Hayes Cosmetology School
Cosmetology Instructor-Queen City College
BA/Business Administration-Almeda University

Educational Coordinator.....Laura E. Payne
Cosmetologist-Queen City College
Instructor Training-Queen City College

Director.....Brandie King

Financial Aid Officer.....Barbara Countryman
AB/Southeastern Business College

Administrative Assistant.....Linda Pickett

INSTRUCTIONAL STAFF

All instructional staff are licensed by the State of Tennessee

Cosmetology:

Laura Payne/ Instructor/Cosmetologist/Esthetician-Rutherford B Hayes Cosmetology School (1971)
Claudia Payne/Instructor/Cosmetologist/Queen City College (1989)
Robin Little/Instructor/Esthetician-Queen City College (2004)
LaShay Beverly/Instructor/Cosmetologist/Queen City College (2009)
Shannon Sanders/Jr. Instructor
Theresa Miller/Jr. Instructor
Laurie Baker/Jr. Instructor

Barber:

Ralph Payne/Instructor/Master Barber/Nashville Barber College (1962)
Patrick (Eddie) McNamara/Instructor/Master Barber/Queen City College (1995)
Danny Lopez/Instructor/Master Barber/Queen City College (2010)

QUEEN CITY COLLEGE OFFERS YOU.....

- * A progressive training program
- * Highly qualified instructors
- * Day, night, full and part time class schedules
- * Placement assistance upon graduation
- * Financial aid for those who qualify
 - Approved for Veterans Benefits

MESSAGE

The staff of Queen City College is pleased that you have expressed an interest in attending our school. We sincerely hope that you will allow us to assist you in continuing your education.

ADMISSION REQUIREMENTS

*****ALL PAPERWORK MUST BE COMPLETED 1 WEEK PRIOR TO CLASS START*****

All applicants must show proof of age: birth certificate, drivers' license, or state I D card.
Education: high school diploma, high school transcript (12th grade), or passing GED with test scores, and a social security card with your legal name and signature.

Students **MUST request at time of enrollment** permission to use previous clock hours from another school. Students must provide Queen City College with the record of withdrawal form and transcript of passing grades from the previously attended school for the previous clock hours to be accepted. If a student has over 400 previous clock hours, a pretest is required for a fee of \$25.00 to determine placement and acceptance of hours.

STUDENTS APPLYING FOR U.S DEPARTMENT OF VETERANS AFFAIRS (VA) BENEFITS

*******Before enrolling, you must bring in a copy of your Certificate of Eligibility Letter*******
*******If active duty, you must meet with the Education Center on Post*******
*******Be sure to check and see if you are eligible for Tuition Assistance Benefits*******
*******If already out of the military-bring a copy of your DD214*******

The following programs are approved for U.S. Department of Veterans Affairs Educational Benefits:

- | | | |
|--------------------------|-------------------------|------------------------|
| * Barber Program | * Barber to Cosmetology | * Cosmetology Program |
| * Esthetic Program | * Cosmetology to Barber | * Manicure Program |
| * Cosmetology Instructor | * Barber Instructor | * Barber Technician |
| * Shampoo Technician | * Shampoo Tech | * Natural Hair Stylist |

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

SCHOOL CALENDER

Queen City College starts new classes the first Tuesday of each month.

HOLIDAY SCHEDULE

Spring break One week	July 4 th . 2 to 5 days (varies)	Thanksgiving One week	Christmas Two weeks
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CLASS SCHEDULES

Day Class: 30 hour week/9:30am - 4:00pm Tuesday thru Saturday
35 hour week/9:30am - 5:00pm Tuesday thru Friday/8:30am - 4:00pm Sat
40 hour week/9:30am - 6:00pm Tuesday thru Friday/8:00am - 4:30pm Sat.

Night Class: 30 hour week/4:00pm - 10:00pm Tuesday thru Friday/9:30am - 4:00pm Sat.
35 hour week/2:30pm - 10:00pm Tuesday thru Friday/8:30am - 4:00pm Sat
40 hour week/1:30pm - 10:00pm Tuesday thru Friday/8:00am - 4:30pm Sat.

35 Hours per week is Full Time for Financial Aid Students

****Part-Time Schedules Available on an Individual Basis****

INCLEMENT WEATHER

The school will be closed when snow and icy conditions make driving hazardous or impossible. If the school is open and you do not feel the roads are safe for you to be driving on, please do not risk it. Call in and notify the school. Closing information will be announced on television in the viewing area on Nashville stations 2, 4, and 5, channel 43 out of Hopkinsville, KY. No student will incur late charges for snow days.

ATTENDANCE REQUIREMENTS

1. **Five unauthorized tardiness or absences in a calendar month** will constitute terminating a student. A student may re-enter after 3 to 30 days, at the Administrator's discretion. After 3 interruptions in training, a student cannot re-enter school.
2. Authorized absences occur when a student is absent for reasons beyond their control, such as: personal sickness in the student's immediate family, death, accident, or at the Administrator's discretion. After 3 days absence, a doctor's note may be required. We allot 8% of your contracted hours for these absences, once you exceed the 8 % there is an hourly charge for each hour missed excused or unexcused.
3. Documentation on tardiness and absences may be required for repeated tardiness and absences.
4. The actual time student is in school will be maintained: with tardiness accumulated at the end of each week. Hours for attendance and graduation purposes will be determined solely by accumulated time on the time clock sheets.
5. Students who will be absent without advance notice are expected to call before 9:30am (day class) or 4:00pm (night class).

POLICY ON CHANGE OF CONTRACTED HOURS

It is the policy of Queen City College, effective July 1st, 2010, that a contract fee charge of \$250.00 will be due and payable upon **ANY** change made to the students contract. All changes are to be effective on the 1st of the next month unless it is pre-approved by the Chief Administrator.

POLICY ON HANDICAPPED

QCC complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction. The College will work with any handicapped applicant to insure that needed support or special services are available.

POLICY ON DRUG AND ALCOHOL ABUSE REGULATIONS

Queen City College participates in an active drug free school and work place policy. This, to include random visits to our school and parking lot from the local Drug Enforcement Agency taskforce.

PRACTICAL GRADING STANDARDS

Practical work is evaluated on a regular basis as well as the quality, speed and professional approach to the work. Students are required to maintain notebooks for self study and theory, and **MUST** attend scheduled theory classes. Students are expected to maintain a passing grade (75%) in all phases of their work. If not, the student will be placed on 30 day probation. If the student's grades do not improve, the student may be terminated for academic reasons. VA students who do not improve their grades will be terminated from the VA program.

LEAVE OF ABSENCE

Any student, who needs to temporarily interrupt training for personal, financial, or health reasons, may request one ***leave of absence during enrollment for up to 30 days***. A request for a leave of absence must be made in advance or the time missed before the request was made will be considered as an unexcused absence. Any tuition owed to the school up to this point of requested leave must be paid before a leave will be approved. LOA time will be added onto the end of enrollment.

FACILITIES AND EQUIPMENT

The school occupies 10,000 square feet. This space consists of a reception area, clinic floors, shampoo areas, classrooms, offices, dispensary, student break area, storage area, and the media area. All spaces are heated and air conditioned. The clinic area consists of working stations where the students work on customers under direct supervision of an instructor. The theory classroom consists of visual aids such as charts, videos, a computer, compact disks, a TV and VCR or DVD player, a chalkboard, and flipcharts to aid the students in learning the theory of each program. In an effort to maintain a quality training program, the school is constantly improving and upgrading its facilities to meet the criteria of a modern up-to-date school.

FINANCIAL AID PROGRAMS/FINANCIAL AID POLICY

It is the aim of Queen City College to provide each and every eligible student with the financial assistance necessary to attend the college; Queen City College operates on a clock hour basis and defines its academic year as 900 clock hours. All financial aid is awarded strictly on the basis of need, as determined by the Department of Education regardless of sex, age, color, race, religion, handicap, creed or national origin of the applicant. In determining the need for financial assistance, the financial aid officer is guided by the estimate of each student's expense for tuition, books, kits, room, transportation, board and personal expenses. All financial aid budgets can be reviewed in the office if the financial aid officer at the request of the student.

A. Pell Grants

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

Students or prospective students may obtain an application to participate in the pell grant program from the financial aid officer of Queen City College.

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

B. Cash Installment Payments

All students are eligible for monthly interest free cash payments toward their tuition. Payments may be extended over the length of the student's program. Students are required to sign an installment note and to make prompt payments. The balance must be paid in full by the time the student reaches the last 100 hours of the program and before graduation. If not, the student will not receive their paperwork.

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

Queen City College is approved to accept U. S. Department of Veterans Affairs Education Benefits. A veteran wishing to apply to use their VA benefits must complete VA Form 22-1990.

There are certain schedules and programs that are approved for VA Educational Benefits, please contact the Admissions office to receive the approved list.

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

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

After enrollment, if a student using their veteran benefits misses 5 consecutive days, or 10 consecutive days with official military orders, their benefits will be canceled until regular attendance is acquired. All tuition payments are due monthly or the student will be terminated.

FINANCIAL COUNSELING

QCC provides a Financial Aid Officer to assist students concerning types of aid the student may be eligible for and the application process.

SATISFACTORY PROGRESS POLICY

To receive and retain Financial Aid, a student must meet the Satisfactory Progress Policy requirement. A student is making satisfactory academic progress if they achieve 66% of the clock hours that are contracted for, as well as maintaining the minimum grade point average (75 %) for your chosen program.

SATISFACTORY PROGRESS WARNINGS

Over the course of a student's enrollment they will be given only three warnings about maintaining satisfactory academic progress for financial aid. These warnings will be given during a three-month segment. Even though a student is being warned they will still remain eligible for financial aid. Warnings will be given to the student in writing.

SATISFACTORY PROGRESS PROBATION

Over the course of a student's enrollment they will be given only one month of warnings. If any warnings remain they will receive those but no probation. Probation will last for one month immediately after the three month segment in which the violation occurred. During the month of probation they will remain eligible for financial aid. However, they will be expected to improve their grade point average and hours.

SATISFACTORY PROGRESS SUSPENSION AND APPEAL

After a student is put on probation and does not bring their hours and grades back up to academic progress or are in violation after their one month of probation, that student will be suspended from financial aid. This suspension remains in effect until the student appeals and is approved.

SATISFACTORY PROGRESS-FINANCIAL AID REINSTATEMENT

All appeals must be approved by the Chief Administrator and Owner of the school. The student can have a committee consisting of the Chief Administrator, Assistant Administrator, Owner, and an Instructor.

APPLICATION FOR RE-ADMISSION

Students who wish to return to Queen City College after a period of non-attendance must apply to the Chief Administrator for re-admission.

TUITION

Tuition is quoted on a specific program basis. The total program costs include administrative fees, tuition, uniform, book, lab fees and kit cost. Students are protected against a tuition increase as long as they attend school continuously and have a signed contract with the cost stated. The school reserves the right to terminate any student whose tuition is delinquent and to place the account with a collection agency for payment. If the student account is turned over to a collection agency, the student will be responsible for any/all collection fees.

REFUND POLICY AND REFUND TABLES

1. Any student or in the case of a student who is under age, a parent or guardian may cancel a student's enrollment in writing or in person within three business days after an agreement has been signed. In the event that the student has not entered class, all monies collected by the school to that point shall be refunded.
2. Any student, or in the case of a student who is under age, a parent or guardian who cancels enrollment prior to entering class but after (3) business days following initial enrollment, is entitled to a refund of all monies paid to that point except for the enrollment fee.
3. A student who terminates his/her education, for any reason after classes have begun and is not on financial aid is entitled to a refund based upon the schedule of tuition adjustment.
4. A student who terminates his/her education, for any reason after classes have begun and has received financial aid will have any returned to the financial aid accounts up to the amount of financial aid received, based upon the schedule of tuition adjustment.
5. Attendance time is defined as time elapsed between the actual start date and the date which the student terminates enrollment. The date of termination is considered to be the last day the student physically attended school.
6. An applicant rejected by the school shall be entitled to a refund of all monies.
7. All refunds due the student will be paid within 30 days.

REFUND TABLE

If termination occurs after the first day of classes and during the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition.

If termination occurs after the first 10% of the period of obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition.

If termination occurs after the first 25% of the period of obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition.

If termination occurs after the first 50% of the period of obligation, the institution may retain all of the tuition.

ADDENDUM TO FINANCIAL AID

Beginning July 1, 2000, ED has announced that a student convicted of a drug charge is ineligible for Title IV (pell grant) funds.

A student convicted of any offense under Federal or State Law involving the possession or sale of a controlled substance (as defined in section 102 (6) of the Controlled Substance Act), will not be eligible for any Title IV grant, loan or work assistance during the period beginning with the date of the conviction and ending after the interval described in the law.

Period of eligibility: if convicted of a drug related offense Title IV eligibility is lost as follows:

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

A student's educational record is considered to be the student's private information. If a parent wishes to examine a student's record, the student must make a written request allowing the parent to examine his/her record. If a student wishes to examine his/her record, they must submit in writing a request to the Chief Administrator of the college. These written requests are maintained in the students file.

If a student wishes to have a record in their permanent file changed, they must submit in writing to the Administrator of the college a written appeal stating the reason for the change. The Administrator will consider this appeal and notify the student of this decision in writing within 14 days after reviewing the student's written appeal.

If the college does not adhere to the above procedures, the student may file a complaint with the U.S. Dept. of Education. The college maintains the right to release a student's information without their written consent under the following circumstances:

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

POLICIES AND PROCEDURES FOR VERIFICATION

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

1. Those students who are selected for verification by the Department of Education will be required to submit supporting documentation.
2. No Pell Grant will be disbursed prior to the completion of verification and the student will have until 60 days after his/her last date of attendance or the end of the academic year, whichever is earlier, to complete the verification. However, in the interim the student must have made arrangements with the school for payment of all tuition and fees due or risk termination at the option of the school.
3. All students will be notified in writing if they have been selected for verification. They will be notified of the supporting documentation that is required. The college will use as its reference the most recent verification guide supplied by the Dept. of Education. At that time the student will be informed of the time parameters and the consequences of not completing the verification cycle. QCC will assist the student in correcting any information that is inaccurate.
4. If the student supplies inaccurate information on any application it must be corrected before any award is made. If the student refuses to correct the information after being counseled by QCC, the school must refer this case to the Dept. of Education for resolution. No financial aid will be disbursed to the student.

PERSONAL COUNSELING

Counseling services are available to students through the instructors. Every student is accorded the privilege and opportunity for private and confidential counseling. During these sessions the instructor will focus on the student's strengths and weaknesses. The instructor will advise or assist the student with any school or personal problem that may be affecting the student's progress. QCC also has a referral list for any student who needs counseling or assistance in other areas.

HOURS TRANSFERS

Hours that are accumulated in cosmetology training cannot be transferred to barber training; however, with a current Tennessee Cosmetology License, 750 hours can be applied to barber training.

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ACADEMIC

Grades will be recorded and retained by QCC regarding the student's progress in his/her course. A progress report will be issued to the student monthly. Tests are administered at the end of each chapter, and a passing score is required for each chapter. If you have completed the contracted hours, you must continue to attend school, per your contract, if you have not passed **ALL** your theory tests. If your monthly GPA falls below the requirement **ALL** hours achieved that month will not be sent to the board. Once you bring your GPA back up to standard your hours will be

sent in.

GRADING STANDARD

		Barber	Cosmetology
Excellent	A	100-91	100-91
Above Average	B	90-85	90-85
Average	C	84-77	84-77
Below Average	D	76-75	76-75
Failure	F	74 and below	74 and below

GRADUATION REQUIREMENTS

The State of Tennessee requires a passing grade of 70 percent on each State Exam test for Barber, Manicurist, Aesthetician and Cosmetology Licenses.

Queen City College requires a passing grade of 75 percent on all tests for Barber, Manicurist, Aesthetician and Cosmetology Programs

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

State Board of Cosmetology / Barber no longer provide State Law Books to students. Students are requested to visit the website of Tennessee State Board for up to date information on Tennessee State laws and rules.

<http://tn.gov/commerce/boards/cosmo/index.shtml#>

PLACEMENT ASSISTANCE

QCC is committed to assisting in the placement of every graduate seeking employment, not only upon graduation, also during their entire career. The college does not guarantee employment, but will work with students in identifying potential employment.

TRANSFER OF CREDITS

Credit for previous barber/cosmetology training is granted on an examination basis only. A student may enter any of the training programs at the level he/she established by examination results. Tuition for the part of the period of the course he/she advanced will be adjusted by prorating tuition for the advancement allowed. A permanent record is maintained in the student file documenting this information. Queen City College recognizes any hours accumulated from other licensed schools of cosmetology and barbering under the auspices of the Tennessee Boards of Barbering and Cosmetology.

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

Check list of items that a prospective student must bring before enrolling

Proof of age: _____ valid drivers license or _____ birth certificate
 Proof of education: _____ GED/w test scores or _____ diploma
 Social Security Card with correct name and signature _____

To apply for TITLE IV FUNDS (pell grants) you must bring

Independent Students

Signed copy of your tax returns for _____ year. If married both husband and wife's tax returns are needed.

Dependent Students

Signed copy of you and your parent's _____ year tax returns with.

If you did not file a tax return, a signed statement stating that you were not required to file and documentation of any type of income you received in _____ year.

List of any schools you attended beyond high school with dates of attendance _____.

PROGRAM PRICE LIST

Program	Tuition	Admin/Lab fee	Books	Kit	Tax	Total
Cosmetology Program	7305.00	100.00/300.00	140.40	557.06	66.26	8468.72
Barber to Cosmetology	3652.50	100.00/150.00	140.40	557.06	66.26	4666.22
Barber Program	7305.00	100.00/300.00	189.00	693.17	83.81	8670.98
Cosmetology to Barber	3652.50	100.00/150.00	189.00	693.17	83.81	4868.48
Esthetician Program	4372.50	100/547.50	167.40	800.00	91.90	6079.30
Nail Tech Program	2922.00	100.00 / 150.00	151.20	475.00	59.49	3857.69
Cosmetology Instructor	1461.00	100.00/100.00	119.25	50.00	16.08	1846.33
Shampoo Program	1461.00	100.00/100.00	140.40	102.46	23.07	1926.93
Barber Tech Program	1655.80	100.00/100.00	189.00	67.73	24.39	2136.92
Barber Instructor	2191.50	100.00/100.00	119.25	50.00	16.08	2576.83
Natural Hair Stylist	1461.00	100.00/100.00	85.00	767.47	80.98	2594.45

*******PRICE CHANGE EFFECTIVE July 1st 2010*******

PRICES SUBJECT TO CHANGE WITHOUT NOTICE ENROLLMENT AGREEMENT CONDITIONS

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

1. If the agreement is rejected by the school, the applicant will be notified and the full amount of the down payment will be refunded, if one was made.
2. If a student or the parent or guardian of a student under 18 years of age cancels his enrollment in writing, within three (3) business days of signing the agreement and prior to entering classes, all monies will be refunded.
3. If a student cancels enrollment after three business days of signing, but prior to entering classes, he/she is entitled to all monies paid to the school less an administrative fee of \$100.00.
4. If a student fails to complete the course of training and has requested withdrawal of the refund in writing or in person, the school will refund all monies paid by the student in excess of the student's obligation. A student who has completed the first 750 hours must pay the complete tuition per contract terms.

GRIEVANCE/COMPLAINT PROCEDURE

Students should be aware that should they have concerns or complaints about their program or their financial aid, this institution has a complaint procedure. To the extent possible, students should seek to resolution of such matters through the institution's complaint procedure before involving others. Should the institution not be able to resolve the problem, the student should contact the Tennessee State Board at 615.741.2515 or Council On Occupational Education 7840 Roswell Rd, Bldg #300, Suite #325 Atlanta, Georgia 30350. Telephone 770.396.3898. If a student chooses to remain anonymous with their suggestion or complaint, there is a suggestion box located by the time clock.

ACADEMIC QUESTIONS/PROBLEMS

Complaint Procedure:

The student would first go to their immediate instructor with their problem or question. If the problem cannot be resolved at this level, the student would then go to the owner (Ralph Payne). If the problem cannot be resolved at the school level, the student would then go to the Tennessee State Board of Barbers or Cosmetology at 615.741.2515.

FINANCIAL AID QUESTIONS/PROBLEMS

Complaint Procedure:

The student would first go to the Financial Aid Officer with their questions or problems. If the problem cannot be resolved at this level, the student would then go to the owner (Ralph Payne). If the problem cannot be resolved at this level, the student would then go to the Department of Education at 202.708.9191.

TENNESSEE STATE BOARD
Tennessee State Board of Cosmetology or Barbering
500 James Robertson Parkway, 1st Floor
Nashville, Tennessee 37243
615.741.2515

QUEEN CITY COLLEGE PROGRAMS

Barber Program/1500 Clock Hours

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

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

General - 240 hours

History and fundamentals of barbering, elementary chemistry relating to sterilization, bacteriology and hygiene. Shaving, honing, and stropping, skin, scalp and hair care. Haircutting, hair styling and haircutting men's hairpieces (sales and service). Chemical theory/permanent waving, bleaching, hair color, and straightening. Nail, anatomy, physiology and systems structure of the head, face, and neck, including muscles and nerves, make-up and skincare. Theory of massage and facial treatments, disorders of the skin, scalp and hair. Barber laws, rules and regulations, business management, salesmanship, and preparation for seeking employment

Chemical - 360 hours

Permanent waving, hair relaxers, hair color, bleaching, toning and manicures

Physical - 900 hours

Shampooing, rinses, hair care, scalp care, haircutting (male and female), shaving (beards and mustaches), hairpiece fitting, hairstyling, facials, make-up and manicures

Barber Technician Program/340 clock hours

Objective:

The barber technician program is designed to prepare the student for the state board licensing exam. The course offers training in skin, hair, and nail care as well as their practical applications preparing graduates for entry level employment as a technician in a barbershop.

Course Description:

The training encompasses all phases of nail care, shampooing, skin care, hair color, and scalp care. This training includes the practical and theoretical training. Opportunities for supervised work with the public is provided.

General - 160 hours

Skin care, make-up, shampooing, rinses, manicuring, nail care, hair color, tinting, hair, skin and scalp care. Disorders of hair, scalp, skin and nails. Anatomy, physiology, and system structures of the head, face and neck, including muscles, and nerves. Elementary chemistry relating to sterilization, sanitation, bacteriology, and hygiene, barber laws, rules and regulations

Physical - 155 hours

Facials and make-up, shampoos and rinses, manicuring, massaging and manipulations of the muscles of the arms, hand and scalp

Chemical - 25 hours Hair coloring, tinting and dyeing

Barber Instructor Training Program/450 clock hours

Objective:

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

Course Description:

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

Lesson Planning - 125 hours

Originate, prepare, enact, testing and grading

General - 125 hours

Book knowledge, student motivation, teaching techniques, visual aid equipment, classroom management, product knowledge and state laws

Physical - 200 hours

Permanent waving, relaxers, shampooing, nail care, facials, hair color/lightening, haircutting, and clinic floor management

Cosmetology to Barber Crossover Training/750 clock hours

Objective: See barber program objective

General - 150 hours

Barber laws, rules and regulations, barber implements, history, and fundamentals of barbering, shaving, honing, stropping, and men's hairpieces: sales and services, haircutting, hairstyling, hair setting, preparation of seeking employment and business management

Physical - 600 hours

Haircutting: male and female, shaving: beards and mustaches, hairpiece fitting

Barber to Cosmetology Crossover Training/750 Clock Hours

Objective: See cosmetology program objective

General - 24 hours

State laws and cosmetology history and vocabulary

Chemical - 360 hours

Sculpture nails, chemistry of permanent waves, and chemistry of hair relaxers

Physical - 366 hours

Hair shaping, hairdressing & styling: roller placement, pin curls, finger waves, curl iron, arching, lash & brow tinting, pedicures, care and styling of wigs

Cosmetology Program/1500 Clock Hours

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

Course Description:

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

General - 300 hours

Sterilization, sanitation, bacteriology, anatomy, physiology, shop ethics, personality and salesmanship, and state laws

Chemical - 600 hours

Permanent waves, hair relaxers, hair coloring, bleaching and toning, artificial nails, and hair structure and chemistry

Physical - 600 hours

Shampooing, rinses, hair care, scalp care, hair cutting, nail care, skin care, hair color and hair extensions

Cosmetology Instructor Training Program/300 Clock Hours

Objective:

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

Course Description:

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

General -100 hours

Book knowledge, testing, teaching techniques, grading, student motivation, product knowledge, visual aid equipment, state laws and classroom control

Lesson Planning -100 hours

Originate, prepare and enact lessons

Lecture Demonstration - 100 hours

Finger waves, perms, roller construction, shampooing, relaxers, nails, facials, make-up, hair color, lightening, and haircutting

Esthetician Program/750 Clock Hours

Objective:

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

Course Description:

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

General - 150 hours

Sterilization, sanitation, bacteriology, professional ethics, personality and salesmanship training, anatomy, physiology, and state laws

Chemical - 150 hours

Skin conditions, disorders, nutrition, aging factors, product ingredients and usage, waxing, lash and brow tinting, OSHA and EPA requirements

Physical - 450 hours

Massage movements and manipulations, masks and packs, facial treatments with and without the use of machines, skin analysis and consultation, application of all products and machines, color psychology, make-up, corrective make-up and brow arching

Manicure/Nail Tech Program/600 Clock Hours

Objective:

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

Course Description:

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

General - 150 hours

Sterilization, sanitation, bacteriology, anatomy, physiology, state laws, salon management, and ethics

Chemical - 100 hours

Product knowledge, ingredients and usage of materials, manicuring and pedicures, EPA and OSHA requirements.

Physical -350 hours

Massage, manicuring, pedicuring, nail care, nail artistry, nail wraps, sculptured nails, nail tips, gel nails, nail safety and EPA and OSHA requirements

Natural Hairstylist Program/300 Clock Hours

Objective:

The natural hairstylist program is designed to prepare students for the state board licensing exam. The program offers training in the application of hair extensions to natural hair and their practical applications preparing graduates for entry-level employment in a salon or spa.

Course Description:

The training encompasses all phases of natural hairstyling to include braiding, sewing, gluing, weaving, and crimping. The theoretical and practical applications are taught by the instructional staff and supplemented by special classes. Opportunities for supervised practical work with the public are provided.

General - 100 hours

Sanitation, sterilization, bacteriology, shampooing, draping, disorders of the hair and scalp, state laws and salon management

Chemical - 20 hours

Chemistry and composition of products used, EPA and OSHA requirements

Physical - 180 hours

Twisting, wrapping, weaving, extending, locking, braiding and natural hairstyling, by hand or mechanical appliances

Shampoo Program/300 Hours

Objective:

The shampoo program is designed to prepare students for the state board licensing exam. The program offers training in shampooing and rinsing skills as well as their practical applications preparing graduates for entry-level employment in a salon or spa.

Course Description:

The training encompasses all phases of shampooing to include proper draping, shampooing techniques, product application, and rinses. The theoretical and practical applications are taught by the instructional staff and supplemented by special classes. Opportunities for supervised practical work with the public are provided.

General - 100 hours

Sanitation, sterilization, bacteriology, anatomy, physiology, state laws, shampooing, draping and hair and scalp massage

Chemical - 50 hours

Chemistry and composition of shampoos and conditioners, product knowledge, EPA and OSHA requirements

Physical - 150 hours

Hair and scalp massage, hair and scalp care, shampooing and rinsing foreign matter from the hair, shop management: answering telephones, scheduling appointments, ordering supplies, taking inventory and selling to clients

SCHOOL RULES, REGULATIONS AND CONDUCT POLICY

Professional conduct is expected from all students enrolled in Queen City College. Before enrolling, students should familiarize themselves with the rules of the school. On orientation day, these rules and regulations will be reviewed. They have been developed and published to protect all students from Unnecessary disruptions. Failure to abide by the rules may be grounds for dismissal.

1. Students should arrive to school ready for class, which includes:
 - * Clean and professional looking clothing (if clothing is inappropriate, you will be sent home)
 - * Clean smock (ironed if necessary),
 - * Hair, make-up, shaving, smoking and eating is to be done **BEFORE** class time
 - * Bring theory and workbook, ink pen, and paper to class
 - * Full kit (when issued)
 - * Student ID card-ID card-holder must be worn at all times while on the clock.
2. Theory begins promptly at the scheduled time, 9:30am or 9:00pm. Late arrivals must report to the Instructor with the reason for their tardiness and report their clock-in time. When arriving late, please enter the classroom in a quiet manner as to not disrupt the entire class. Students are to remain in theory class until dismissed by the Instructor.
3. No student will be dismissed from any special demonstration class, unless working on a client. Rudeness during a demonstration will not be tolerated.
4. All senior students are to report to the clinic floor following theory class. When not working on clients, mandate sheets are to be completed, and turned in by 3:00pm each Friday. Daily sheets are to be kept current and turned in the last day of each month.
5. Students may perform services on each other only after receiving permission from their Instructors, and if all weekly mandates are completed.
6. 8 hour students are allotted a 30 minute lunch, and two 15 minute breaks, 6 hour day students are allotted a 30 minute lunch and one 15 minute break, 6 hour night students are allotted one 15 minute break. **All** students who receive a 30 minute lunch break **MUST** clock out whether you leave the campus or not. All day student lunch hours **Must** be taken between 11:15AM and 1:30PM. A student must notify an Instructor if you have not had your lunch by 1:15PM.
7. All students are required to clock out if you leave the campus for any reason, no matter the length of time. Getting caught “on the clock” and not being on campus **will** result in a suspension. Inform your instructor, in advance, if you need to leave earlier than scheduled.
8. All junior students are to remain in the junior area or theory classroom, unless given permission to be on the clinic floor. Jr. students will be dismissed as a group for lunch and are not permitted to wait and go at a later time. **DO NOT BRING YOUR CHILDREN TO SCHOOL WITH YOU. WE DO NOT HAVE DAYCARE AVAILABLE.**
9. Queen City College is a **NON SMOKING SCHOOL** there is a designated area for smoking outside, please place ALL butts in the appropriate container, and **DO NOT** litter. No eating or drinking is permitted anywhere other than the student lounge. Chewing gum is not permitted at any time.
10. Students are responsible to help maintain clean and sanitary conditions in the school. Therefore, daily cleanup duties are assigned. Cleanup must be completed and checked by an instructor before leaving each day. Students are also responsible for keeping their own station area clean.
11. Students will not visit with another student who is working on a client; you must have permission from an instructor **BEFORE** helping another student who working on a client.

12. Students will be held responsible for their own textbooks, equipment and all personal property. Lost items or equipment must be replaced at the expense of the student. If a student doesn't have the necessary equipment to work on their client, the student could be sent home until they replace all missing items. Once student kits are issued, students are no longer allowed to use Jr. department equipment.
13. The use of/ or selling drugs and/or alcoholic beverages or stealing will be grounds for immediate termination and/or prosecution.
14. Students will not slander, backbite, use foul language, fight, or gossip about Queen City College, other students, faculty, curriculum, facilities or be involved in any criminal activities. Professionalism is expected from all students. Any problems or questions should be taken to the Chief Administrator, and will be dealt with on an individual basis. No borrowing without permission.
15. Senior students are to take patrons as assigned to them. Patrons are to be greeted and handled in a cheerful, professional manner. Refusal to take a patron will result in the student being sent home.
16. Cell phones may only be used in the break room, or outside (while on lunch or break). Keep all cell phones on vibrate only. Students cannot receive personal phone calls during school hours; messages will be taken and given to the student ASAP. Please advise friends and family to call only in the case of a **TRUE EMERGENCY**.
17. No day student may clock in after 12:00 noon, evening class must clock in by 7:00pm.
18. Student parking is on the far side of the painted red lines in the parking lot. Failure to park in the designated area could result in the student's car being towed at the expense of the student.
19. It is required that while on the clinic floor, or working on clients, students must use the English language. The Tennessee State Board Exam is only given in English. It is also required by State Board that ID badges must be worn while on the clinic floor.
20. On graduation day, it is required that you attend class per your scheduled contracted hours.
21. Any staff or faculty member of Queen City College has the right to discipline any student for failure to abide by any of the school rules, regulations and policies.
22. Failure to abide by the above rules and regulations will result in disciplinary action and possible termination. A student will be warned three times before permanent termination of training, unless the situation warrants immediate termination.
23. Students ***will only receive hours for the period of time they are clocked in***, forgetting to clock in or out at the end of your scheduled time **will** result in a loss of hours.
24. Students are required to inform instructors when they leave the campus for any reason. Lunch times are only 30 minutes. If the student has to take a longer lunch for whatever reason, authorization is required prior to leaving the campus.
25. **NO ELECTRONIC DEVICES AT ALL** are to be used on the clinic floor. (I.E. Earbuds, MP3/IPOD/DVD/Bluetooth/Cell Phones.
26. NO GAMES of any kind are to be played while a student is on the clock (unless by the Instructor during Theory class. It is against the law to gamble for money. **Absolutely NO GAMBLING** on QCC premise.

DRESS CODE

SMOCKS

All Students are required to wear a smock: Barber, Cosmetology, Nail Techs- Black smocks, Estheticians- White smocks. If a sleeveless smock is worn, the top worn beneath must have sleeves, your armpits can not be visible when your arms are raised. Smocks are not to be altered or defaced in any way period. Fridays are **PROFESSIONAL** dress up day (no smock necessary, if you participate in dress up day).

CLOTHING

Students are required to wear clean and professional clothing:

- Skirts (females only) no shorter than 3” above the knee (front and back)
- Shorts: no shorter than 4” above the knee
- No hats, scarfs, rags, wraps, etc. on head except on 3rd Sat of each month is **HAT DAY**
- All pants must be fastened at the waist, with a belt, and absolutely **NO SAGGING**
- Pants must be clean with no holes, rips, tears, frayed and no part of the body hanging out or being exposed
- NO leggings as pants, may be worn with a dress

PROFESSIONAL DRESS UP DAY

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

NAME TAGS

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

SHOES

Clean closed toed shoes, clean socks or nylons. Open toes shoes may be worn **IF** the feet are well groomed and the toenails are kept manicured.

Revised 7/1/2010