

# Hatfield's

Mississippi College of Beauty Culture

732 Sawmill Road Laurel, Mississippi 39440  
Telephone: (601) 428-7127 or (601) 428-7043

Revised July 1983  
Revised July 1989  
Revised January 1992  
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Revised July 2014  
Revised January 2015  
Revised February 2015  
Revised August 2015  
Revised May 2016  
Revised May 2017  
Revised May 2018  
Revised May 2019  
Revised May 2020  
Revised December 2020

Nationally Accredited by:



National Accrediting Commission of Career Arts & Science  
3015 Colvin Street  
Alexandria, VA 22314

Licensed by the  
Mississippi State Board of Cosmetology  
P.O. Box 55689  
Jackson, MS 39296-5689  
(601) 987-6837

Approved for Veterans Training by the State Approving Agency  
704 East Northside Drive  
Clinton, MS 39656-3438

- Financial Aid available for those who qualify -  
Mississippi College of Beauty Culture is also known as MCBC in this document.

**President**  
**Mr. Robert A. Hatfield**

Robert Hatfield is a graduate of Hatfield's Mississippi College of Beauty Culture. He has worked as a cosmetologist since 1976. He attended Jones County Junior College. He received his instructor's training at Hatfield's Mississippi College of Beauty Culture. He has been instructing at Hatfield's Mississippi College of Beauty Culture since 1983. Mr. Hatfield has attended many workshops and advanced training seminars. Mr. Hatfield holds a degree in Textural Reformation from Pivot Point International, Chicago, IL and a Beauty School Administrator's Degree from Pivot Point International, Chicago, IL. He received his Pivot Point Hair Sculpture Diploma in March, 1983. Mr. Hatfield received his People Skills Instructor Diploma in July 1989.

**Instructors and Other Personnel**

**INSTRUCTIONAL STAFF**

**Robert Hatfield, President** is a graduate of Hatfield's Mississippi College of Beauty Culture and has been employed in the field of cosmetology since 1976. He attended Jones County Junior College and received his instructor's training at Hatfield's Mississippi College of Beauty Culture. He holds a degree in Textural Reformation from Pivot Point International and a Pivot Point Hair Sculpture Diploma.

**Elise Parker** is a graduate of Hatfield's Mississippi College of Beauty Culture and has been employed in the field of cosmetology since 1973. Mrs. Parker received her instructor's training at Hatfield's Mississippi College of Beauty Culture in 1979. She received her Master Hair Sculptor's degree in 1983. She attended Jones County Community College. Mrs. Parker has attended many workshops during her career as an instructor and has been affiliated with Hatfield's Mississippi College of Beauty Culture since 1979.

**Caroline Hatfield Martin** is a graduate of Hatfield's Mississippi College of Beauty Culture. She has attended Jones County Junior College where she received 57 hours in basic study. In 2009, she attended Hatfield's Mississippi College of Beauty Culture and completed the Basic Cosmetology Course. Ms. Caroline went on to work in a salon for two years. During those two years, she attended the Sassoon Cutting Academy in Chicago, IL. She then completed the Cosmetology Instructor Course at Hatfield's Mississippi College of Beauty Culture.

**ADMINISTRATIVE STAFF**

**Robert Hatfield, President**  
**Kyle Allen, Administrative Assistant**

**Mission Statement**

Our mission is to provide quality cosmetology education in a safe, caring, non-judgmental environment and to prepare our graduates for a career in their chosen field, leading to a financially secure and dignified life.

**Introduction**

This catalog is designed to answer your questions about the Hatfield's Mississippi College of Beauty Culture. Hatfield's Mississippi College of Beauty Culture is located at 732 Sawmill Road, Laurel, Mississippi.

Personal attention is given to meet your needs in order to prepare you to be a true professional. We extend an open invitation to visit our facilities or call us for further information at (601) 428-7043 or (601) 428-7127 or write us at 732 Sawmill Road, Laurel, Mississippi 39440. One of our admissions counselors will be glad to help you.

Sincerely,



Robert A. Hatfield, Owner

### **Appearance of the School**

Hatfield's Mississippi College of Beauty Culture is housed in a one-story brick building of modern design, in the heart of the business district of the city of Laurel. The facility houses the student salon, which is approximately 3500 square feet, and classroom facilities that are approximately 1000 square feet. The balance of 5000 square feet is comprised of dispensary area, student lounge, etc. Ample parking for students and clients is provided. The entire premises is well lighted. Hatfield's Mississippi College of Beauty College has no special provisions for handicapped students. However, we do have parking spaces designated for handicapped clinic floor clients.

### **Teaching Aids**

The school has the following teaching aids: overhead ceiling mounted projectors, computer capable, reference books, trade journals, video recorder, DVD with surround sound in the larger classroom. Pull down ceiling mounted projection screens, long hair mannequins for the practice of braiding.

### **Equipment**

The equipment includes four manicure tables, six hair dryers, thirty-four hydraulic chairs, adequate permanent wave rods, eight shampoo bowls and chairs, time clock, reception grouping, student lockers, chairs in the student lounge, two drinking fountains, one drink machine, one snack machine, one very large ultra-modern retail display cabinet, thirty-two work stations, one lap top computer for each instructor, two T.V.'s, one mannequin dryer, two ceiling mounted overhead projectors, adequate classroom desk chairs, pedicure chair, facial table, five desk top computers, student information system and client information system.

### **CODE OF ETHICS**

1. The school has as its principal objective the training of qualified cosmeticians to render the best possible service to patrons.
2. The school strives continuously to improve its operation in order to keep abreast with the ever-changing developments and new techniques in cosmetology.
3. The school observes the rules and regulations of the Mississippi State Board of Cosmetology.
4. The school encourages its instructors to keep abreast of the latest techniques and teaching methods, in the way of reading educational books and attending teacher's seminars and trade shows.
5. The school takes part in educational conferences and regional meetings in order to advance the cosmetology profession.
6. The school maintains honest and fair relationships with its staff, students, clients, and State Board and other students.
7. The school purchases only high-grade equipment, cosmetics and supplies to be used for the training of its students.
8. The school advertises truthfully and makes honest representations to its students.
9. The school refrains from any criticism which reflects unfavorably on other schools and the cosmetology profession.
10. The school does not discriminate on the bases of sex, race, religion, age, color or ethnic origin.
11. The school does not recruit students already enrolled or admitted to another school offering a similar program of study.

### **Name, Nature, and Level of Occupations for Courses Offered**

#### **I. Basic Cosmetology Course – 1500 hours**

The ultimate goal of the basic cosmetology course is to prepare the student for an entry-level position in the field of cosmetology. Students successfully completing the course will have basic fundamentals of cosmetology to do the following.

- A. Work in a salon
- B. Own and manage a salon
- C. Sales person in cosmetology
- D. Qualify for training in the instructor's field
- E. Qualify for advanced training in the field of cosmetology

We strongly advise our graduates to continue their education through advanced training. In Mississippi, a licensed cosmetologist may obtain a Master's License with 24 hours continuing education per year.

#### **II. Cosmetology Instructor Course-1000 hours**

The ultimate goal of the Cosmetology Instructor Course is to prepare the student instructor to leave the program prepared with the skills and ability to teach as the sole instructor in a school of cosmetology.

All student instructors after graduation and licensure are required by the Mississippi State Board of Cosmetology to attend continuing education classes and/or teacher's seminars acquiring 24 hours of continuing education every two years.

## **Credentials**

Members of Mississippi Cosmetology School Association, American Association of Cosmetology Schools, Teachers Educational Council, licensed under the Mississippi State Board of Cosmetology. The school is accredited by The National Accrediting Commission of Career Arts & Sciences.

### **Enrollment Calendar**

(Basic Cosmetology Course)

Hatfield's Mississippi College of Beauty Culture enrolls classes every fourth Tuesday. Our intensive course of study can be completed in 58 weeks for the full time student.

The student is then ready to capitalize on their acquired knowledge and skill. Start the road to success in the wonderful field of cosmetology. See insert for specific dates.

(Cosmetology Instructor Course)

Hatfield's Mississippi College of Beauty Culture enrolls Student Instructors on the same schedule as the basic cosmetology course.

### **Holidays Observed**

M.C.B.C. observes the following holidays:

New Year's Day  
Dr. M. L. King Birthday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

If a holiday falls on a Monday, Hatfield's Mississippi College of Beauty Culture will observe the following Tuesday.

### **2021 ENROLLMENT CALENDAR**

Tuesday, February 16<sup>th</sup>, 2021  
Tuesday, March 30<sup>th</sup>, 2021  
Tuesday, April 27<sup>th</sup>, 2021  
Tuesday, May 25<sup>th</sup>, 2021  
Tuesday, June 29<sup>th</sup>, 2021  
Tuesday, August 3<sup>rd</sup>, 2021  
Tuesday, August 31<sup>st</sup>, 2021  
Tuesday, September 28<sup>th</sup>, 2021  
Tuesday, October 26<sup>th</sup>, 2021  
Tuesday, November 23<sup>rd</sup>, 2021

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### **Admission Requirements for all courses offered:**

To enroll in Hatfield's Mississippi College of Beauty Culture for the 1500 hour Basic Cosmetology Course an applicant must:

1. Have a high school diploma or an equivalent G.E.D.
2. Have a personal interview with instructors or admissions staff.

3. Be at least 17 years old.

To enroll in Hatfield's Mississippi College of Beauty Culture for the 1000 hour Cosmetology Instructor:

1. Have a high school diploma or an equivalent G.E.D.
2. Must hold a current cosmetology license in the State of Mississippi.
3. Have a personal interview with the president of Hatfield's Mississippi College of Beauty Culture.
4. Must be at least 21 years old.
5. Must have at least 6 of the 12 college hours that are approved by the Mississippi State Board of Cosmetology.
6. College courses should include the following:
  - A. Sociology
  - B. General Psychology
  - C. Or English

#### **Transfer Policy**

To transfer into any course at Hatfield's Mississippi College of Beauty Culture an applicant must meet the requirements listed above as well as:

1. Purchase all of the books and equipment necessary to complete his/her education at Hatfield's Mississippi College of Beauty Culture
2. Pay a registration fee of \$100.00 on or before enrollment.
3. A proposed graduation date will be established for transfer students at the time of entry based on the number of hours that the student has to complete. If the student does not complete his/her 1500 hours by the proposed date, he/she will be in over exit hours, at the time the fee for attendance will be \$6.00 per hour for all scheduled hours between contract end day and the date that 1500 hours are reached.
4. Transfer hours from previous school are sent to the MS State Board of Cosmetology in turn the Board sends the approved hours to Hatfield's Mississippi College of Beauty Culture.
5. Hatfield's Mississippi College of Beauty Culture will accept a maximum of 900 hours for the basic cosmetology course.
6. Hatfield's Mississippi College of Beauty Culture will accept a maximum of 500 hours for the 1000-hour Cosmetology Instructor's Course.

#### **Re-Entry Policy**

Any student who has withdrawn and wishes to re-enter may do so. Student's previous academic records will be transferred to the new account. A registration fee of \$100 is due on or before enrollment. The student must meet financial obligations from prior enrollment. Student must purchase current books and equipment utilized by the school. A student making satisfactory progress at the point of withdrawal may apply for re-enrollment and will be considered to be making satisfactory progress at the point of re-entry. A student failing to meet minimum requirements at the point withdrawal will be satisfactory progress warning until the next evaluation.

#### **Ability to Benefit Policy**

Because Hatfield's Mississippi College of Beauty Culture does not admit students who do not have a high school education or an equivalent G.E.D., we do not admit Ability to Benefit Students.

#### **Testing and Grading Policy**

Written tests are given in the theory of cosmetology. Examinations on the practical applications of cosmetology are also conducted. As you move through the curriculum, you will take examinations and your results will be discussed with you on a monthly basis. Although learning is more important than grades, you can best measure your results through regular examinations. Records of your progress and attendance are available through the school office. All students are to maintain an average of 70%. The students must meet the following standards:

Grading Scale applies to the following:

- A. Theory
- B. Practical

All work will be graded according to the following scale:

- 90 – 100 -- A
- 80 – 89 -- B
- 70 – 79 -- C
- 60 – 69 -- D
- 0 - 69 -- F

Clinic work will be graded on a pass/ fail bases.

## **Hour Requirements for All Courses Offered**

### **1500 Hour Basic Cosmetology Course:**

Full time students may receive 30 hours credit per week, provided, however, that no student is credited more than eight hours a day. This school shall provide a complete course of fifteen hundred (1500) hours training over a period of no less than 58 weeks keeping with the curriculum set up by the Mississippi State Board of Cosmetology. The maximum time frame allowed to complete Cosmetology 1500-Hour Course is 78 weeks.

### **1000 Hour Cosmetology Instructor Course:**

Full time students may receive 30 hours credit per week, provided, however, that no student is credited more than eight hours per day. This school shall provide a complete course of 1000 hours training over a period of no less than 25 weeks keeping with the curriculum set up by the Mississippi State Board of Cosmetology. The maximum time frame allowed to complete the Cosmetology Instructor Course (1000) hours is 62 weeks.

### **Leave of Absence Policy for the Basic Cosmetology Program**

All students must follow the policy below in order to request a Leave of Absence:

1. A student can request a LOA for a valid reason: illness of the student, illness in the immediate family, death in the family, personal or legal problems of the student.
2. Students requesting a LOA must do so in advance in writing & documentation proving need may be required. In unforeseen circumstances, a LOA may be granted to a student who did not request the LOA ahead of time. Hatfield's Mississippi College of Beauty Culture will document its decision and collect the request from the student at a later date. Hatfield's Mississippi College of Beauty Culture will establish the start date of an LOA as the first date the student was unable to attend.
3. A student will be allowed **FOUR** LOA's providing that the total number of days does not exceed 180 in a 365 day period. **A fifth LOA may be requested by a doctor (providing that the total number of days does not exceed 180 in a 365 day period.)**
4. If a student takes an unapproved LOA or does not return on the established return date the student will be dropped from enrollment as of the last day of attendance. Hatfield's Mississippi College of Beauty Culture monitors attendance weekly. The student's withdrawal date for the purpose of calculating refunds will be the student's last day of attendance.
5. A LOA will not affect a student's status of satisfactory progress at the point of return. I.E., the student will return on the same status that was determined prior to taking the LOA.
6. A student on an approved LOA is not considered a withdrawal. Hatfield's Mississippi College of Beauty Culture will not access any additional tuition charges during the time of the approved LOA nor will a refund calculation be required.
7. A LOA will extend the student's contract period by the same number of days taken in the LOA. Changes to the contracted date will be documented and initialed by both the student and school official.
8. Upon applying for an LOA the student and school will complete an addendum to the existing enrollment agreement extending the graduation date of the existing enrollment agreement and must be signed by both parties. Both the leave of absence and the addendum to the contract form will be signed by the student and a school representative.

### **Leave of Absence Policy for the Cosmetology Instructor Program**

All students must follow the policy below in order to request a Leave of Absence:

1. A student can request a LOA for a valid reason: illness of the student, illness in the immediate family, death in the family, personal or legal problems of the student.
2. Students requesting a LOA must do so in advance in writing & documentation proving need may be required. In unforeseen circumstances, a LOA may be granted to a student who did not request the LOA ahead of time. Hatfield's Mississippi College of Beauty Culture will document its decision and collect the request from the student at a later date. Hatfield's Mississippi College of Beauty Culture will establish the start date of an LOA as the first date the student was unable to attend.
3. A student will be allowed **FOUR** LOA's providing that the total number of days does not exceed 180 in a 365 day period. **A fifth LOA may be requested by a doctor (providing that the total number of days does not exceed 180 in a 365 day period.)**
4. If a student takes an unapproved LOA or does not return on the established return date the student will be dropped from enrollment as of the last day of attendance. Hatfield's Mississippi College of Beauty Culture monitors attendance weekly. The student's withdrawal date for the purpose of calculating refunds will be the student's last day of attendance.
5. A LOA will not affect a student's status of satisfactory progress at the point of return. I.E., the student will return on the same status that was determined prior to taking the LOA.
6. A student on an approved LOA is not considered a withdrawal. Hatfield's Mississippi College of Beauty Culture will not access any additional tuition charges during the time of the approved LOA nor will a refund calculation be required.
7. A LOA will extend the student's contract period by the same number of days taken in the LOA. Changes to the contracted date will be documented and initialed by both the student and school official.
8. Upon applying for an LOA the student and school will complete an addendum to the existing enrollment agreement extending the graduation date of the existing enrollment agreement and must be signed by both parties. Both the leave of absence and the addendum to the contract form will be signed by the student and a school representative.

# Hatfield's Mississippi College of Beauty Culture

## SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in Hatfield's Mississippi College of Beauty Culture.

**NOTE:** Students receiving funds under any Title IV financial aid program or educational benefits from the VA must maintain satisfactory progress to continue eligibility for such funds. If at any time any evaluation impacts the student's eligibility for financial aid, the institution will notify the student.

### ATTENDANCE PROGRESS

#### Basic Cosmetology Course:

Contracted length for the 1500-hour course for the full time student is 1650 scheduled hours. Any student not completing the 1500 hour course within 1650 scheduled hours will have to pay \$6.00 per hour for all scheduled hours between the date that 1650 scheduled hours are reached and the date that the student achieves 1500 total hours.

Students must maintain a cumulative average of 66.7% of contracted hours in order to be considered making satisfactory progress and must complete the course within the maximum time frame of 2250 scheduled hours. Students who exceed the maximum time frame will no longer be eligible to receive Title IV funds, but may continue enrollment on a cash pay basis. The academic and attendance evaluation will take place at 450, 900\*, 1200, and 1500 actual hours. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

\*An academic year is the equivalent of 900 hours.

#### Cosmetology Instructor Course:

Contracted length for the 1000 hour course for the full time student is 1100 scheduled hours. Any student not completing the 1000 hour course within 1100 scheduled hours will have to pay \$6.00 per hour for all schedule hours between the date that 1100 scheduled hours are reached and the date that the student achieves 1000 total hours.

Students must maintain a cumulative average of 66.7% of contracted hours in order to be considered making satisfactory progress and must complete the course within the maximum time frame of 1500 scheduled hours. Students who exceed the maximum time frame will no longer be eligible to receive Title IV funds, but may continue enrollment on a cash pay basis. The academic and attendance evaluation will take place at 450, 900\*, and 1000 actual hours. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

\*An academic year is the equivalent of 900 hours.

### ACADEMIC PROGRESS

The following factors will be measure to determine academic progress:

Theory work (test grades, homework, etc.)  
Practical work  
Clinic work

All work will be graded according to the following scale:

90 -100 = A  
80 - 89 = B  
70 - 79 = C  
60 - 69 = D  
0 -59 = F

Students must maintain a letter grade of "C" (minimum of 70% in all work) in order to be considered making satisfactory progress

Academic grades are measured on a cumulative basis.

**Satisfactory Academic Progress Determinations are kept in a file in the office. Students will receive a copy of their Satisfactory Academic Progress Determination if they are placed on warning or probation.**

### UNSATISFACTORY – ACADEMIC

1. Any student whose grade point average is below 70% at the time of any evaluation will be placed on satisfactory progress warning status. The student may continue to receive Title IV aid for one more payment period.
2. During the warning period, the student must re-take all theory tests that are below 70%.
3. If the student's grade point average is still below 70% at the end of the next evaluation period, the student is at a risk of no longer being eligible for Title IV funds.
4. In the case of a student receiving VA benefits, the VA will be notified if the student attends less than ½ time in any one month.

### UNSATISFACTORY – ATTENDANCE



1. All students achieving less than 66.7% rate of attendance at the time of any evaluation will be placed on satisfactory progress warning status. The student may continue to receive Title IV aid for one more payment period.
2. During the warning period, the student must improve his/her rate of attendance to 66.7% or above.
3. If the student's rate of attendance is still below 66.7% at the end of the next evaluation period, the student is at a risk of no longer being eligible for Title IV funds.
4. In the case of a student receiving VA benefits, the VA will be notified if the student attends less than ½ time in any one month.

#### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, students will be deemed ineligible to receive Title IV funds, but may continue enrollment on a cash pay basis.

#### **WITHDRAWALS/COURSE INCOMPLETES**

Any student who withdraws from his/her contracted course or fails to complete his/her training will have notice placed in his/her file as to progress at the point of withdrawal. Course repetition and noncredit remedial courses are not affected by this policy. If a student is on an approved leave of absence he/she will not accrue absent hours during the leave. An approved 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. A student making satisfactory progress at the point of withdrawal may apply for re-enrollment and will be considered to be making satisfactory progress at the point of re-entry. A student failing to meet minimum requirements at the point withdrawal will be satisfactory progress warning until the next evaluation. Date of termination is determined by the post mark on written notice or the date it is presented in person.

#### **TRANSFER POLICY**

For students who transfer hours to Hatfield's Mississippi College of Beauty Culture, the school will calculate the remaining needed hours and add 10% to establish the number of hours the student can miss without having to pay any overtime charges. The school will calculate the maximum time frame by multiplying the number of hours needed by 150%. Hours transferred in will count as hours completed and hours attempted for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. The school will accept a maximum of 900 hours for the Basic Cosmetology Course and 500 for the Cosmetology Instructor Course.

#### **GRADUATION REQUIREMENTS FOR THE 1500 HOUR BASIC COSMETOLOGY COURSE**

1. Students must complete 1500 hours; 230 in theory and 1270 in practical, as required by the Mississippi State Board of Cosmetology.
2. Students are required to take all tests with **70%** accuracy.
3. Students must complete all required services as listed below:
 

a. 50 Shampoos	i. 50 Iron Curl Sets
b. 50 Sets	j. 30 Color Treatments
c. 150 Hair Cuts	k. 8 Manicures
d. 50 Blow Waves	l. 6 Facial Treatments
e. 30 Permanent Waves	m. 10 Finger Waves
f. 50 Comb-outs	n. 2 Sculpture Nails
g. 10 Chemical Relaxers	o. 20 Braids
h. 6 Curls	p. 50 Hair and Scalp Treatments
4. If at the end of the 1500 hours the student's grade point average is below 95% the student is required to take the final examination with 70% accuracy.

#### **How Our Students Are Doing**

As of the 2019 Annual Report, the school had an outcome as follows:

**77.781% (21 out of 27)** of the students in this program that were scheduled to graduate in 2019 graduated.

**100% (14 out of 14)** of the students taking the Mississippi State Board of Cosmetology Examination in 2019 passed that examination.

**71.43% (15 out of 21)** of the students eligible for employment in 2019 have found jobs in the field of cosmetology.

#### **Certificates Awarded**

Upon graduation the student will be awarded a diploma from Hatfield's Mississippi College of Beauty Culture. In order for a graduate student to receive a diploma, the student account must be paid.

#### **Physical Limitation of Student Policy**

All students must be physically able to participate in all aspects of the training program.

Students who are unable to participate will need to take a medical LOA or drop from enrollment.

### **Scholarship and Fee Waiver Policy**

Hatfield's Mississippi College of Beauty Culture has no scholarship or fee waiver policy.

### **Student Personnel Services**

Counseling by the staff is available for students who have problems related to the training and the field of cosmetology. People much like yourself have met and solved many of the problems you will face and will be glad to share their experience and advice.

### **Make Up Policy**

Students are required to attend all classes. Absentees, class cuts and tardiness must be made up. Any time lost must be made up prior to completion of the course as required by Mississippi State Board of Cosmetology. Tardiness will be counted as an absence. There are no excused absences meaning: the school cannot award hours for time the student has not been in school. A student has the opportunity to receive 8.0 Hours a day by taking 30 minute lunch.

### **Personal Appearance, Dress Code and Conduct**

Your own appearance is a mark of professional ability in a field dedicated to the improvement of personal appearance. You will be selling beauty services and products. The student will be expected to have hair styled and dressed in a clean professional manner and act professional at all times.

Student tuition, fees and refund policy are clearly and completely stated in printed form, uniformly administered, and adequate student financial records are kept. This policy applies to all terminations for any reason, by either party, including student decision, course/program cancellation, or school closure.

### **REFUND POLICY**

1. A registration fee of **\$100** is due on or before enrollment. Books and Equipment that have been issued are non-refundable items.
2. An applicant rejected by the school shall be entitled a refund of all monies paid including registration fee. The cancellation date shall be determined by the postmark on the written notice or the date that said information is delivered to the school administrator/owner in person.

### **Official Cancellation or withdrawal shall occur on the earlier of the dates that:**

A student (or in case of a student under legal age, his/her guardian) cancels his/her enrollment after three business days after signing the enrollment agreement but prior to entering classes, he/she will be entitled to a refund of all monies paid to the school less the registration fee of \$100.00. The cancellation date shall be determined by the postmark on the written notice or the date that said information is delivered to the school administrator/owner in person.

A student (or in case of a student under legal age, his/her legal guardian) cancels his/her enrollment and demands his/her money back in writing, within three (3) business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded. The cancellation date shall be determined by the postmark on the written notice or the date that said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.

A student is expelled or terminated

A student notifies the school of his/her withdrawal. The cancellation date shall be determined by the postmark on the written notice or the date that said information is delivered to the school administrator/owner in person.

### **For students who enroll and begin classes the following tuition adjustment will be used to calculate refunds or the amount of money the student owes. Calculations are based on scheduled hours:**

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the student shall be refunded within 45 days of termination, whether officially or unofficially.

Percentage of Time to Total Time of Course	Amount of Total Tuition Owed to School
0.01 – 4.9%	20%
5 - 9.9%	30%
10 – 14.9%	40%
15 – 24.9%	45%
25 – 49.9%	70%
50% and over	100%

In the case of a student receiving Title IV assistance the school will apply the U.S. Department of Education's Return to Title IV Policy for refunds to the U.S. Department of Education. Then the student will be billed for any outstanding balance. In the event of permanent closure of the school and instruction has begun, the student will be offered a pro-rata refund of tuition.

If a course and/or program is canceled subsequent to a student's enrollment, and before instruction, in the course and/or program has begun, the school shall at its option:

- Provide a full refund of all monies paid;
- or Provide completion of the course and/or program

If a course and/or program is cancelled subsequent to a student's enrollment and instruction has begun, the school shall at its option:

- 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 and/or program; or
- Participate in a Teach – Out Agreement; or
- Provide a full refund of all monies paid.

- In the case of a student on an approved leave of absence, the student notifies the school that he/she will not be returning the date of withdrawal will be the earlier of the date of the expiration of the leave of absence or the date the student notifies the school that he/she will not be returning to school.
- In the event of a student not returning on the agreed end date of an approved leave of absence the withdrawal date will be calculated as the last date of physical attendance in school.
- Unofficial Withdrawal: If a student exceeds 14 consecutive calendar days, he/she will be terminated as of Last Day Attended. Unofficial withdrawals are determined by the school through monitoring of attendance. Hatfield's Mississippi College of Beauty Culture monitors attendance weekly.
- Refunds are based as of Last Day Attended.
- In the event of mitigating circumstances, the school will make a settlement which is reasonable and fair to both parties.
- Collection procedures reflect good taste and sound, ethical business practices.

## Rules and Regulations

### ATTENDANCE POLICY:

Student time records are important documentation of hours of training and are necessary for the computation of hours of training. Students use their fingerprint to clock in and out as they leave and enter the building. **STUDENTS MUST NOT CLOCK IN OR OUT FOR ANY OTHER STUDENT. THIS WOULD BE CONSIDERED A FALSE REPRESENTATION OF TIME RECORDED. ANY STUDENT WHO IS GUILTY OF FALSE REPRESENTATION MAY BE TERMINATED FROM ENROLLMENT.**

- Tardiness: Any student arriving later than 8:15 may not punch in for the day.
- Lunch Breaks: Students are to have one hour of accumulated break time each day. Any student arriving more than 30 minutes late from lunch will not be allowed to clock back in for the day.
- Absenteeism: It is to the student's responsibility to make arrangements to make up any assignments or examinations – written or practical. The institution does not have an excused absence policy.

**DRESS CODE:** Students must wear black unmarked scrub top with black scrub pants. Professional, low-heeled white or black closed toe shoes only, white/black tennis shoes are permissible if they are at least 70% white or black and kept clean. Black lab coats are recommended. Students may wear a solid-colored shirt under the scrub top, no design or printing of any kind. All students are to wear their nametags at all times. In order for students to clock in they must be in proper uniform.

**SANITATION:** Students are responsible for the sanitation of their stations and equipment for the purpose of patron protection. At the end of the day the school will be inspected for sanitation before students are to clock out.

**TUITION:** Students are to make regular tuition payments towards their tuition balance as provided in the enrollment contract. Hatfield's Mississippi College of Beauty Culture reserves the right to interrupt a student's training until tuition payments are brought current.

**CLINIC FLOOR BEHAVIOR:**

1. Students are to show respect for clients at all times.
2. Students are not to refuse any service ticket.
3. Students are to follow the instructions of their instructor.
4. Students can perform services on other students on Tuesday or Thursday.
5. Students who receive services are to have at least 66.7% rate of attendance and at least 85% grade point average. Student services can only be done if there are no clients waiting.
6. Students are permitted to use, sell, and promote products that are furnished by the school only. There will be no other products allowed in the school.
7. Students are not to be called to the phone while serving a client.
8. Students are not to be in the lounge unless they are clocked out for lunch or a break.

**CELL PHONES:**

- Students are only allowed to have cell phones out while in the student lounge.
- If a student has a cell phone out in any other location, the student will be clocked out for the rest of the day plus the next 7.5 hours. **The student will accrue absent hours during that time.**

**Hatfield's Mississippi College of Beauty Culture reserves the right to revise any of the above rules and regulations at its sole discretion. All activity-enrolled students will receive immediate written notification of any changes.**

**Reasons for Termination**

It is the policy of this institution to terminate the training of students according to the regular prescribed practices and standards of the institution for any of the following reasons:

1. If academic progress is unsatisfactory.
2. For conduct or other acts or deeds which may be considered detrimental to the best interest of the institution or the student body.
3. At the request of the student.
4. Failure to pay the required tuition or failure to make satisfactory arrangements to pay tuition when the same falls due.
5. Failure to comply with the rules and regulations of the institution as set out in the rules and regulations.

**State Examination Requirements for Basic Cosmetology**

After students have completed (1500) hours in a period of not less than nine months and after they have completed all testing and assignments provided by the school, they may make application with the State Board of Cosmetology for the State Board examination. Included with this must be 2x3 professional photographs, the State Board examination application and a transcript of final grades. Fee for the examination is \$183.00. Applicants must take mannequins and all required with them. The state examination consists of practical skills and a written test on the theory of cosmetology. Our school prepares you for this examination. At any time the training of a student is terminated, the student will receive a transcript showing the training received while in attendance at the Hatfield's Mississippi College of Beauty Culture and any hours accepted by the school upon entrance, according to the state of Mississippi and other states, if they are approved by Mississippi State Board of Cosmetology. Each case is examined and determined individually.

**Employment Assistance**

Employment assistance policy is as follows: Hatfield's Mississippi College of Beauty Culture keeps a list of salons inquiring for stylists. These salons are posted on the Job Placement bulletin board. Upon the successful completion of the course, or sooner, if in the opinion of the school it is advisable, the student may register for employment assistance and the school will use its best efforts to successfully place the student. However, the

student is advised that the law prohibits any school, college, etc. from guaranteeing placement as in inducement to enter said school.

### **Basic Cosmetology Curriculum – 1500 hours**

As required by the State Board of Cosmetology: **230-hour theory**

As required by the State Board of Cosmetology: **1270 Practical hours**

Sanitation	20 Hours
Hygiene & Good Grooming	10 Hours
Professional Attitudes and Salesmanship	20 hours
Public Relations and Psychology	10 hours
Anatomy	10 Hours
Dermatology	10 Hours
Hair and Its Disorders	10 Hours
The Nail and Its Disorders	10 Hours
Chemistry	20 Hours
Safety Precautions	10 Hours
Cosmetology Terms	10 Hours
Theory Demonstration Classes	30 Hours
State Law	10 Hours
Hair Color	20 Hours
Systems	10 Hours

Sanitary Rules	10 Hours
General Rules	10 Hours
Shampooing	75 Hours
Finger Waving	50 Hours
Pin Curling	50 Hours
Comb Outs	250 Hours
Tinting	75 Hours
Bleaching	75 Hours
Rinses	20 Hours
Coldwaving	100 Hours
Straightening	50 Hours
Hair Shaping	250 Hours
Hair and Scalp Conditioning	25 Hours
Manicuring	50 Hours
Facials	25 Hours
Oral Instructions	175 Hours

### **Program Descriptions**

To discuss briefly the subjects taught by Hatfield's Mississippi College of Beauty Culture, we would like to introduce the following descriptions of the different subjects taught:

- **Sterilizing, Sanitation, Hygiene, Bacteriology:**  
These are all closely related subjects and have to do with the health of the individual and the community. We teach special precautions in regard to the handling of instruments and the sterilization of those instruments.
- **Anatomy:**  
The study of the structures of the body and the way they relate to the study of cosmetology. This is to make the student aware of how much the body condition relates to the outward appearance.
- **Muscular, Circulatory, Respiratory, Excretory, and Digestive Systems:**  
The study of the different systems of the body and how they may adversely or beneficially affect the growth, reproduction, and health of the body.
- **Skin and its Disorders:**  
The study of the skin and how to cleanse and care for it. This is of utmost concern to the student not only to help others, but to help himself or herself.
- **Hair and its Disorders:**  
The study of the hair, what it is composed of and how to clean and condition it. One must understand the structure of the hair before one can style and care for it properly.
- **Nail and its Disorders:**  
The study of the nail, its composition and its different parts. The student learns to recognize diseases not to be treated and how to help the appearance of the nail.
- **Chemistry:**  
The science that deals with substances, what they are made of and how they constantly change. The student learns to recognize certain chemicals and how they are involved more and more in beauty industry.
- **State Cosmetology Law:**  
The rules that must be observed in the State of Mississippi.
- **Sanitary Rules:**  
The rules in the State of Mississippi relating to the cleanliness of the individual and the facilities.
- **General Rules:**  
The rules in the State of Mississippi that must be observed regarding ethics and professionalism.
- **Shampooing:**  
An important preliminary. It lays the base for future work. It is given for sanitary reasons and to help obtain better results in styling.
- **Finger Waving:**  
An aid to hair designing. It teaches the student to move and control the hair. It is the foundation for many hairstyles.
- **Pin Curling:**

The setting of the hair with the use of fingers, comb and clips. It gives students the insight to the different techniques involved in hair styling.

- **Comb-Out:**  
To the client, this is the most important part. It is the finished product. This is where the student can see and enjoy his work.
- **Tinting:**  
The addition of artificial color to the natural pigment of the hair. Hair color remains number one service in the beauty industry in terms of revenue.
- **Bleaching:**  
The removal of natural pigment or artificial color from the hair.
- **Permanent Waving:**  
This is the process of taking straight hair and changing it to a curly form.
- **Chemical Relaxing:**  
This is the process of taking over-curly hair and changing it to a straighter, more workable form.
- **Hair and Scalp Conditioning**  
This is the professional application of substances to better the condition of hair and scalp. The student will learn how to analyze the hair and scalp in order to make a good decision on which product to use.
- **Hair Sculpture:**  
This is the art of shaping the hair into a desired style. Sculpture is the foundation for all hairstyles in as much as the overall shape of the style is determined by the sculpture.
- **Manicuring:**  
This is the care of the hands and the nails. The student learns to do this procedure as well as how to apply sculptured nails.
- **Facials:**  
The cleansing manipulations to improve circulation and the application of make-up if desired.
- **Oral Instructions:**

**The educational objectives of this course are designed to give you the education you will need in the different aspects of the field of cosmetology.**

The instructional methods in order to teach this course are as follows:

- Instructional demonstration
- Lecture
- Collaborative learning
- Practical application

Students are graded on theory portions using the standard scale as outlined in the SAP. Practical skills are evaluated using rubrics according to the relevant skill.

### **Freshman Class Schedule**

(weeks 1 through 12)

For freshman student, the first twelve weeks are spent in the classroom totally. The freshman will study the theory of cosmetology from 8:00 to 9:30 and from 9:45 to the end of the day the freshman will study Hair Cutting and Color, Hair Design and Texture, Nail and Skin Care.

Freshman classes meet:

Tuesday

8:00 – 4:30

Wednesday

8:00 – 4:30

Thursday

8:00 – 4:30

Friday

8:00 – 4:30

### **Junior Class Schedule**

(Week 13 through 1000 hours)

All Freshman requirements must be met before a student can be classified as a Junior. The junior classes have theory class 4 hours per week and student salon instruction 26 hours per week.

Junior classes meet:

Tuesday

8:00 – 4:30  
Wednesday  
8:00 – 4:30  
Thursday  
8:00 – 4:30  
Friday  
8:00 – 4:30

### **Senior Class Schedule**

(1001 hours through 1500 hours)

All Junior requirements must be met before a student can be classified as a Senior.

The senior class schedule will remain the same with the following exception: Thursday 9:45 – 1:00 the senior students participate in the State Board Prep. Class. This is instruction that relates to the State Board Licensure Examination.

Senior classes meet:

Tuesday  
8:00 – 4:30  
Wednesday  
8:00 – 4:30  
Thursday  
8:00 – 4:30  
Friday  
8:00 – 4:30

### **Cosmetology Instructor Course**

The Cosmetology Instructor course is offered to those students who are interested in teacher training in the field of cosmetology arts and sciences. The students are given an in depth program that covers all the necessary skills in order for them to function as a competent instructor.

Student instructors participate in four hours of theory a week. Basically, in theory class they are one of the students and are required to take notes and tests that the other students take. The purpose for this is to ensure their knowledge of the material before they begin their student teaching.

#### **Admission Requirements for the Cosmetology Instructor Course**

1. The applicant must be at least 21 years of age at the time of enrollment.
2. Must have a current Mississippi Cosmetology license.
3. Must have a high school diploma or the equivalent G.E.D.
4. Must have at least 6 of the 12 college hours that are approved by the Mississippi State Board of Cosmetology.
5. Have a personal interview with the school's president or vice-president.

#### **Graduation Requirements for Cosmetology Instructor Course**

1. Students must complete 1000 hours; 106 hours in Orientation/Observation, 218 hours in Theory of Teaching, 429 hours in Methods, Management and Materials, 132 hours in Student motivation and Learning, 25 hours in Rules and Regulations and Cosmetology Law, 90 Hours in Testing & Evaluation.
2. Students are required to take all tests with 70% accuracy.
3. If at the end of the 1000 hours the student's grade point average is below 95% the student is required to take the final examination with 85% accuracy.
4. Prepare a complete set of lesson plans for the instruction of cosmetology.

#### **State Board Licensure Requirements for Cosmetology Instructor Course**

Any person applying for an instructor's license shall:

1. Be no less than twenty years of age.
2. Read, write and speak the English language.
3. Must have acquired the necessary instructor training hours in an approved cosmetology school.
4. Possess a high school education or its equivalent.
5. Complete 12 semester college hours that are approved by the State Board of Cosmetology.

## Curriculum Hours

1,000 hours	
Theory Observation	16 hours
Skill Observation	90 hours
(The observation hours must be acquired prior to practice teaching)	
The Professional Teacher including: Teacher Personality Technical Knowledge Teacher Characteristics Teachers as Professionals Preparation for Teaching Planning the Course (Lesson Plans Steps of Teaching)	218 hours
Student Motivation and Learning including: Laws Governing Learning Process Student Motivation Student Participation Student Personalities Slow Learner v. Gifted Learner	132 hours
Methods, Management & Materials including: Methods, Procedures & Techniques of Teaching Classroom Management Teaching Materials	429 hours
Testing and Evaluation	90 hours
Cosmetology Law, Rules and Regulations	25 hours

**The educational objectives of this course are designed to give you the education you will need in the different aspects of the Instruction of cosmetology.**

The instructional methods in order to teach this course are as follows:

- Instructional demonstration
- Lecture
- Collaborative learning
- Practical application

Students are graded on theory portions using the standard scale as outlined in the SAP. Practical skills are evaluated using rubrics according to the relevant skill.

### Institution's Policy for Releasing and Guarding Information

The school guarantees its students either actively enrolled or previously in attendance (and their parents and or guardians, if the student is a dependent minor) the right of access to their files. Files are maintained in the school's office for a period of at least six years.

A responsible representative of the school, upon request, will review a student's file with him or her, and assist in the interpretation of the student's records and answer all questions. A student must submit a written request each time in order for a parent, and/or third party who needs/wants access to the student or previously enrolled student's file.

Only copies of the original documents will be removed for the school's office. Agencies requiring information from the school must make a written request, which will become part of the student file.

The school protects the invasion of privacy rights of its students and staff by releasing only information that is legally required. Information of a personal nature is released only on the written instruction of the student or the parent of guardian if the student is a dependent minor. The school must however make its student's files



available at any time without written student permission to agencies that have the legal right to examine files. (i.e. NACCAS, Department of Education, etc.)

No portion of a file may be removed or reproduced without the written consent of an officer of the school, as all materials and records contained are the property of the school.

### **Internal Complaint Procedure**

Any student, teacher or other interested party may file a complaint against the school. All complaints must be in writing and the complainant must sign the complaint. No anonymous complaints will be considered. All complaints must be directed to the school's president or vice-president. Complaints should be in concise, clear language and all allegations should be outlined.

A school official will meet with the complainant within ten days of receiving the written complaint. The school will document the meeting in writing. If the complaint cannot be resolved the complaint will go to the school's complaint committee. The institution's staff will serve as the complaint committee.

If more information is needed from the complainant the committee will request it in writing. If no further information is needed the committee will act on the allegations and the complainant will be notified of actions to be taken to correct the problem. Or, the complainant will be notified that either no action can or will be taken or the committee has decided that the complaint is not based on fact.

If the complainant is not satisfied with the results of the complaint committee's decision the complainant can contact the National Accrediting Commission of Career Arts and Sciences at 3015 Colvin Street, Alexandria, VA 22314. Complainants are required to follow the above procedures before they can contact NACCAS.

### **Procedure to File a Complaint with The Mississippi State Board of Cosmetology**

Any person may file a complaint with the Board of Cosmetology. The complaint must be in writing, on a form prescribed by the board.

When the investigation has been completed, the complaint case will be presented to the Board, at which time the Board may: dismiss the complaint if it is felt to be non-substantiated, or admonish the accused in writing, or initiate a formal complaint and notice of hearing.

To contact the Board of Cosmetology with a complaint or violation:

Write us:  
P. O. Box 55689 Jackson, Mississippi 39296-5689  
Or call:  
(601) 359-1820

To download a copy of the Complaint Forms, click on the link below:

<https://www.msbc.ms.gov/how-can-i-file-a-complaint/>

### **Conclusion**

Any further information regarding the institution or training programs may be obtained by writing to Mr. Robert A. Hatfield at the Hatfield's Mississippi College of Beauty Culture, 732 Sawmill Road, Laurel, MS. 39440 or call (601) 428-7127.

Admissions Office (601) 649-0124

### **2020-2021 TUITION**

#### **Methods of Payments Accepted:**

Cash, Credit/Debit Card, Money Order, Check, Title IV, Approved VA Benefits, and/or Private Student Loan

#### **Basic Cosmetology Course**

Registration: \$100.00

Equipment and Books: \$1425

Tuition: \$14925

**Total: \$16450**

Financial Aid is available to those who qualify.

\*Down Payment with Pell Grant AND Loans: Due on or before start date: \$300.00

\*Down Payment with Pell Grant ONLY OR Loans ONLY: Due on or before start date: \$950.00

\*Down Payment WITHOUT Financial Aid: Due on or before start date: \$2000.00

**1000 Hour Cosmetology Instructor Course**

Registration Fee: \$100.00

Equipment and Books: \$1425

Tuition: \$9950

**Total: \$11475**

Financial Aid is available to those who qualify.

**Additional Fees if applicable:**

1. A transfer fee - \$40.00
2. There will be a \$100.00 fee for students who change schedules e.g. Full time to part time or part time to full time. Such fee shall be due and payable at the time of the schedule change. Schedule change fee cannot be paid with Title IV monies.

**Basic Cosmetology Equipment and Books:**

Pivot Point Salon Fundamentals Textbook
Pivot Point Salon Fundamentals Study Guide Workbook
Pivot Point Salon Fundamentals Exam Prep
2 Female Mannequin & 1 Male Mannequin
Comb Rollup with 5 Carbon Combs
Wahl Essentials Combo Set (Clippers & Trimmers)
Spray Bottle 16 oz.
Mannequin Clamp
Dianne Fromm Flat Iron 1"
Babyliss Porcelain Ceramic 1" Marcel Iron
Handle Mirror
Ionic Hair Dryer
Uptown Shear & Uptown Thinner
Snap Dragon Shear
Edgewater Styling Razor with 10 replacement blades
Shear Tool Case
1 Dozen Tail Combs & 1 Dozen Styling Combs
Hairstyling Cape & Chemical Apron
Double Prong Clips (80 pack)
Gator Clips (6 pack)
Duckbill Clips (12 pack)
Large Butterfly Clips (12 pack)
2 Tint Brushes and 1 Tint Bowl
Pro Applicator Bottle
Backpack Case