

phagans

school of hair design

STUDENT CATALOG



CLACKAMAS CAMPUS – 503-652-2668

12000 SE 82nd Avenue

Suite 4010

Happy Valley, OR 97086

www.phagans.com

knowledge is beautiful!

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Phagans School of Hair Design is dedicated to providing the best possible cosmetology education that reflects current progressive trends in the programs we offer. We are carrying on the tradition started over sixty years ago by Wilma Lee Phagans Harrington, because we still believe that quality education is essential for career success. The first step toward that success is a solid foundation in the basics. We are committed to providing students with the skills and knowledge needed for entry level employment in the professional cosmetology industry. We pride ourselves in providing a positive learning environment that encourages mutual growth, support and self-esteem building.

Our programs provide a solid foundation which lead to licensure in Hair Design, Esthetics, Barbering and/or Nail Technology. By focusing on professionalism and holding ourselves to a high standard of quality education, we will produce graduates who will be an asset to their professions – not only in talent, but in attitude as well.

We will obtain these goals through maintaining close business contacts to meet the changing needs of our industry, through providing for the continuing development of our staff and by operating the school in a manner that will enable it to grow into the future.

Mission Statement

At Phagans School of Hair Design, our goal is to educate students to the highest standards by providing them with the knowledge and skills to not only pass the state board exam, but to become self-sufficient working professionals in the field of cosmetology.

About Phagans School of Hair Design

Just as your goal is to get the best cosmetology education possible, our goal is to provide you with the skills, knowledge and attitude required for licensure and a successful and profitable career in the cosmetology industry, for the course of study you choose.

To obtain our goals, we have courses of study which have been designed, written and updated to help students along the way.

SPECIFIC GOALS FOR EACH COURSE ARE:

- To develop entry level skills and knowledge that will prepare students for licensure and employment in the field.
- To teach students communication and people skills.
- To maintain high graduate licensure and placement rates.
- To provide a variety of program options to meet student needs.
- To provide courses that exceed state requirements.
- To improve our programs through on-going assessment.
- To provide a positive educational and professional environment.

Students' progress through each course one step at a time, with graduation and licensure waiting at the end of the educational process. We provide students with the teachers, tools, textbooks, facilities, teaching aids and our many years of educational experience. Each step in the process has been developed in logical sequence for building skills on previously gained knowledge, and each step will move students closer to their destination.

OWNERSHIP, LICENSURE & ACCREDITATION

Phagans School of Hair Design is owned and operated by Diamond Pointe Limited. Our Clackamas campus is located at 12000 SE 82nd Ave., Suite 4010, Happy Valley, Oregon 97086. We are nationally accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and are members of the Association of Oregon Cosmetology Colleges and the American Association of Cosmetology Colleges. Phagans School of Hair Design is licensed by the Higher Education Coordinating Commission.

For further information, you may contact:

Higher Education Coordinating Commission
3225 25th Street S.E.
Salem, OR 97302
503-947-5751

NACCAS
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

VETERANS ADMINISTRATION INFORMATION

Programs offered by Phagans School of Hair Design are approved by the Oregon State Approving Agency for the training of students receiving Veterans Administration Education benefits.

Phagans School of Hair Design is committed to helping service members, veterans, spouses and other family members have the information they need to make informed decisions concerning their well-earned Federal military and veteran's education benefits.

To comply with Public Law 115-407 Sections 103 and 104, our policy permits any covered individual to attend or participate in the course of education for which the individual provides notification of eligibility. Phagans school of Hair Design will not impose any penalty due to the delayed disbursement funding from VA under Chapters 31 or 33.

Veterans receiving education benefits while attending Phagans School of Hair Design are required to submit transcripts for any previous education or training for evaluation, granting of prior credit, and shortening of the length of the program.

For more information, please contact the Department of Veterans Affairs at 1-888-442-4551 or www.va.gov. If you need more information, please **contact Phagans School of Hair Design Financial Aid Office at our Happy Valley Campus at 503-652-2668.**

CLACKAMAS CAMPUS ~ SOUTHEAST LOCATION

12000 SE 82nd Ave., Suite 4010
Happy Valley, Oregon 97086
503-652-2668 phone
503-652-2786 fax

Our Clackamas Phagans School of Hair Design is located in Happy Valley, about 25 minutes southeast of downtown Portland. The school is on the Tri-Met bus line and MAX light rail and there is easy access to Interstate 205. The school is 13,177 square feet and contains four classrooms supplied with presentation equipment. One of these classrooms has a movable wall that converts the classroom to a stage for events. It also has a spacious student salon area, a student break room, a dispensary, a day spa training center, a manicure/pedicure area, a supply room, a waxing room, five offices, a student library with a computer lab, a large retail area and a reception area.

The Clackamas campus is located at Clackamas Town Center Mall and has ample parking. The student salon area has bright, natural lighting from the windows in the front of the school. The school is well ventilated by filtered air conditioning and heat. Equipment for student use includes 48 stations with mirrors and hydraulic chairs, a private esthetics and waxing room, as well as eight shampoo bowls, mobile dryers and steamers and 8 manicuring stations and nine pedicure chairs.

**COURSES
AND
PROGRAMS**

General Course Information

Phagans School of Hair Design offers courses in Hair Design (H), Esthetics (E), Nail Technology (N) and Barbering (B). These courses may be taken separately or in any combination. All students must take courses in Oregon Law and Career Development. We also offer instructor training titled Cadet Instructor (C). This course completes all of the state requirements for an Instructor teaching certificate in the state of Oregon. All courses are taught in English.

The following pages contain course outlines for all of the basic courses. These outlines will assist you in determining which program is right for you. The chart below summarizes the hours for each course:

Hourly Breakdown of Courses Presented at Phagans School of Hair Design

Program	Hair Design	Esthetics	Nail Tech.	Oregon Law	Career Dev.	Total Hours
H + N + E	1110	444	241	20	20	1835
H + E	1110	444	--	20	20	1594
H + N	1110	--	241	20	20	1391
H	1110	--	--	20	20	1150
E + N	--	444	241	20	20	725
E	--	560	--	20	20	600
N	--	--	241	20	20	281
B	746	--	--	20	20	786
C	--	--	--			1000

H = Hair Design, E = Esthetics, N = Nail Technology, B = Barbering, C = Cadet Instructor

TRAINING IN:

- Hair Design
- Esthetics
- Nail Technology
- Barbering
- Hair Design/Nail Technology/Esthetics
- Hair Design/Esthetics
- Hair Design/Nail Technology
- Esthetics/Nail Technology
- Cadet Instructor

In the following pages you will find full-detailed course description for all programs offered at Phagans School of Hair Design.

For more consumer information on our graduation rates and other important information, please visit our website at www.phagans.com.

Hair Design



Length: 1150 clock hours, 53 weeks.

Text/Materials: Milady Standard Cosmetology book & Kit/Supplies are provided by the school & purchased by the student as noted on the enrollment agreement.

A minimum grade of 75% or better is required for Academic & Practical participation for LEVEL classes.

Description: Hair Design, which is the study of hair and its associated structures, hair and scalp disorders and diseases. It includes the related services of coloring, sculpting (cutting), permanent waving, styling (wet and thermal) shampooing & conditioning, wiggery and barbering.

Students attend theory and state board review classes in preparation for written and practical exams for state licensing. Students will participate in other classes as assigned. Our methods of instruction used include lecture, demonstration, and labs. The materials used are Standard Milady Course Outline and Teacher Guide, whiteboard, power point presentation, textbooks, and standard commercial visual aids.

Attendance is recommended at 100% during the student's Level 1 rotation as each school day introduces information that builds on the previous day instruction.

LEVEL 1 – Format: Students progress through the course in levels: To progress from one level to the next, students must complete the required hours, required operations, written evaluations and practical evaluations for each level. Students are also required to maintain satisfactory academic progress. The first level is spent in a classroom setting where students learn the basics in all areas of hair design, and practice on mannequins, models and each other. The classes are structured in four three-week units in Hair Cutting*, Hair Design*, Chemical Retexturizing* and Hair Color.* The three-week units may be taken in any order, and students may start in any of the units. Students are given written and practical evaluations at the end of each three-week unit. After successful completion of these classes, students are assigned to the clinic floor to begin practice of technical skills and customer service skills.

RETAKE Policy – Students missing a day/or assignments of class must speak with the instructor about missed time and assignments. Students who miss time where new skills are introduced must meet with an instructor after class to schedule time for additional one-on-one training.

In certain cases, a student may need to retake the entire class and this must be scheduled with the Director of Education. Any incomplete practical operations or testing missed in class must be completed on the clinic floor. If a student needs to retake a final practical or academic test they must wait a minimum of 24 hours to retest.

LEVEL 2 – Students assigned classes at LEVEL 2 after passing LEVEL 1. Students will be required to participate in activities (i.e. class projects, quizzes, exams & practical work). Student’s total score to pass is 75% or better.

LEVEL 3 – Students assigned classes at LEVEL 3 after passing LEVEL 2. Students will be required to participate in activities (i.e. class projects, quizzes, exams & practical work). Student’s total score to pass is 75% or better.

Course Goals:

1. To qualify to take the Health Licensing Office written exam, which covers the subjects of hair design, shampooing, thermal styling, hair shaping, hair color, and chemical retexturizing.
2. To identify scalp diseases and disorders.
3. To perform tasks of Hair Design in a proficient manner that will support the graduate in employment.
4. To have an awareness of personal self-worth, pride and professionalism.

Grading Procedures & Grading Scale:

Student’s grades will be based on theory assignments, theory exams, practical assignments and practical exams, and other classes. Students must achieve a grade of C (75%) or better to be considered acceptable according to the following grading scale:

- A 90% to 100% Superior
- B 80% - 89% Excellent
- C 75% to 79% Satisfactory
- F 74% or less Unsatisfactory

Course Expectations & General Policies:

Attendance: Students must attend school according to their contracted weekly schedule on their enrollment agreement. Students must maintain a 90% attendance average to graduate on time.

Satisfactory Academic Progress:

Satisfactory Academic Progress includes three cumulative elements of measurements.

Attendance – Minimum satisfactory standard is no less than 75% of all scheduled hours;

Academic – theory Minimum satisfactory standard is no less than 75% of all Academic requirements;

Practical – salon Minimum satisfactory standard is no less than 75% of all Practical requirements.

Satisfactory academic progress is evaluated no less than the “mid-point” of each academic year and this evaluation is cumulative in nature. In order to be making satisfactory Academic Progress, students must maintain a 75% cumulative grade average, a 75% cumulative attendance average and have completed required coursework at the end of evaluation periods.

Students may not interfere with the education of others. Disruptive behaviors and/or poor personal conduct will not be permitted.

Schedule/Calendar of Assignments:

Holidays observed annually are posted in our catalog and handouts. All guest speakers & special events are scheduled upon availability.

See student catalog for detailed policies & procedures.

Curriculum Description/Hair Design	
UNITS OF INSTRUCTION: ACADEMIC/LAB	HOURS
Hair Styling	158
Hair Cutting	320
Hair Color/Chemical Services	540
Cutting/Trimming, Beard, Mustache & Shaving	5
Implements & Equipment	17
Anatomy & Physiology	26
Product Knowledge/Chemistry	31
Safe Device Usage & Regulations	13
Oregon Law	20
Career Development	20
TOTAL TRAINING HOURS	1150

Esthetics



Length: 600 clock hours, 28 weeks

Text/Materials: Milady Standard Esthetics book & Kit/Supplies are provided by the school & purchased by the student as noted on the enrollment agreement.

A minimum grade of 75% or better is required for Academic & Practical participation for LEVEL classes.

Description: Esthetics is the study of the skin and its associated structures, skin diseases and disorders. It includes the related services of esthetics, make-up, body wrapping and body treatments, temporary hair removal, eyebrow arching, lash and brow tints, and artificial lash application.

Students attend theory & state board review classes in preparation for written & practical exams. Students will participate in other classes as assigned. Our methods of instruction used include lecture, demonstration, and labs. The materials used are Standard Milady Course Outline and Teacher Guide, whiteboard, power point presentation, textbooks, and standard commercial visual aids.

Attendance is recommended at 100% during the student's Level 1 rotation as each school day introduces information that builds on the previous day instruction.

LEVEL 1 – Format: Students progress through the course in levels: To progress from one level to the next, students must complete the required hours, required operations, written evaluations and practical evaluations for each level. Students are also required to maintain satisfactory academic progress. The first level is spent in a classroom setting where students learn the basics in all areas of esthetics, and practice on mannequins, models and each other. The class is structured in one three-week unit in basic esthetics. Students are given written and practical evaluations at the end of the class. After successful completion of this class, students are assigned to the clinic floor to begin practice of technical skills and customer service skills.

RETAKE Policy – Students missing a day/or assignments of class must speak with the instructor about missed time and assignments. Students who miss time where new skills are introduced must meet with an instructor after class to schedule time for additional one-on-one training.

In certain cases, a student may need to retake the entire class and this must be scheduled with the Director of Education. Any incomplete practical operations or testing missed in class must be completed on the clinic floor. If a student needs to retake a final practical or academic test they must wait a minimum of 24 hours to retest.

LEVEL 2 – Students assigned classes at LEVEL 2 after passing LEVEL 1. Students will be required to participate in activities (i.e. class projects, quizzes, exams & practical work), Student's total score to pass is 75% or better.

LEVEL 3 – Students assigned classes at LEVEL 3 after passing LEVEL 2. Students will be required to participate in activities (i.e. class projects, quizzes, exams & practical work) Student's total score to pass is 75% or better.

Course Goals:

1. To qualify to take the Health Licensing Office written exam, which covers the subjects of skin care, esthetics treatments and body wrapping, temporary hair removal, makeup, lash & brow tinting and artificial lash application.
2. To identify skin diseases and disorders.
3. To perform tasks of Esthetics Technology in a proficient manner that will support the graduate in employment.
4. To have an awareness of personal self-worth, pride and professionalism.

Grading Procedures & Grading Scale:

Student's grades will be based on theory assignments, theory exams, practical assignments and practical exams, and other classes. Students must achieve a grade of C (75%) or better to be considered acceptable according to the following grading scale:

- A 90% to 100% Superior
- B 80% - 89% Excellent
- C 75% to 79% Satisfactory
- F 74% or less Unsatisfactory

Course Expectations & General Policies:

Attendance: Students must attend school according to their contracted weekly schedule on their enrollment agreement. Students must maintain a 90% attendance average to graduate on time.

Satisfactory Academic Progress:

Satisfactory Academic Progress includes three cumulative elements of measurements.

Attendance – Minimum satisfactory standard is no less than 75% of all scheduled hours;

Academic – theory Minimum satisfactory standard is no less than 75% of all Academic requirements;

Practical – salon Minimum satisfactory standard is no less than 75% of all Practical requirements.

Satisfactory academic progress is evaluated no less than the “mid-point” of each academic year and this evaluation is cumulative in nature. In order to be making satisfactory Academic Progress, students must maintain a 75% cumulative grade average, a 75% cumulative attendance average and have completed required coursework at the end of evaluation periods.

Students may not interfere with the education of others. Disruptive behaviors and/or poor personal conduct will not be permitted.

Schedule/Calendar of Assignments:

Holidays observed annually are posted in our catalog and handouts. All guest speakers & special events are scheduled upon availability.

See student catalog for detailed policies & procedures.

Curriculum Description/Esthetics	
UNITS OF INSTRUCTION: ACADEMIC/LAB	HOURS
Facials/Massage/Body Treatment/Esthetic Treatments/Light Therapy	390
Facial Make-up	46
Hair Removal	60
Anatomy/Histology/Physiology of Skin	22
Product Knowledge/Chemistry	17
Safe Device Usage & Regulations	10
Tools & Equipment	15
Oregon Law	20
Career Development	20
TOTAL TRAINING HOURS	600

Nail Technology



Length: 281 clock hours, 13 weeks

Text/Materials: Milady Standard Cosmetology book & Kit/Supplies are provided by the school & purchased by the student as noted on the enrollment agreement.

A minimum grade of 75% or better is required for Academic & Practical participation for LEVEL classes.

Description: Nail Technology is the study of nails and their associated structures, hand, foot, and nail diseases and disorders; as well as manicuring, pedicuring and artificial nail application and maintenance.

Students attend theory & State board review classes in preparation for written & practical exams. Students will participate in other classes as assigned. Our methods of instruction used include lecture, demonstration, and labs. The materials used are Standard Milady Course Outline and Teacher Guide, whiteboard, power point presentation, textbooks, and standard commercial visual aids.

Attendance is recommended at 100% during the student's Level 1 rotation as each school day introduces information that builds on the previous day instruction.

LEVEL 1 – Format: Students progress through the course in levels: To progress from one level to the next, students must complete the required hours, required operations, written evaluations and practical evaluations for each level. Students are also required to maintain satisfactory academic progress. The first level is spent in a classroom setting where students learn the basics in all areas of nail technology, and practice on finger forms, models and each other. The class is structured in one 3-week unit in basic nail instruction. Students are given written and practical evaluations at the end of the class. After successful completion of this class, students are assigned to the clinic floor to begin practice of technical skills and customer service skills.

RETAKE Policy – Students missing a day/or assignments of class must speak with the instructor about missed time and assignments. Students who miss time where new skills are introduced must meet with an instructor after class to schedule time for additional one-on-one training.

In certain cases, a student may need to retake the entire class and this must be scheduled with the Director of Education. Any incomplete practical operations or testing missed in class must be completed on the clinic floor. If a student needs to retake a final practical or academic test they must wait a minimum of 24 hours to retest.

LEVEL 2 – Students assigned classes at LEVEL 2 after passing LEVEL 1. Students will be required to participate in activities (i.e. class projects, quizzes, exams & practical work), Student's total score to pass is 75% or better.

LEVEL 3 – Students assigned classes at LEVEL 3 after passing LEVEL 2. Students will be required to participate in activities (i.e. class projects, quizzes, exams & practical work) Student’s total score to pass is 75% or better.

Course Goals:

1. To qualify to take the Health Licensing Office written exam, that covers the subjects of nail technology, pedicuring, manicuring, and nail enhancements.
2. To identify nail diseases and disorders.
3. To perform tasks of Nail Technology in a proficient manner that will support the graduate in employment.
4. To have an awareness of personal self-worth, pride and professionalism.

Grading Procedures & Grading Scale:

Student’s grades will be based on theory assignments, theory exams, practical assignments and practical exams, and other classes. Students must achieve a grade of C (75%) or better to be considered acceptable according to the following grading scale:

- A 90% to 100% Superior
- B 80% - 89% Excellent
- C 75% to 79% Satisfactory
- F 74% or less Unsatisfactory

Course Expectations & General Policies:

Attendance: Students must attend school according to their contracted weekly schedule on their enrollment agreement. Students must maintain a 90% attendance average to graduate on time.

Satisfactory Academic Progress:

Satisfactory Academic Progress includes three cumulative elements of measurements.
Attendance – Minimum satisfactory standard is no less than 75% of all scheduled hours;
Academic – theory Minimum satisfactory standard is no less than 75% of all Academic requirements;
Practical – salon Minimum satisfactory standard is no less than 75% of all Practical requirements.
Satisfactory academic progress is evaluated no less than the “mid-point” of each academic year and this evaluation is cumulative in nature. In order to be making satisfactory Academic Progress, students must maintain a 75% cumulative grade average, a 75% cumulative attendance average and have completed required coursework at the end of evaluation periods.

Students may not interfere with the education of others. Disruptive behaviors and/or poor personal conduct will not be permitted.

Schedule/Calendar of Assignments:

Holidays observed annually are posted in our catalog and handouts. All guest speakers & special events are scheduled upon availability.

See student catalog for detailed policies & procedures.

Curriculum Description/Nail Technology	
UNITS OF INSTRUCTION: ACADEMIC/LAB	HOURS
Manicuring	40
Pedicuring	40
Anatomy & Chemistry	20
Artificial Nails	120
Safe Device Usage & Regulations	7
Implements & Equipment	6
Product Knowledge	8
Oregon Law	20
Career Development	20
TOTAL TRAINING HOURS	281

Barbering



Length: 786 clock hours, 36 weeks

Text/Materials: Milady Standard barbering book & Kit/Supplies are provided by the school & purchased by the student as noted on the enrollment agreement.

A minimum grade of 75% or better is required for Academic & Practical participation for LEVEL classes.

Description: Barbering is the study of hair and its associated structures, hair and scalp diseases and disorders; as well as sculpting (cutting), styling (wet and thermal), shampooing and conditioning, wiggery, and barbering.

Students attend theory & state board review classes in preparation for Level 3 written & practical exams. Students will participate in other classes as assigned. Our methods of instruction used include lecture, demonstration, and labs. The materials used are Standard Milady Course Outline and Teacher Guide, whiteboard, power point presentation, textbooks, and standard commercial visual aids.

Attendance is recommended at 100% during the student's Level 1 rotation as each school day introduces information that builds on the previous day instruction.

LEVEL 1 – Format: Students progress through the course in levels: To progress from one level to the next, students must complete the required hours, required operations, written evaluations and practical evaluations for each level. Students are also required to maintain satisfactory academic progress. The first level is spent in a classroom setting where students learn hair cutting basics, and practice on mannequins, models and each other. The class is structured in one three-week unit in basic hair cutting instruction and 1 week of basic esthetics course. Students are given written and practical evaluations at the end of the class. After successful completion of this class, students are assigned to the clinic floor to begin practice of technical skills and customer service skills.

RETAKE Policy – Students missing a day/or assignments of class must speak with the instructor about missed time and assignments. Students who miss time where new skills are introduced must meet with an instructor after class to schedule time for additional one-on-one training.

In certain cases, a student may need to retake the entire class and this must be scheduled with the Director of Education. Any incomplete practical operations or testing missed in class must be completed on the clinic floor. If a student needs to retake a final practical or academic test they must wait a minimum of 24 hours to retest.

LEVEL 2 – Students assigned classes at LEVEL 2 after passing LEVEL 1. Students will be required to participate in activities (i.e. class projects, quizzes, exams & practical work), Student's total score to pass is 75% or better.

LEVEL 3 – Students assigned classes at LEVEL 3 after passing LEVEL 2. Students will be required to participate in activities (i.e. class projects, quizzes, exams & practical work) Student’s total score to pass is 75% or better.

Course Goals:

1. To qualify to take the Health Licensing Office written exam, that covers the subjects of hair shaping (cutting), hair design, shampooing, and styling. To identify scalp diseases and disorders.
2. To perform tasks of Barbering in a proficient manner that will support the graduate in employment.
3. To have an awareness of personal self-worth, pride and professionalism.

Grading Procedures & Grading Scale:

Student’s grades will be based on theory assignments, theory exams, practical assignments and practical exams, and other classes. Students must achieve a grade of C (75%) or better to be considered acceptable according to the following grading scale:

- A 90% to 100% Superior
- B 80% - 89% Excellent
- C 75% to 79% Satisfactory
- F 74% or less Unsatisfactory

Course Expectations & General Policies:

Attendance: Students must attend school according to their contracted weekly schedule on their enrollment agreement. Students must maintain a 90% attendance average to graduate on time.

Satisfactory Academic Progress:

Satisfactory Academic Progress includes three cumulative elements of measurements.
Attendance – Minimum satisfactory standard is no less than 75% of all scheduled hours;
Academic – theory Minimum satisfactory standard is no less than 75% of all Academic requirements;
Practical – salon Minimum satisfactory standard is no less than 75% of all Practical requirements.
Satisfactory academic progress is evaluated no less than the “mid-point” of each academic year and this evaluation is cumulative in nature. In order to be making satisfactory Academic Progress, students must maintain a 75% cumulative grade average, a 75% cumulative attendance average and have completed required coursework at the end of evaluation periods.

Students may not interfere with the education of others. Disruptive behaviors and/or poor personal conduct will not be permitted.

Schedule/Calendar of Assignments:

Holidays observed annually are posted in our catalog and handouts. All guest speakers & special events are scheduled upon availability.

See student catalog for detailed policies & procedures.

Curriculum Description/Barbering	
UNITS OF INSTRUCTION: ACADEMIC/LAB	HOURS
Hair & Scalp Treatments	30
Chemistry, Anatomy & Physiology	30
Hair Styling	158
Hair Cutting	320
Implements & Tools	5
Shaving	80
Cutting, Trimming, Beard & Mustache	60
Facial Massage & Treatments	40
Safe Device Usage & Regulations	14
Product Knowledge	9
Oregon Law	20
Career Development	20
TOTAL TRAINING HOURS	786

Hair Design/Nail Technology/Esthetics

Length: 1835 clock hours, 85 weeks

Text/Materials: Milady Standard Cosmetology book & Kit/Supplies are provided by the school & purchased by the student as noted on the enrollment agreement.

A minimum grade of 75% or better is required for Academic & Practical participation for LEVEL classes.

Description: Classroom curriculum includes information in the fields of Hair Design, Nail Technology and Esthetics. Our methods of instruction used include lecture, demonstration, and labs. The materials used are Standard Milady Course Outline and Teacher Guide, whiteboard, power point presentation, textbooks, and standard commercial visual aids.

Attendance is recommended at 100% during the student's Level 1 rotation as each school day introduces information that builds on the previous day instruction.

LEVEL 1 – Format: Students progress through the course in levels: To progress from one level to the next, students must complete the required hours, required operations, written evaluations and practical evaluations for each level. Students are also required to maintain satisfactory academic progress. The first level is spent in a classroom setting where students learn the basics in all areas of hair design, nail technology and esthetics by practicing on mannequins, models and each other. The classes are structured in three-week units in Hair Cutting, Hair Design, Chemical Retexturizing and Hair Color, basics in manicuring and nail enhancements and basics in esthetics. The three-week units may be taken in any order, and students may start in any of the units. Students are given written and practical evaluations at the end of each three-week unit. After successful completion of these classes, students are assigned to the clinic floor to begin practice of technical skills and customer service skills.

Level 2 & Level 3 - In addition to the above mentioned classes, students also attend theory and state board review classes in preparation for level 3 final written and practical exams for state licensing.

RETAKE Policy – Students missing a day/or assignments of class must speak with the instructor about missed time and assignments. Students who miss time where new skills are introduced must meet with an instructor after class to schedule time for additional one-on-one training.

In certain cases, a student may need to retake the entire class and this must be scheduled with the Director of Education. Any incomplete practical operations or testing missed in class must be completed on the clinic floor. If a student needs to retake a final practical or academic test they must wait a minimum of 24 hours to retest.

LEVEL 2 – Students assigned classes at LEVEL 2 after passing LEVEL 1. Students will be required to participate in activities (i.e. class projects, quizzes, exams & practical work), Student's total score to pass is 75% or better.

LEVEL 3 – Students assigned classes at LEVEL 3 after passing LEVEL 2. Students will be required to participate in activities (i.e. class projects, quizzes, exams & practical work) Student’s total score to pass is 75% or better.

Course Goals:

1. To qualify to take the Health Licensing Office written exam, which covers all subjects mentioned above.
2. To identify scalp diseases and disorders in all fields.
3. To perform tasks in Hair Design, Nail Technology and Esthetics in a proficient manner that will support the graduate in employment.
4. To have an awareness of personal self-worth, pride and professionalism.

Grading Procedures & Grading Scale:

Student’s grades will be based on theory assignments, theory exams, practical assignments and practical exams, and other classes. Students must achieve a grade of C (75%) or better to be considered acceptable according to the following grading scale:

- A 90% to 100% Superior
- B 80% - 89% Excellent
- C 75% to 79% Satisfactory
- F 74% or less Unsatisfactory

Course Expectations & General Policies:

Attendance: Students must attend school according to their contracted weekly schedule on their enrollment agreement. Students must maintain a 90% attendance average to graduate on time.

Satisfactory Academic Progress:

Satisfactory Academic Progress includes three cumulative elements of measurements.
Attendance – Minimum satisfactory standard is no less than 75% of all scheduled hours;
Academic – theory Minimum satisfactory standard is no less than 75% of all Academic requirements;
Practical – salon Minimum satisfactory standard is no less than 75% of all Practical requirements.
Satisfactory academic progress is evaluated no less than the “mid-point” of each academic year and this evaluation is cumulative in nature. In order to be making satisfactory Academic Progress, students must maintain a 75% cumulative grade average, a 75% cumulative attendance average and have completed required coursework at the end of evaluation periods.

Students may not interfere with the education of others. Disruptive behaviors and/or poor personal conduct will not be permitted.

Schedule/Calendar of Assignments:

Holidays observed annually are posted in our catalog and handouts. All guest speakers & special events are scheduled upon availability.

See student catalog for detailed policies & procedures.

Curriculum Description/Hair Design/Nail Technology/Esthetics			
UNITS OF INSTRUCTION: ACADEMIC/LAB		HOURS	
Hair Design:	Hair Styling	158	
	Hair Cutting	320	
	Hair Color/Chemical Services	540	
	Cutting, Trimming, Beard, Mustache & Shaving	5	
	Implements & Equipment	17	
	Anatomy and Physiology	26	
	Product Knowledge/Chemistry	31	
	Safe Device Usage & Regulations	13	1110
	Nail Technology:	Manicuring	40
Pedicuring		40	
Anatomy & Chemistry		20	
Artificial Nails		120	
Safe Device Usage & Regulations		7	
Implements & Equipment		6	
Product Knowledge		8	241
Esthetics:	Skincare Procedures	280	
	Facial Make-up	40	
	Product Knowledge/Chemistry	17	
	Implements & Equipment	15	
	Hair Removal	60	
	Anatomy/Histology/Physiology of Skin	22	
	Safe Device Usage & Regulations	10	444
Oregon Law	20	20	
Career Development	20	20	
TOTAL TRAINING HOURS		1835	

Hair Design/Esthetics

Length: 1594 clock hours, 73 weeks

Text/Materials: Milady Standard Cosmetology book & Kit/Supplies are provided by the school & purchased by the student as noted on the enrollment agreement.

A minimum grade of 75% or better is required for Academic & Practical participation for LEVEL classes.

Description: Classroom curriculum includes information in the fields of Hair Design and Esthetics. Our methods of instruction used include lecture, demonstration, and labs. The materials used are Standard Milady Course Outline and Teacher Guide, whiteboard, power point presentation, textbooks, and standard commercial visual aids.

Attendance is recommended at 100% during the student's Level 1 rotation as each school day introduces information that builds on the previous day instruction.

LEVEL 1 – Format: Students progress through the course in levels: To progress from one level to the next, students must complete the required hours, required operations, written evaluations and practical evaluations for each level. Students are also required to maintain satisfactory academic progress. The first level is spent in a classroom setting where students learn the basics in all areas of hair design and esthetics by practicing on mannequins, models and each other. The classes are structured in three week units in Hair Cutting, Hair Design, Chemical Retexturizing and Hair Color and basics in esthetics. The three week units may be taken in any order, and students may start in any of the units. Students are given written and practical evaluations at the end of each three-week unit. After successful completion of these classes, students are assigned to the clinic floor to begin practice of technical skills and customer service skills.

Level 2 & Level 3 - In addition to the above mentioned classes, students also attend theory and state board review classes in preparation for level 3 final written and practical exams for state licensing.

RETAKES Policy – Students missing a day/or assignments of class must speak with the instructor about missed time and assignments. Students who miss time where new skills are introduced must meet with an instructor after class to schedule time for additional one-on-one training.

In certain cases, a student may need to retake the entire class and this must be scheduled with the Director of Education. Any incomplete practical operations or testing missed in class must be completed on the clinic floor. If a student needs to retake a final practical or academic test they must wait a minimum of 24 hours to retest.

LEVEL 2 – Students assigned classes at LEVEL 2 after passing LEVEL 1. Students will be required to participate in activities (i.e. class projects, quizzes, exams & practical work), Student's total score to pass is 75% or better.

LEVEL 3 – Students assigned classes at LEVEL 3 after passing LEVEL 2. Students will be required to participate in activities (i.e. class projects, quizzes, exams & practical work) Student’s total score to pass is 75% or better.

Course Goals:

1. To qualify to take the Health Licensing Office written exam, which covers all subjects mentioned above.
2. To identify scalp diseases and disorders in all fields.
3. To perform tasks in Hair Design and Esthetics in a proficient manner that will support the graduate in employment.
4. To have an awareness of personal self-worth, pride and professionalism.

Grading Procedures & Grading Scale:

Student’s grades will be based on theory assignments, theory exams, practical assignments and practical exams, and other classes. Students must achieve a grade of C (75%) or better to be considered acceptable according to the following grading scale:

- A 90% to 100% Superior
- B 80% - 89% Excellent
- C 75% to 79% Satisfactory
- F 74% or less Unsatisfactory

Course Expectations & General Policies:

Attendance: Students must attend school according to their contracted weekly schedule on their enrollment agreement. Students must maintain a 90% attendance average to graduate on time.

Satisfactory Academic Progress:

Satisfactory Academic Progress includes three cumulative elements of measurements.

Attendance – Minimum satisfactory standard is no less than 75% of all scheduled hours;

Academic – theory Minimum satisfactory standard is no less than 75% of all Academic requirements;

Practical – salon Minimum satisfactory standard is no less than 75% of all Practical requirements.

Satisfactory academic progress is evaluated no less than the “mid-point” of each academic year and this evaluation is cumulative in nature. In order to be making satisfactory Academic Progress, students must maintain a 75% cumulative grade average, a 75% cumulative attendance average and have completed required coursework at the end of evaluation periods.

Students may not interfere with the education of others. Disruptive behaviors and/or poor personal conduct will not be permitted.

Schedule/Calendar of Assignments:

Holidays observed annually are posted in our catalog and handouts. All guest speakers & special events are scheduled upon availability.

See student catalog for detailed policies & procedures.

Curriculum Description/Hair Design & Esthetics		
UNITS OF INSTRUCTION: ACADEMIC/LAB		HOURS
Hair Design:	Hair Styling	158
	Hair Cutting	320
	Hair Color/Chemical Services	540
	Cutting, Trimming, Beard, Mustache & Shaving	5
	Implements & Equipment	17
	Anatomy and Physiology	26
	Product Knowledge/Chemistry	31
	Safe Device Usage & Regulations	13
		1110
Esthetics:	Skincare Procedures	280
	Facial Make-up	40
	Product Knowledge/Chemistry	17
	Implements & Equipment	15
	Hair Removal	60
	Anatomy/Histology/Physiology of Skin	22
	Safe Device Usage & Regulations	10
		444
	Oregon Law	20
	Career Development	20
		20
TOTAL TRAINING HOURS		1594

Hair Design/Nail Technology

Length: 1391 clock hours, 64 weeks

Text/Materials: Milady Standard Cosmetology book & Kit/Supplies are provided by the school & purchased by the student as noted on the enrollment agreement.

A minimum grade of 75% or better is required for Academic & Practical participation for LEVEL classes.

Description: Classroom curriculum includes information in the fields of Hair Design and Nail Technology. Our methods of instruction used include lecture, demonstration, and labs. The materials used are Standard Milady Course Outline and Teacher Guide, whiteboard, power point presentation, textbooks, and standard commercial visual aids.

Attendance is recommended at 100% during the student's Level 1 rotation as each school day introduces information that builds on the previous day instruction.

LEVEL 1 – Format: Students progress through the course in levels: To progress from one level to the next, students must complete the required hours, required operations, written evaluations and practical evaluations for each level. Students are also required to maintain satisfactory academic progress. The first level is spent in a classroom setting where students learn the basics in all areas of hair design and nail technology by practicing on finger forms, models and each other. The classes are structured in three-week units in Hair Cutting, Hair Design, Chemical Retexturizing and Hair Color, and in the basics of manicuring and nail enhancements. The three-week units may be taken in any order, and students may start in any of the units. Students are given written and practical evaluations at the end of each three-week unit. After successful completion of these classes, students are assigned to the clinic floor to begin practice of technical skills and customer service skills.

Level 2 & Level 3 - In addition to the above mentioned classes, students also attend theory and state board review classes in preparation for level 3 final written and practical exams for state licensing.

RETAKE Policy – Students missing a day/or assignments of class must speak with the instructor about missed time and assignments. Students who miss time where new skills are introduced must meet with an instructor after class to schedule time for additional one-on-one training.

In certain cases, a student may need to retake the entire class and this must be scheduled with the Director of Education. Any incomplete practical operations or testing missed in class must be completed on the clinic floor. If a student needs to retake a final practical or academic test they must wait a minimum of 24 hours to retest.

LEVEL 2 – Students assigned classes at LEVEL 2 after passing LEVEL 1. Students will be required to participate in activities (i.e. class projects, quizzes, exams & practical work). Student's total score to pass is 75% or better.

LEVEL 3 – Students assigned classes at LEVEL 3 after passing LEVEL 2. Students will be required to participate in activities (i.e. class projects, quizzes, exams & practical work) Student’s total score to pass is 75% or better.

Course Goals:

1. To qualify to take the Health Licensing Office written exam, which covers all subjects mentioned above.
2. To identify scalp diseases and disorders in all fields.
3. To perform tasks in Hair Design and Nail Technology in a proficient manner that will support the graduate in employment.
4. To have an awareness of personal self-worth, pride and professionalism.

Grading Procedures & Grading Scale:

Student’s grades will be based on theory assignments, theory exams, practical assignments and practical exams, and other classes. Students must achieve a grade of C (75%) or better to be considered acceptable according to the following grading scale:

- A 90% to 100% Superior
- B 80% - 89% Excellent
- C 75% to 79% Satisfactory
- F 74% or less Unsatisfactory

Course Expectations & General Policies:

Attendance: Students must attend school according to their contracted weekly schedule on their enrollment agreement. Students must maintain a 90% attendance average to graduate on time.

Satisfactory Academic Progress:

Satisfactory Academic Progress includes three cumulative elements of measurements.
Attendance – Minimum satisfactory standard is no less than 75% of all scheduled hours;
Academic – theory Minimum satisfactory standard is no less than 75% of all Academic requirements;
Practical – salon Minimum satisfactory standard is no less than 75% of all Practical requirements.
Satisfactory academic progress is evaluated no less than the “mid-point” of each academic year and this evaluation is cumulative in nature. In order to be making satisfactory Academic Progress, students must maintain a 75% cumulative grade average, a 75% cumulative attendance average and have completed required coursework at the end of evaluation periods.

Students may not interfere with the education of others. Disruptive behaviors and/or poor personal conduct will not be permitted.

Schedule/Calendar of Assignments:

Holidays observed annually are posted in our catalog and handouts. All guest speakers & special events are scheduled upon availability.

See student catalog for detailed policies & procedures.

Curriculum Description/Hair Design & Nail Technology		
UNITS OF INSTRUCTION: ACADEMIC/LAB		HOURS
Hair Design:	Hair Styling	158
	Hair Cutting	320
	Hair Color/Chemical Services	540
	Cutting, Trimming, Beard, Mustache & Shaving	5
	Implements & Equipment	17
	Anatomy and Physiology	26
	Product Knowledge/Chemistry	31
	Safe Device Usage & Regulations	13
		1110
Nail Technology:	Manicuring	40
	Pedicuring	40
	Anatomy & Chemistry	20
	Artificial Nails	120
	Safe Device Usage & Regulations	7
	Implements & Equipment	6
	Product Knowledge	8
		241
	Oregon Law	20
		20
	Career Development	20
		20
TOTAL TRAINING HOURS		1391

Esthetics/Nail Technology

Length: 725 clock hours, 33 weeks

Text/Materials: Milady Standard Esthetics & Nail Technology book & Kit/Supplies are provided by the school & purchased by the student as noted on the enrollment agreement.

A minimum grade of 75% or better is required for Academic & Practical participation for LEVEL classes.

Description: Classroom curriculum includes information in the fields of Esthetics and Nail Technology. Our methods of instruction used include lecture, demonstration, and labs. The materials used are Standard Milady Course Outline and Teacher Guide, whiteboard, power point presentation, textbooks, and standard commercial visual aids.

Attendance is recommended at 100% during the student's Level 1 rotation as each school day introduces information that builds on the previous day instruction.

LEVEL 1 – Format: Students progress through the course in levels: To progress from one level to the next, students must complete the required hours, required operations, written evaluations and practical evaluations for each level. Students are also required to maintain satisfactory academic progress. The first level is spent in a classroom setting where students learn the basics in all areas of esthetics and nail technology by practicing on mannequins, models, finger forms and each other. The classes are structured in three-week units in the basics of esthetics, and in the basics of nail technology. Students are given written and practical evaluations at the end of each three-week unit. After successful completion of these classes, students are assigned to the clinic floor to begin practice of technical skills and customer service skills.

Level 2 & Level 3 - In addition to the above mentioned classes, students also attend theory and state board review classes in preparation for level 3 final written and practical exams for state licensing.

RETAKE Policy – Students missing a day/or assignments of class must speak with the instructor about missed time and assignments. Students who miss time where new skills are introduced must meet with an instructor after class to schedule time for additional one-on-one training.

In certain cases, a student may need to retake the entire class and this must be scheduled with the Director of Education. Any incomplete practical operations or testing missed in class must be completed on the clinic floor. If a student needs to retake a final practical or academic test they must wait a minimum of 24 hours to retest.

LEVEL 2 – Students assigned classes at LEVEL 2 after passing LEVEL 1. Students will be required to participate in activities (i.e. class projects, quizzes, exams & practical work), Student's total score to pass is 75% or better.

LEVEL 3 – Students assigned classes at LEVEL 3 after passing LEVEL 2. Students will be required to participate in activities (i.e. class projects, quizzes, exams & practical work) Student’s total score to pass is 75% or better.

Course Goals:

1. To qualify to take the Health Licensing Office written exam, which covers all subjects mentioned above.
2. To identify scalp diseases and disorders in all fields.
3. To perform tasks in Esthetics and Nail Technology in a proficient manner that will support the graduate in employment.
4. To have an awareness of personal self-worth, pride and professionalism.

Grading Procedures & Grading Scale:

Student’s grades will be based on theory assignments, theory exams, practical assignments and practical exams, and other classes. Students must achieve a grade of C (75%) or better to be considered acceptable according to the following grading scale:

- A 90% to 100% Superior
- B 80% - 89% Excellent
- C 75% to 79% Satisfactory
- F 74% or less Unsatisfactory

Course Expectations & General Policies:

Attendance: Students must attend school according to their contracted weekly schedule on their enrollment agreement. Students must maintain a 90% attendance average to graduate on time.

Satisfactory Academic Progress:

Satisfactory Academic Progress includes three cumulative elements of measurements.

Attendance – Minimum satisfactory standard is no less than 75% of all scheduled hours;

Academic – theory Minimum satisfactory standard is no less than 75% of all Academic requirements;

Practical – salon Minimum satisfactory standard is no less than 75% of all Practical requirements.

Satisfactory academic progress is evaluated no less than the “mid-point” of each academic year and this evaluation is cumulative in nature. In order to be making satisfactory Academic Progress, students must maintain a 75% cumulative grade average, a 75% cumulative attendance average and have completed required coursework at the end of evaluation periods.

Students may not interfere with the education of others. Disruptive behaviors and/or poor personal conduct will not be permitted.

Schedule/Calendar of Assignments:

Holidays observed annually are posted in our catalog and handouts. All guest speakers & special events are scheduled upon availability.

See student catalog for detailed policies & procedures.

Curriculum Description/Nail Technology & Esthetics			
UNITS OF INSTRUCTION: ACADEMIC/LAB		HOURS	
Nail Technology:	Manicuring	40	
	Pedicuring	40	
	Anatomy & Chemistry	20	
	Artificial Nails	120	
	Safe Device Usage & Regulations	7	
	Implements & Equipment	6	
	Product Knowledge & Chemistry	8	241
	Esthetics:	Skin Care Procedures	280
	Facial Make-up	40	
	Product Knowledge/Chemistry	17	
	Implements & Equipment	15	
	Hair Removal	60	
	Anatomy/Histology/Physiology of Skin	22	
	Safe Device Usage & Regulations	10	444
	Oregon Law	20	20
	Career Development	20	20
TOTAL TRAINING HOURS		725	

Cadet Instructor

Length: 1000 clock hours, 46 weeks

Description: The Cadet Instructor course is designed for the certified practitioner for a career in training and supervising hair design, esthetics and nail technology students. Successful completion of the course leads to registration with the Oregon Department of Education as a vocational school instructor. Please see page 37 for enrollment procedure.

Format: Cadet Instructor training is divided into levels. Training consists of academic and academic/laboratory. Evaluations are an on-going part of the study and Cadet students are required to maintain satisfactory academic progress.

Our methods of instruction used include lecture, demonstration and labs. The materials used are Standard Milady Course Outline and Teacher Guide, whiteboard, power point presentation, textbooks and standard commercial visual aids.

Course Goals:

1. To provide students with a solid foundation in the basic skills of teaching hair design, nail technology and/or esthetics.
2. To provide students with strong student relations and problem-solving skills.
3. To enable students to pass the school's written and practical evaluations.
4. To enable students to become employed as instructors in the field of hair design, esthetics and/or nail technology.
5. To prepare students not only in terms of technical skills and knowledge, but also in professionalism and attitude.

Curriculum Description/Cadet Instructor	
UNITS OF INSTRUCTION: ACADEMIC/LAB	HOURS
Esthetics	150
Nail Technology	100
Hair Design	350
Recognizing Learners	30
Orientation	30
Teaching Methods	60
Dev. Lesson Plans	60
Use of Lesson Plans	55
Audio Visual Aids	25
Exam Development	40
Discretionary Hours	60
Oregon Law	20
Career Development	20
TOTAL TRAINING HOURS	1000

Cosmetology & Employment

EMPLOYMENT OPPORTUNITIES

The occupational outlook for cosmetology careers is very promising. The salon industry continues to grow and continues to employ large numbers of professionals. This occupation is expected to grow at a much faster rate than the statewide average growth rate for all occupations through 2030 per Oregon Law Market Information System.

CAREER CHOICES IN THE COSMETOLOGY INDUSTRY

Salon

Independent or Chain: Hair stylist, Hair Colorist, Receptionist, Chemical Technician, Nail Technician, Pedicure Specialist, Make-up Artist, Esthetician, Salon Owner, Salon/Spa Manager, Guest Artist, Platform Artist.

Beauty School

Instructor, Educational Director, Substitute Instructor, Guidance Counselor, School Owner or School Manager.

Industry

State Licensing Agent, State Salon or School Inspector, Salon or Spa Trade Show Sales, Manufacturer Representative, Product or Equipment Distributor, Product Researcher and Developer.

EMPLOYMENT ASSISTANCE

Phagans School of Hair Design offers a variety of placement assistance options. Students receive instruction in career planning, resume preparation and interviewing skills. The school also maintains a bulletin board with listings of job opportunities and information that is mailed to the school or obtained through contact with salons.

Phagans School of Hair Design does not guarantee job placement or employment upon graduation. The State of Oregon requires all cosmetology school graduates to pass the written state board examination before they can be granted a certificate to practice hair design, barbering, esthetics and/or nail technology. Phagans School of Hair Design does not guarantee the successful completion of the Health Licensing Office written exam.

Knowledge is
Beautiful

Admissions

APPLICATION PROCESS: COSMETOLOGY PROGRAMS

To begin the enrollment process, an applicant must schedule an interview with the school's Career Planners. During the interview, school policies and procedures, course information, admissions requirements and payment plans will be discussed. The applicant must also complete the enrollment application, and make arrangements to pay the \$100 enrollment fee. The admissions requirements include:

1. The applicant must be at least 18 years of age.
2. The applicant must have a valid photo ID (driver's license), or acceptable documentation for proof of age and proof of US Citizenship or other eligible non-citizen status.
3. The applicant must provide a high school diploma, GED, or copy of a transcript showing high school completion. Foreign high school diplomas must be translated into English and evaluated to confirm the academic equivalence to a U.S. high school diploma by an outside entity qualified to translate documents.
4. The applicant must complete all enrollment procedures, including the enrollment packet and personal interview with our Career Planners. Prior to starting first day of class, the applicant must complete the enrollment application, pay \$100 enrollment fee and attend mandatory orientation.
5. If you are not accepted for enrollment, you will be notified within 15 days of determination and may reapply for enrollment in 90 days. We reserve the right to deny admissions to any applicant to protect the safety of our students, staff and clients.

APPLICATION PROCESS: CADET INSTRUCTOR

Students must complete all of the above enrollment requirements and one of the following:

1. The applicant must have a valid Oregon practitioners license in Hair Design, Esthetics and Nail Technology.
2. The applicant must be a graduate of Phagans School of Hair Design Clackamas Campus or Phagans School of Hair Design Portland Campus unless otherwise approved by management.
3. The applicant must have a GPA and attendance of 90% or above.
4. The applicant must have a letter of recommendation from one of their instructors. The applicant must write an essay stating why they want to be an instructor.

All admissions paperwork including the essay will be submitted to the Admissions Office. The Admissions Office and Appointed Cadet Committee will evaluate the merit of the applicant. The recommendation of the Cadet Committee is necessary to be admitted into the cadet program. The candidate will then be notified of the Committee's decision.

TRANSFER STUDENTS

Phagans School of Hair Design does not recruit students already attending or admitted to another school offering a similar program of study. Transfer students who have already withdrawn from their prior school may be required to complete a practical and written evaluation prior to enrollment to assess skills and determine appropriate course level. The fee for the evaluation is \$100. The tuition for transfer students will be assessed at \$12 an hour, up to the regular tuition cost of that program. Phagans School of Hair Design supplied kit and books will be charged and added to contract. Phagans School of Hair Design will not accept student transfer hours without first receiving an official transcript from the previous school and financial aid exit documentation. Previously earned hours accepted for credit and institutional charge adjustments are at the discretion of this institution. All students that have attended either of our schools must use their earned clock hours if returning to school.

We can only grant credit for hours earned within the past 10 years. Students who wish to transfer hours for credit that was earned prior to the last 10 years must be evaluated by the Director of Education. These hours may or may not be approved at the discretion of Phagans School of Hair Design.

In order to be considered a graduate of Phagans School of Hair Design, transfer students must meet all regular graduation requirements and all written and practical evaluations. Phagans School of Hair Design will validate only the hours of instruction earned by students at this institution. Phagans School of Hair Design gives full credit for hours previously earned as reported on the student's official transcript. Prior education and training is evaluated by the school and appropriate credit granted and the course adjusted proportionately.

Foreign high school diplomas or credentials must be translated and evaluated by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. Translated and notarized documents will be assessed by the institution for credit or proof of High School completion. Phagans School of Hair Design makes no guarantee of the transferability of clock hours earned at this school to another post-secondary school.

Students receiving VA benefits must submit transcripts of previous training for evaluation. Please see Page 3 of this catalog for more information.

APPLICATION PROCESS: RE-ENTRY INTO PROGRAM

Students who withdraw or whose enrollment is terminated are not automatically eligible for re-entry. Students whose program is terminated for behavioral issues will not be allowed to re-enter school. If a student owes a balance, it must be paid in full prior to re-entry. Rare exceptions may be made at the discretion of management. In order to be considered for re-enrollment, all students must be out of school for at least 90 days and complete the following:

1. Contact the Admissions Director to discuss re-enrollment.
2. Complete an essay explaining, "Why I am prepared to come back to school."
3. Staff may request a personal interview to evaluate your academic status and the ability to complete the program.
4. Pay \$100 fee if accepted to re-entry.

Upon completion of the above requirements, the Re-Admissions Committee may meet to determine whether or not the student may be re-admitted to school. Students that are allowed to return to school will return in the same Satisfactory Academic Progress status at the time that they left school. They will be evaluated at the re-entry appointment and an appropriate action plan, if any, will be noted for the file. The students' Satisfactory Academic Progress will be evaluated again at the required evaluation point in their program.

CLASS START DATES

Please see start date information on Page 62 of catalog. Alternatively, you are encouraged to call Phagans School of Hair Design Career Planner's Office for current start dates.

Students enrolling in all courses may start on any of the courses start dates. Phagans School of Hair Design offers start dates every three weeks. Start dates are subject to change depending on enrollment.

Start dates for the barbering and cadet course will be scheduled on an as-needed basis; if you are interested in this course, please contact the Phagans School of Hair Design Career Planner's Office.

For students receiving financial aid (see pages 43 thru 47), estimated plans may be based on the expected financial aid. For costs not covered by financial aid or for students not receiving financial aid, monthly payment plans are established with the costs divided over a twelve-month period or less. All students will need to make arrangements to pay the \$100 enrollment fee prior to the class start.

TUITION FEES

Please see Page 63 in catalog for tuition and fees. Prices are subject to change. Please contact the school for current prices.

For courses more than one academic year in length (any course with Hair Design), tuition is charged by the academic year of that course. Phagans School of Hair Design does not waive student fees unless approved by management or otherwise noted in catalog. There is no refund for used kits or books that have been issued to students.

ADDITIONAL FEES

Enrollment fee	\$100
Schedule/Course change fees	\$50
Returned check fee	\$20
Unofficial Transcript fee	\$15
Withdraw fee	\$25

Payment plans are established prior to enrollment, and we have many options available, based on individual circumstances. Acceptable payment of monies owed to Phagans School of Hair Design are cash, Mastercard/Visa, money order, check or Title IV funds. However, all school costs must be paid in full prior to graduation.

CLASS SCHEDULES

Day & Evening classes

Monday through Wednesday, 8:30 am to 5:00 pm (24 hrs/week)

Thursday through Saturday, 8:30 am to 5:00 pm (24 hrs/week)

Monday through Friday, 5:30 pm to 10:30 pm (25 hrs/week)

The schedule you select will be included on your enrollment agreement, and your completion date will be based on your schedule. You are expected to attend school on your contracted schedule, and students are not allowed to attend school during hours for which they are not scheduled unless they pre-arrange, and are approved by the Director of Education.

HOLIDAY SCHEDULES

The school is closed on the following days:

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day

Academic Policies

ATTENDANCE INFORMATION

Your attendance is critical to your success! You cannot learn what you need to know or gain the experience you need unless you are here! One of the most important traits to future employers is your attendance and punctuality – the habits you create in school are the habits you will take with you to the workplace. Also of great importance is the fact that you cannot graduate until you've completed the required hours, so each hour or day you miss will prolong that day!

If you are going to be absent, day students must notify the school before 8:30am and evening students must notify the school by 5:30pm. The school phone is 503-652-2668 at the Clackamas Campus. You are not allowed to be late. If you arrive after your contracted start-time, you will be sent home for the day, unless approved by management.

If your absence is due to an illness or a doctor's appointment, you must bring a written excuse to document the reason for the absence. Although the time missed will still have to be made up and the absence will still count in your satisfactory academic progress evaluation, the excuses will prove helpful in the event an appeal of unsatisfactory progress is necessary. Following an absence, it is your responsibility to make arrangements with the clinic or classroom instructor to make up the assignment(s) that were missed.

ATTENDANCE POLICY

In order to graduate from a program, students must earn the required number of hours for the course. Students are required to clock in in the morning, clock in and out for lunch and to clock out at the end of the day.

Hours recorded on the time clock are rounded to the nearest minute. School hours are from 8:30am to 10:30pm.

Day students who leave the premises and do not clock out will be checked-out by staff and may be suspended. A student may be withdrawn after 14 days of non-attendance and/or no contact with the school.

NO CALL/NO SHOW POLICY

Phagans School of Hair Design enforces a no-call, no-show policy that requires students to call in prior to 8:30am (for day students) and prior to 5:30 pm (for evening students) if they are going to be absent or will not be able to make it on time. Students who call in prior to these times above will have a "Called Absent" recorded in the attendance book. Students are allowed to leave messages if staff cannot take your call. Students are not allowed to arrive late.

If a student has a No Call/No Show:

First Offense: Verbal Warning

Second Offense: Written Warning

Third Offense: Student will be suspended for 6 scheduled school days. Student must call Miss Barbara at the school to schedule a meeting. During the meeting the student file will be reviewed to make a determination on the students ability and desire to complete their program.

Day students are given two fifteen-minute breaks each day, one in the morning and one in the afternoon. Lunch breaks are for 30 minutes and will be scheduled by the school staff between 11am and 2pm. It is the student's responsibility to work with the floor instructor to ensure they receive a lunch break, so be sure to let the instructor know if you're running late with a service and need help making it to lunch. After students attend 6.5 hours, lunch will be deducted from their time for the day. Please notify the Director of Education if you do not take your lunch break.

Students who are going to be absent are expected to file a pre-arrange form prior to that day. Students who do not arrive on time for school will not be allowed to clock in for the day. If you have not filed a pre-arrange form, you must call the school prior to 830am for day students and 430pm for evening students, to notify them of your absence.

TIME CLOCK

In order to graduate, you must have the required number of hours for your program, and we will have to certify that you have earned those hours. To track your hours, we use an electronic time clock and record your daily hours in an attendance book and your weekly totals are included on a weekly chart that is posted each week. You must clock in and out when arriving and leaving for the day, for lunch and any other time you leave the school's premises. Since completion of your hours is essential to your graduation, it's very important that you use the time clock correctly and consistently. If you forgot to clock in or out, you will have to have an instructor verify your time and enter the correct time in the computer. All corrections must be made within 24 hours.

PROGRESS REPORTS

Students will receive progress reports monthly. The following three sections are on your report: academics, labs and testing. For academics, students will receive a grade for Theory, Written Evaluations, Practical Evaluations, and other classes. In this section, students will receive a grade for each test. The lab section will give students monthly and cumulative lab totals performed. The cumulative area has a wealth of information. The attendance section will show average monthly attendance (AMA), course hours, total hours, percentage complete, hours remaining and grand total hours. Remember that you must maintain 90% attendance average to graduate on time.

LAB OPERATIONS

Lab operations are tracked as you progress through the program. After every lab, an instructor will check the work performed and sign for that lab operation. It is your responsibility to have your operations checked by your instructor. Operations not signed by an instructor may not be included in your lab operation totals.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy, in compliance with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS), the federal regulations established by the United States Department of Education and applicable school regulations, is consistently applied to all students enrolled within a course and within the same attendance schedule. The policy is printed in the catalog to ensure that all students receive a copy prior to enrollment. The Satisfactory Academic Progress Policy or (SAP), is established and maintained for all Title IV, and Non-Title IV students that are attending school. Students must complete program in SAP to receive certificate of completion and completed transcripts.

Satisfactory Academic Progress includes three cumulative elements of measurements. Attendance – Minimum Satisfactory Standard is no less than 75% of all Scheduled Hours; Academic – Theory Minimum Satisfactory Standard is no less than 75% of all Academic Requirements; Practical – Salon Minimum Satisfactory Standard is no less than 75% of all Practical Requirements. Satisfactory academic progress is evaluated no less than the “mid-point” of each academic year and this evaluation is cumulative in nature. In order to be making Satisfactory Academic Progress, students must maintain a 75% cumulative grade average, a 75% cumulative attendance average and have completed required coursework at the end of evaluation periods. (Please see pages 43 through 47 for more information).

The purpose of this policy is to track student progress in the course to ensure that students will satisfactorily complete the program. To be eligible to receive Federal Student Aid Funding, a student must maintain Satisfactory Academic Progress.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine satisfactory academic progress is a reasonable system of grades as determined by assigned academic learning. In order to be making satisfactory academic progress, you must maintain a 75% cumulative grade average and a 75% cumulative attendance average. However, students must average 90% cumulative attendance or greater to graduate on time and within their contracted time. The student’s cumulative grade average is determined by the appropriate test scores for written and practical clinic procedures and at certain hourly check points. The student’s cumulative attendance average is determined by the average monthly attendance, recorded on progress reports and for financial aid disbursements. Students will receive a hard copy of their satisfactory academic progress report at the time of their evaluation. In order to be making satisfactory academic progress, students must complete the course within the maximum time frame.

GRADING SCALE

Written, Theory, Practical and Laboratory work will be graded according to the following scale. The student is required to maintain a cumulative "C" grade average (75%) in order to successfully pass the course and to be considered making satisfactory academic progress. Grade A = Superior, Grade B = Good, Grade C = Satisfactory and Grade F = Unsatisfactory or not passing. Theory and Written work are graded according to student scores on tests and theory work at structured intervals depending on the course. Practical and Laboratory work are graded according to a Pass or No-pass system with each passing score counted in the cumulative total. Please see pages 7 through 34 for more information on each program.

ATTENDANCE PROGRESS EVALUATIONS

Satisfactory academic progress is evaluated no less than the "mid-point" of each academic year. The quantitative element is used to ensure that students' progress through their program and attend a minimum of 75% of the scheduled hours possible based on the applicable attendance schedule in order to be considered maintaining (SAP), and to complete within the maximum time frame. Evaluations are conducted at the end of each payment period, which is the point when the student successfully completes the actual clock hours for that payment period. Students who have met the minimum academic and attendance requirements will be deemed to be making satisfactory academic progress or (SAP) until the next evaluation period. Students who are enrolled in a course that is longer than 900 clock hours will be evaluated no later than the mid-point of their particular program academic year, throughout the duration of the program.

FINANCIAL AID DISBURSEMENT POLICY

To be eligible to receive Federal Financial Aid Funding, a student must maintain satisfactory academic progress. Eligible students will receive financial aid disbursements once per week after clock hour evaluation periods and academic requirements are completed and verified.

COURSE EVALUATION PERIODS AND SATISFACTORY ACADEMIC PROGRESS

At the end of each payment period, the student’s cumulative attendance and academic status will be evaluated to determine if they have met the minimum requirements for satisfactory academic progress. If the student falls below 75% in either their academic and/or attendance requirements, he or she may be placed on a warning status until the next evaluation period. The student may continue to receive financial aid for one payment period in this status. Students not maintaining (SAP), are no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. All students must maintain (SAP) while in school regardless of whether they receive financial aid. All students will be evaluated at program completion for (SAP) status, and all balances owing to the school must be paid to receive their Certificate of Completion and completed transcripts. Students are evaluated for Satisfactory Academic Progress at the end of each payment period as follows: Minimum Academic Year is 900 clock hours and 26 weeks of Instruction. Fulltime schedule is 24 hours per week.

CLOCK HOUR EVALUATION PERIODS

Minimum Academic Year is 900 Clock Hours and 26 weeks

Full-Time Schedule is 24 hours per week

	Clock hrs/wks	Clock hrs/wks	Clock hrs/wks	Clock hrs/wks
Hair Design/Nail Technology/Esthetics	450/19	900/38	1350/56	1835/76
Hair Design/Esthetics	450/19	900/38	1247/52	1594/66
Hair Design/Nail Technology	450/19	900/38	1146/48	1391/58
Hair Design	450/19	900/38	1025/43	1150/48
Cadet Instructor	500/21	1000/42		
Barbering	393/16	786/32		
Esthetics/Nail Technology	362/15	725/30		
Esthetics	300/13	600/25		
Nail Technology	141/6	281/12		

MAXIMUM TIME FRAME

The maximum time frame for course completion is 133% of the contract length of the course. The contract length will vary according to the course and the schedule the student is enrolled in. This is measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. Students cannot receive financial aid for hours beyond those in the program; the maximum time frame applies to the amount of calendar time the student takes to complete those hours. Please note that students who must attend beyond the end of the contract length of course will be assessed over-contract charges.

Students who might exceed maximum time frame may file an appeal in writing with the financial aid office. Appeals will be reviewed by management and the student will be notified in writing of status of appeal within 10 days. Students that are granted an appeal must follow their designated academic plan and maintain satisfactory academic progress to program completion within the required time frames. Students who are denied an appeal and students that exceed maximum time frame are ineligible for Title IV funds and will not be issued a certificate of completion.

TRANSFER HOURS AND SATISFACTORY ACADEMIC PROGRESS

With regard to satisfactory academic progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Transfer students will be evaluated at mid-point of the contracted hours or the established evaluation periods, whichever comes first. Satisfactory academic progress evaluation periods are based on actual contracted hours at this institution. Phagans School of Hair Design makes no guarantees of the transferability of clock hours earned at this institution to another post-secondary institution.

WARNING AND SATISFACTORY ACADEMIC PROGRESS

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and may be considered to be making satisfactory academic progress during the warning period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Failure to adhere to a student action plan could result in program termination. If, at the end of the warning period, the student has still not met both the attendance and academic requirements, they may be deemed ineligible to receive Title IV funds; however, he or she may be placed on probation if granted an appeal.

PROBATION AND SATISFACTORY ACADEMIC PROGRESS

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory academic progress while during the probationary period; if the student prevails upon appeal of negative progress determination prior to being placed on probation. Additionally, only students who have the ability to meet the satisfactory academic progress policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making satisfactory academic progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If, at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he or she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds and they may not be able to remain in school.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

NON-CREDIT AND REMEDIAL COURSES

Phagans School of Hair Design does not offer Non-credit or Remedial Courses. Course incompletes, repetitions and non-credit remedial courses have no effect on the institution's SAP standards.

INCOMPLETES AND WITHDRAWALS

Students may be required to retake a failed course; make up written or practical work and/or testing. Students must work with the Director of Education to facilitate this process within required time frames to maintain continued satisfactory academic progress standards.

APPEAL PROCEDURE AND SATISFACTORY ACADEMIC PROGRESS

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 14 days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the financial aid office within 14 days of the notification of non-satisfactory academic progress with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 10 days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the non-satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

INTERRUPTIONS, COURSE INCOMPLETES & WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence, and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

LEAVE OF ABSENCE POLICY

If a student has a formal leave of absence, and does not return from the leave of absence, the student will be terminated on the contracted leave of absence return date. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning. Students may request a leave of absence for medical reasons only. All requests must be in writing and submitted to the financial aid office for approval. The reason for the leave of absence must be included and signed and dated by the student in advance of the leave. The school must then approve the leave. A student granted a leave of absence that

meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. Students may need to provide a doctor's release without limitations to return to school. A student on an approved leave-of-absence will be considered enrolled in school and will not incur additional charges. There must be a reasonable expectation that the student will return from the leave-of-absence. A leave-of-absence may be granted due to unforeseen circumstances or emergencies without advance notice if the institution documents the reason for its decision and collects the request from the student at a later date.

The beginning date of the approved leave-of-absence would be determined by the institution to be the first date the student was unable to attend the institution because of the unforeseen circumstances. A student's maximum time-frame and the contract period to complete the program will be extended by the same number of calendar days taken in the leave-of-absence. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. Students will be withdrawn if they take an unapproved leave-of-absence, or do not return by the expiration of an approved leave-of-absence. A student's last date of attendance will be the date used for the purpose of calculating a refund. In rare and extreme circumstances and at the discretion of management, a leave-of-absence of up to 180 days may be granted. These circumstances may include, but are not limited to, medical, jury duty or military service. The leave-of-absence together with any additional leaves-of-absence must not exceed 180 days in any 12-month period.

OVER-CONTRACT CHARGES

Students who do not complete the required hours, testing and operation minimums for the course(s) by their contract completion date will be assessed over-contract charges. This over-contract charge is \$15.00 per hour for remaining hours or requirements needed for course completion. If a student withdraws or is terminated from school and does not complete the program, there will be a \$25 withdraw fee charged to the student. In the event of rare or extreme circumstances, Phagans School of Hair Design may adjust over-contract charges upon receipt and evaluation of a written student appeal. All appeals must be filed with the financial aid office within 10 days of course completion.

SCHEDULE AND PROGRAM CHANGE POLICY

Students who wish to change schedules subsequent to enrollment may request to do so in writing with the Director of Education and the request will be evaluated. There is a \$50 fee to change a course or schedule. No course changes are allowed after 60 days from student start date, and must be approved by management

CONFIDENTIALITY & ACCESS TO STUDENT RECORDS

All student records and file information will be kept confidential. Information will not be released to third parties, except by written consent of the student or guardian. Individual academic student records are kept by the school and furnished to the student or guardian. A student's records are available to the student to review upon request. Students must request to do so by scheduling an appointment. During the event that a student, while attending any portion of school, is a dependent minor, the student's parent or guardian does have the same rights to access student records. Official academic transcripts are provided only upon fulfillment of all financial obligations. Phagans School of Hair Design will also provide copies of academic transcripts to former students for a fee of \$15.00.

Phagans School of Hair Design maintains all student records for a minimum of three years following the student's graduation or termination. The student's educational transcripts are maintained for a period of 25 years, as required by the Higher Education Coordinating Commission.

All student files are made available for review by certified, accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews.

No portion of a file may be removed or reproduced without the permission of the owners of Phagans School of Hair Design. All files remain the property of the school.

Phagans School of Hair Design complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) 20 U.S.C., 1232g; 34 CFR PART99. FERPA protects the privacy of all education records maintained by schools that receive financial aid. For more information on FERPA, please contact the financial aid office or www.ed.gov.

DRESS CODE

Professional dress is required at all times, which consists of black pants/skirts and black shirts or other professional black attire. Instructors reserve the right to counsel students on dress code requirements.

STUDENT LOUNGE

The student lounge is to be used only for lunches and breaks. You should not hang out in there at other times. Please clean up after yourself – everyone has to use this room. The student lounge is for students only and not for student guests.

LOCKERS

Each student is provided with a locker for safe storage of personal items. The school is not responsible for lost or stolen items, and we strongly encourage you to never leave your belongings unattended.

Lockers are property of Phagans School of Hair Design and may be opened at any time in the presence of two (2) or more staff members. Do not trade lockers without prior approval and please notify staff immediately if your locker or combination lock becomes broken or defective.

Students have 7 days from their last date of attendance to clean and remove all personal belongings from their lockers. Any contents left in lockers over 7 days will be discarded. Combination locks must be left on your locker upon graduation or withdrawal from school.

SANITATION

Each student, as a part of his or her training, is expected to complete a daily sanitation assignment. You must have the required hours of safety and sanitation operations in order to graduate, and completion of daily sanitations counts towards this requirement. In addition, sanitations and keeping the facility clean are a fact of salon life, so learning good habits and skills now will better prepare you for employment.

COUNSELING

There are many reasons that a student may wish to discuss matters with a school official. The most likely reasons include financial aid questions, progress in school and student concerns. Students are encouraged to take up their concerns with the Director of Education or Compliance Officer.

VACCINATION POLICY

Vaccinations are not required. This institution does not have a vaccination policy.

STUDENT CONDUCT & TERMINATION POLICY

All students are expected to conduct themselves in a professional manner while at school. Students may be terminated for, but not limited to: failure to maintain satisfactory academic progress, violation of school rules and regulations, use of illegal drugs or alcohol before or during school hours, disruptive language or behavior, possession of weapons or dangerous items on school grounds or default on payment arrangements.

DISCIPLINARY ACTION AND APPEAL POLICY

Verbal Warning – This can be given to a student by a staff member. Verbal warnings are intended to warn a student that performance or behavior is not acceptable. A staff member may document the verbal warning and put it in the student's file.

Written Warning – This may be given to a student when previous verbal warnings have failed, or for disciplinary action. The written warning will be signed by management and the student. A copy of this warning will be given to the student and put in the student's file. These warnings are intended to inform the student of unacceptable performance or behavior.

Official Probation – This may occur when students are not in Satisfactory Academic Progress or for other disciplinary action. The probation notice may be reviewed with the student by management. The student is given (30) days in which to correct the listed behavior or performance problems. The student must sign the official probation notice and receives a copy. The probation notice will be put in the students file.

Suspension – This type of disciplinary action is normally used with behavioral issues. However, Phagans School of Hair Design may suspend students, pending an investigation or for other reasons that the school may deem necessary. The length of suspension will not normally exceed ten (10) business days, unless extenuating circumstances occur. Suspended students or students that are withdrawn for behavior issues are not allowed on school property, unless they have prior consent of management. The suspended student's case will be reviewed and they will be notified whether they may return to school.

Termination – This disciplinary action may occur when all other warnings have failed. The student will be notified that they have been terminated. The school will initiate the Exit paperwork process and notify the student of these results within the required regulatory time frames.

Appeal Process – A student may appeal a disciplinary action by submitting a written appeal within ten calendar days to the financial aid office. Phagans School of Hair Design will review the appeal within 30 calendar days and issue a decision. The student will be notified and the decision will be final. Copies of the related documents will be retained in the student's file.

Although Phagans School of Hair Design has the above disciplinary policy, the school reserves the right to terminate any student at any time to protect the safety of our students, staff and clients, and to maintain the integrity of the educational process of our school.

GRADUATION: SCHOOL REQUIREMENTS

Upon successful completion of all graduation requirements, the student will be awarded a certificate. The general graduation requirements are as follows: completion of required hours in each subject area; completion of required practical experiences and projects; submission of completed and signed final progress records; successful completion of all school final written and practical evaluations, completion of the exit interview, completion of transcripts, fulfillment of all financial obligations and clearance from the school's financial aid office. The school will provide students with placement assistance that includes instruction in job seeking skills, and posting of available jobs. However, the school does not guarantee employment.

STATE BOARD REQUIREMENTS AND FEES

To qualify for state licensure, the school must submit an official transcript. The student must submit an application and fees for the exam. Information on state testing procedure and fees may be obtained from the school. State Board Examination dates and locations are available upon request. The examination is written and administered by:

Oregon Health Licensing Office
1430 Tandem Avenue N.E., Suite 180
Salem, OR 97301
(503) 378-8667
<http://www.oregon.gov/oha/hlo>

Financial Aid

TITLE IV FINANCIAL AID FUNDS

Phagans School of Hair Design is eligible to participate in Title IV Financial Aid Funding from the Federal Department of Education. Federal financial aid is available to those who qualify. Interested students should see the financial aid officer. Application is made by completing the Free Application for Federal Student Aid (FAFSA). Eligibility is determined using the federal analysis methodology. Award amounts are determined on the basis of available funds, student eligibility and demonstrated need. The Financial Aid Award Letter informs the student of their maximum loan eligibility and grant awards. All recipients of student loans are required to attend loan entrance counseling prior to the first disbursement.

All Title IV Financial Aid awards are made for the purpose of meeting costs of attendance at the Institution. Student aid packages incorporate all sources of aid available (except for college-based programs, i.e.: Perkins and SEOG) to the student, ensuring that students are not over-awarded. All funds received through these programs may be used first to satisfy the student's financial obligations to Phagans School of Hair Design with any remaining funds being available to meet the student's cost of living – such as room and board while attending school. The expectation of Title IV Financial Aid funds does not relieve the student from payment obligations outlined in the enrollment agreement, although actual credit of financial aid funds to the student's account will satisfy those obligations up to the amount of the aid credited.

It is the policy of Phagans School of Hair Design to provide the student during the financial aid interview a clear understanding of the forms and other documentation needed to verify the application. It is Phagans School of Hair Design responsibility to make certain that each prospective student understands what information is needed to accurately determine eligibility to participate in any Title IV financial aid funds. After classes have begun, should an error in omission or commission be discovered, the financial aid office will contact the student personally and correct the error.

Phagans School of Hair Design is required by Federal regulations to make referrals to the Department of Education and Department of Justice should it be suspected that aid was requested under a false pretense. Phagans School of Hair Design takes very seriously the proper stewardship of Title IV financial aid funds and will cooperate with government agencies in the full prosecution of students who are found providing falsified data.

Students receiving Title IV Financial Aid must maintain satisfactory progress in academics, practical operations, and hour attendance. Satisfactory progress is defined as a minimum of 75% for each of practical grades, theory grades and hours attended. Those students who fail to maintain satisfactory progress may not participate in Title IV Financial Aid during the period of non-compliance. See Satisfactory Academic Progress Policy for more details.

TITLE IV FINANCIAL AID PROGRAMS OFFERED

Federal Pell Grants

This is aid provided through the Federal Pell Grant Program, administered by the Federal Department of Education. To qualify, students must be accepted for enrollment at a participating institution, show need as determined by the Pell Grant formula, be a U.S. citizen or an eligible non-citizen, and be attending school at least half-time. You may be eligible to receive more than one Pell Grant during the time of enrollment, depending on the course taken and the actual time enrolled.

Federal Direct Loans

William D. Ford Federal Direct Stafford Loan

Under this program, money may be borrowed by the student to pay for their educational expenses. For more information, please visit the following website:

<https://studentaid.gov>

Please visit the financial aid office for more information.

Parents Loan for Undergraduate Students (PLUS)

Parents of dependent students may borrow money in their name to help meet student expenses. For more information, please visit the following website:

<https://studentaid.gov>

Please visit the financial aid office for more information.

FEDERAL FINANCIAL AID REFUND POLICY

Under certain conditions, a student may be required to return some or all of the federal aid disbursed to them. When a student reaches 60% of scheduled hours the student is considered to have earned 100% of the aid awarded for the period. There may be a gap between what the school may charge the student and the financial aid that is available to pay the charges after the Title IV funds are returned. Further, the student may be required to repay some of the funds received in addition to the amount the school must return.

Returned Title IV funds are to be distributed in the following order:

- Unsubsidized Direct Loan
- Subsidized Direct Loan
- Direct Graduate PLUS Loan
- Direct Parent PLUS Loan
- Pell Grant
- Iraq and Afghanistan Service Grant
- FSEOG
- TEACH Grant

FAIR & EQUITABLE REFUND & TERMINATION POLICY

1. Any student not accepted for enrollment will be entitled to a full refund of all monies paid.
2. If a student, or in the case of a minor, the parent or guardian, cancels this enrollment agreement in writing within five business days of signing the agreement, he or she will be entitled to a full refund of all monies paid. The cancellation date will be determined by the date the cancellation is delivered in person or the postmark date on the cancellation, if it is mailed. This policy applies whether or not the student has started class.
3. If a student cancels after five business days of signing the enrollment agreement, but before starting class, he/she will receive a full refund, minus the enrollment fee. Enrollment fee is limited to a maximum amount of \$250 and is identified as an enrollment fee on the student enrollment agreement.
4. If the student terminates enrollment after he or she started classes, but prior to completing 50% of the enrollment period, the student will be entitled to a refund of tuition charges based on the time the student was enrolled. The enrollment time is the time between the start of classes for the enrollment period (which is lesser of program length or the award year) and the student's last day of attendance. The formula divides the number of hours scheduled during the time the student was enrolled by the total hours scheduled for the enrollment period. The tuition charges for the enrollment period are multiplied by this percent, and the result is subtracted from the tuition charges for the period. The remainder is the initial refund due to the student. If withdrawal or termination occurs after completion of 50% or more of the scheduled hours of the program, the student shall be obligated for the tuition charged for the

entire program. Other allowable school charges are deducted from the initial refund amount. An additional calculation must be made for students who have received federal Title IV financial aid for the period. If the hours scheduled to complete by the student are less than 60% of the total course hours in the period, a portion of the aid awarded to the student is considered unearned and must be returned to its source. This may create a larger than expected gap between the amount the school may charge the student and the amount of financial aid available to pay the school charges. See the "Return of Title IV Financial Aid" entry in the school catalog for more details. Any return of Title IV aid or refunds due the student are made within 40 days of formal cancellation of this agreement by the student or formal termination by the school.

5. When situations of mitigating circumstances are in evidence, the school may make a refund that exceeds this policy.
6. If the school is permanently closed and no longer offers instruction after a student has enrolled, the student will be entitled to a pro-rata refund of tuition. Teach-out plans in the same geographical area will be made available for all students to promptly resume and complete the cancelled course(s) or similar course(s) at an institution with no business connections to the original institution. The teach-out school shall not charge students more than the original school would have been entitled for the period covered by the teach-out, and for which the student has not paid. All teach-out plans are approved by the US Department of Education.
7. If a course is cancelled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid, or will provide a teach-out plan for completion of the course.
8. If a student has a formal leave of absence, and does not return from the leave of absence, the student will be terminated on the contracted leave of absence return date. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
9. Students may be terminated for violation of school rules and regulations, failure to maintain satisfactory academic progress, use of illegal drugs or alcohol before or during school hours, disruptive language or behavior, possession of weapons or dangerous items on school grounds or default on payment arrangements. In order to be re-instated following termination or cancellation, a student must: Formally request reinstatement in writing. Schedule an appointment with the school management regarding reinstatement. If the student is re-instated, a new enrollment agreement and probationary period will be instituted. The student must demonstrate the desire to be reinstated and will return in the same satisfactory academic progress status at the time they left school.
10. Formal termination shall occur within 30 days of a determination by the institution that the student has withdrawn without notifying the institution.
11. There is a \$25 termination fee for any student who is terminated or drops out of school. If a student wishes to terminate their enrollment, they should inform the Director of Education. Students may be withdrawn after 14 days of non-attendance and/or non-contact with the school. The student must complete an exit interview with the financial aid department that may include a refund calculation and loan counseling, if the student received any student loans.

Policies & Professional Practices

NON-DISCRIMINATION AND DISABILITY ACCESS

Phagans School of Hair Design has had a long-standing policy of non-discrimination. The College repudiates all discriminating procedures and specifically those based on race, color, gender, national origin, marital status, ethnicity, ethnic origin, religion, age, sex, financial status, sexual orientation, disability or any other protected status in its admissions, instruction, or graduation policies. The College does not knowingly support or patronize any organization or business which discriminates. "Any person unlawfully discriminated against, as described in ORS 345-240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries". Our campus is disability accessible, however there are no special services or facilities beyond accessibility and restroom accommodations.

No person shall be denied admission or access to the programs or activities of Phagans School of Hair Design solely because of any physical, mental or medical impairment within reasonable accommodations. Inquiries concerning this policy may be referred to our Compliance Officer.

Phagans School of Hair Design complies with Americans with Disabilities Act of 1990 (ADA). Please see Phagans School of Hair Design Policies and Procedures Manual on site for our information. Phagans School of Hair Design policies governing employees will be enforced in situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior.

Phagans School of Hair Design has adopted internal procedures which covers all employees and students and provides for the prompt and equitable resolution of complaints alleging any action prohibited by the US Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity. The Compliance Officer for Phagans School of Hair Design is Marcy Sharpan. Barbara Climaldi has been designated to coordinate ADA compliance efforts.

The following procedures should be followed in filing an ADA complaint: A complaint should be filed in writing, containing the name of the person filing it, and briefly describe the alleged violation of the regulations. A complaint should be filed within ten calendar days after the complainant becomes aware of the alleged violation. An investigation, as may be appropriate, shall follow a filing of complaint. This investigation shall be informal, but thorough and afford all interested persons and their representatives, if any, an opportunity to submit evidence

relevant to the complaint. A written determination as to the validity of the complaint and a description with resolution. The request for reconsideration should be made within ten calendar days.

The Compliance Officer shall maintain the files and records relating to the complaints filed.

SEXUAL HARASSMENT/SEXUAL VIOLENCE POLICY

This policy of Sexual Harassment/Sexual Violence applies to all Phagans School of Hair Design employees and students, including faculty and professional staff, and other staff and students.

Phagans School of Hair Design takes allegations of sexual harassment/violence seriously and will respond promptly to complaints. Where it is determined that such inappropriate conduct has occurred, the college will act promptly to eliminate the conduct.

Please note that while this policy sets forth the College's goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit the College's authority to discipline or take remedial action for workplace conduct which is unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment. The sexual harassment of students by College employees (faculty and staff) is also a violation of law and College policy and will be cause for disciplinary action.

The Equality Employment Opportunity Commission (EEOC), the legal definition for sexual harassment is this: sexual harassment means sexual advances, requests for sexual favors and verbal or physical conduct of a sexual nature when:

- a) Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- b) Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment. For purposes of this policy, senior faculty may be considered to be in a supervisory relationship with junior faculty. Faculty of all ranks may also be in supervisory relationship with staff and students.

While it is not possible to list all of the circumstances that may constitute sexual harassment, the following are some examples of conduct if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct:

- Unwelcome sexual advances – whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies or prowess;

- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment or who has cooperated with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the College.

Complaints of Sexual Harassment/Violence

If any employee or student believes that he or she has been subjected to sexual harassment, the employee or student has the right to make sure of all the established procedures of the College, including the filing of a complaint in writing.

If an employee or student wishes to file a complaint, he or she may do so by contacting Barbara Climaldi at 503-652-2668. Barbara Climaldi is also available to discuss any concerns an employee or student may have and to provide information about the College's policy on sexual harassment and its complaint procedures under the employee's applicable Handbook or the student's Catalog.

Sexual Harassment Investigation

When the College receives notice of conduct which appears to be sexual harassment, it will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in accordance with the College's customary procedure and in such a way as to maintain confidentiality to the extent practical under the circumstances and permissible by law. The investigation may, as appropriate, include private interviews with the person filing the complaint, with witnesses, and with the person alleged to have committed sexual harassment. When the investigation is completed, the person filing the complaint and the person alleged to have committed the conduct will be informed, to the extent appropriate, of the results of the investigation.

Appropriate Response/Disciplinary Action

If it is determined that inappropriate conduct has been engaged in by an employee or student, appropriate action will be taken immediately, using the College's established procedures, to fulfill its obligation under the law to promote an environment that is free of sexual harassment. Such action may range from counseling to termination of the employment or enrollment, and may include such other forms of disciplinary actions as appropriate under the College's procedures

GRIEVANCE PROCEDURE

If you have a complaint or a problem, we want to know about it! We can't fix what we don't know about, and often times, complaints are more a matter of a misunderstanding or a miscommunication than a true problem. However, in the event you have a more serious issue and you want to file a formal complaint, we have adopted the following procedure:

Complaints must be in writing, addressed to Barbara Climaldi with a signature and must include the following:

- A description of the complaint
- An outline of the allegations

Complaints will not be accepted unless they are signed, dated and include all necessary information. A staff member will provide a time-stamped copy of the internal grievance to the student, and we will keep a time-stamped copy on file. Within fifteen (15) days of receipt of the complaint, the compliance officer or other designated individual will meet with the individual filing the complaint.

Every reasonable attempt will be made to resolve the complaint.

The meeting and any agreements will be documented in writing.

If the complaint is not satisfactorily addressed, the complainant may request a review by the complaint committee.

The complaint committee will be made up of the following members: school owner and/or manager, an instructor and a public member. A complaint committee will meet to review the complaint within 30 days of referral of the complaint. The committee may request additional information from the complainant or may meet with the complainant to obtain additional information. The committee will send the complainant the results of their findings within 15 calendar days, addressing the steps taken to correct the problem, or showing that the allegations were not warranted or factual.

This internal complaint procedure should be followed before the complainant contacts outside agencies. Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: Higher Education Coordinating Commission, Private Career Schools, 3225 25th Street S.E. Salem, OR 97302. After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission's Executive Director will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.

If after following the school's procedure as outlined above, the complainant is still not satisfied, he/she may pursue the complaint by contacting:

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

Note: The Health Licensing Office does not have jurisdiction over the school. All complaints will be kept on file for two Accreditation Cycles (approximately ten years).

COPYRIGHT INFRINGEMENT POLICY

Students may face discipline, up to and including termination, for violating our Copyright Infringement Policy as follows:

- Copying or downloading copyrighted materials via school equipment or internet.
- Copyright infringement is when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without legal authority or the permission of the copyright owner. Examples include acts such as unauthorized downloads of music, peer-to-peer file sharing, photocopying of textbooks, or use of a song as a soundtrack to a video. Violating this policy may subject you to termination by the College and to civil and criminal liabilities under the U.S. Copyright Act.

Phagans School of Hair Design Staff

Happy Valley Campus
Phone # 503-652-2668
12000 SE 82nd Ave., Suite 4010
Happy Valley, OR 97086
www.phagans.com

Barbara Climaldi – Owner/Title IX Coordinator

Dennis Climaldi – Operations Officer
Joey Grimaldi – Technical Officer
John Climaldi – Financial Officer

Admissions

Barsaloux, Cathy – Dir of Admissions
Bounds-Gaston, Janelle - Admissions Rep.

Educational Staff

Goldsby, Marquita – Dir. Of Education (Hrs 9-5 M-F)
Ripp, Nancy – Manager
Brandvold, Andrea – Evening Supervisor
Rohwer, Arcia – Esti & Nail Supervisor
Harvey, Malika
Larson, Lynda
Maddalena, Betty
Pechacek, Phillip
Rasmussen, Connie
Thomas, Annette

Financial Aid & Compliance

Sharpan, Marcy – Fin Oper & Compliance
Garcia, Amanda – Dir of Financial Aid
Janette Hisey – Financial Aid Assistant
Charity Peterson - Financial Aid Assistant
(Hours Mon thru Thu 10-6 & Fri 10-4)

Support Staff

Vasquez, Connie – Office Administrator
Briggs, Tanya – Salon Coordinator
Dasalla, Nicholette – Salon Coordinator



Happy Valley 2024 Start Dates

Start Date	Orientation	DAY/EVE	DAY	EVENING
1/2 & 1/4/2024	12/28/2023	Color	Nails 1/8 & 1/11 Current Students Only	Color Nails 1/8 & 1/1
1/22 & 1/25/2024	01/18/2024	Hair Cutting/Barbers	Est	Cutting/Barbers Est
2/12 & 2/15/2024	02/8/2024	Hair Design	Nails 2/19 & 2/22 Current Students Only	Hair Design Nails 2/19 & 2/23
3/4 & 3/7/2024	02/29/2024	Perm/Relaxing	Est	Perming/Relaxing Est
3/25 & 3/28/2024	3/21/2024	Color	Nails 4/1 & 4/4 Current Students Only	Color Nails 4/1 & 4/4
4/15 & 4/18/2024	4/11/2024	Hair Cutting/Barbers	Est	Cutting/Barbers Est
5/6 & 5/09/2024	5/2/2024	Hair Design	Nails 5/13 & 5/16 Current Students Only	Hair Design Nails 5/13 & 4/6
5/28 & 5/30/2024	5/23/2024	Perming/Relaxing	Est	Perming/Relaxing Est
6/17 & 6/20/2024	06/13/2024	Color	Nails 6/24 & 6/27 Current Students Only	Color Nails 6/24 & 6/27
7/8 & 7/11/2024	07/03/2024	Hair Cutting/Barbers	Est	Cutting/Barbers Est
7/29 & 8/1/2024	07/25/2024	Hair Design	Nails 8/5 & 8/8 Current Students Only	Hair Design Nails 8/5 & 8/8
8/19 & 8/22/2024	08/15/2024	Perming/Relaxing	Est	Perming/Relaxing Est
9/9 & 9/12/2024	09/05/2024	Color	Nails 9/16 & 9/19 Current Students Only	Color Nails 9/16 & 9/19
9/30 & 10/3/2024	9/26/2024	Hair Cutting/Barbers	Est	Cutting/Barbers Est
10/21 & 10/24/2024	10/17/2024	Hair Design	Nails 10/28 & 10/31 Current Students Only	Hair Design Nails 10/28 & 10/31
11/11 & 11/14/2024	11/7/2024	Perming/Relaxing	Est	Perming/Relaxing Est
12/2 & 12/5/2024	11/27/2024	Color	Nails 12/9 & 12/12 Current Students Only	Color Nails 12/9 & 12/12

Subject to Change As Needed.

phagans

school of hair design

Happy Valley Campus

Day & Evening Schedule	COURSE	HOURS	DAY MIN/MAX WEEKS	EVE MIN/MAX WEEKS	TUITION	KIT	BOOKS	LAB SUPPLIES	KIT, BOOKS, SUPPLIES COST	TOTAL
<u>Day</u> 8:30 AM – 5:00 PM Mon-Wed 24 hours/week or 8:30 AM – 5:00 PM Thurs-Sat 24 hours/week	Hair Design Nail Technology Esthetics	1835	77/102	73/98	\$20,000	\$1,142	\$369	\$2,189	\$3,700	\$23,700
	Hair Design Nail Technology	1391	58/77	56/74	\$18,200	\$753	\$345	\$1,602	\$2,700	\$20,900
<u>Evening</u> 5:30 PM - 10:30 PM Monday – Friday 25 hours/week	Hair Design Esthetics	1594	66/88	64/85	\$18,200	\$952	\$369	\$1,379	\$2,700	\$20,900
	Hair Design	1150	48/64	46/61	\$18,000	\$564	\$227	\$909	\$1,700	\$19,700
	Esthetics Nail Technology	725	30/40	29/39	\$13,000	\$577	\$360	\$1463	\$2,400	\$15,400
	Nail Technology	281	12/16	11/15	\$6,500	\$189	\$218	\$993	\$1,400	\$7,900
	Esthetics	600	25/33	24/32	\$9,300	\$388	\$242	\$770	\$1,400	\$10,700
	Barbering	786	33/44	31/42	\$15,000	\$677	\$230	\$893	\$1,800	\$16,800
	Cadet Instructor	1000	42/56	40/53	\$10,000			\$500	\$500	\$10,500

To enroll, you must have the following:

- _____ Proof of Age (Photo ID, Driver License, Birth Certificate) Applicant must be 18 years of age.
- _____ Evidence of High School/GED Completion
- _____ Completed Enrollment Packet
- _____ \$100 Enrollment Fee
- _____ Completed FAFSA (if applicable)
- _____ Parent Plus Loan Consent to Obtain Credit Report (if applicable)
- _____ Proof of U.S. Citizenship or other Eligible Non-Citizen Status

To complete your FAFSA online, go to: www.studentaid.gov

Phagans School of Hair Design Happy Valley/SE Federal School code: **012350**

For more information about our graduation rates and other important information,
please visit our website at www.Phagans.com

Phagans School of Hair Design
12000 SE 82nd Ave, Suite 4010. Happy Valley, OR 97086
Phone: (503)652-2668 Fax: (503)652-2786

STUDENT RIGHT TO KNOW AND OTHER CONSUMER INFORMATION

Phagans School of Hair Design's information regarding student graduation rates, financial assistance, institutional financial support, privacy rights, (FERPA), campus security, crime statistics, and OTHER student right-to-know items as

listed in 34 CFR Part 668, may be obtained by viewing our website at www.phagans.com. Printed copies of this information may also be obtained by contacting our Admissions or Financial Aid Office at 503-652-2668

Clackamas Campus

12000 SE 82nd Ave., Suite 4010

Happy Valley, OR 97086

(503) 652-2668

This policy applies to students, former students and staff.

We invite you to call the school if you have any questions and to stop by at any time to visit us and meet the staff and students. You are also welcome to sit in on a class or observe students working in the clinic. Please call us to schedule an appointment.

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