ACADEMY OF HAIR DESIGN

SCHOOL CATALOG | 2026 - 2027

Effective: July 1, 2026
VOL X

Professional Training • Personal Attention • Rewarding Careers

Academy Of Hair Design

Corporate Office

5420 I-55 Frontage Road N.
Jackson, MS 39211
(601) 372-9800
Fax (601) 372-9979
1-800-499-6632

www.academyofhair.com

Accreditation

All schools are nationally accredited by the National Accrediting Commission of Career Arts and Sciences,Inc.
3015 Colvin Street, Alexandria, VA 22314,
(703) 600-7600.

Licensing

Mississippi State Board Of Cosmetology and Barbering
P.O. Box 55689 • Jackson, MS 39296-5689
(601) 354-5316

Ownership

Academy of Hair Design #1
Zametto Enterprises, Inc.

Academy of Hair Design #4
Pearl Beauty School, Inc.

Academy of Hair Design #6
Hattiesburg Hair Academy, Inc.

Academy Mission Statement

Academy of Hair Design is devoted to the training of competent cosmetologist and instructors. The goal of the cosmetology or cosmetology instructor student is not only to pass the required State Board examination, but also to participate in intensive training and study so that upon graduation, the student can enter successfully into his/her chosen profession . . . COSMETOLOGY or COSMETOLOGY INSTRUCTOR. This school pledges its dedication to the attainment of this goal for each and every student for the State licensing examination and for profitable employment as a cosmetologist or cosmetology instructor.

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Corporate Office

Melvin R. Calton- President/Executive Director

Pat D. Zametto- Vice President

Andrea Calton - Secretary-Treasurer/Assistant Executive Director/Director of Education/ Licensed Cosmetology Instructor/Licensed Barber Instructor

Gina Palmer - Administrative Staff
Jil Martin- Administrative Staff

Campus Locations and Staff

Academy of Hair Design #1 (Grenada)

1301 Sunset Drive #JK
Grenada, MS 38901
(662) 226-2464
FAX (662) 226-0441
Admissions: Jewel Taylor
Manager/Instructor: Courtney Taylor
Instructor: Jasmine Coker

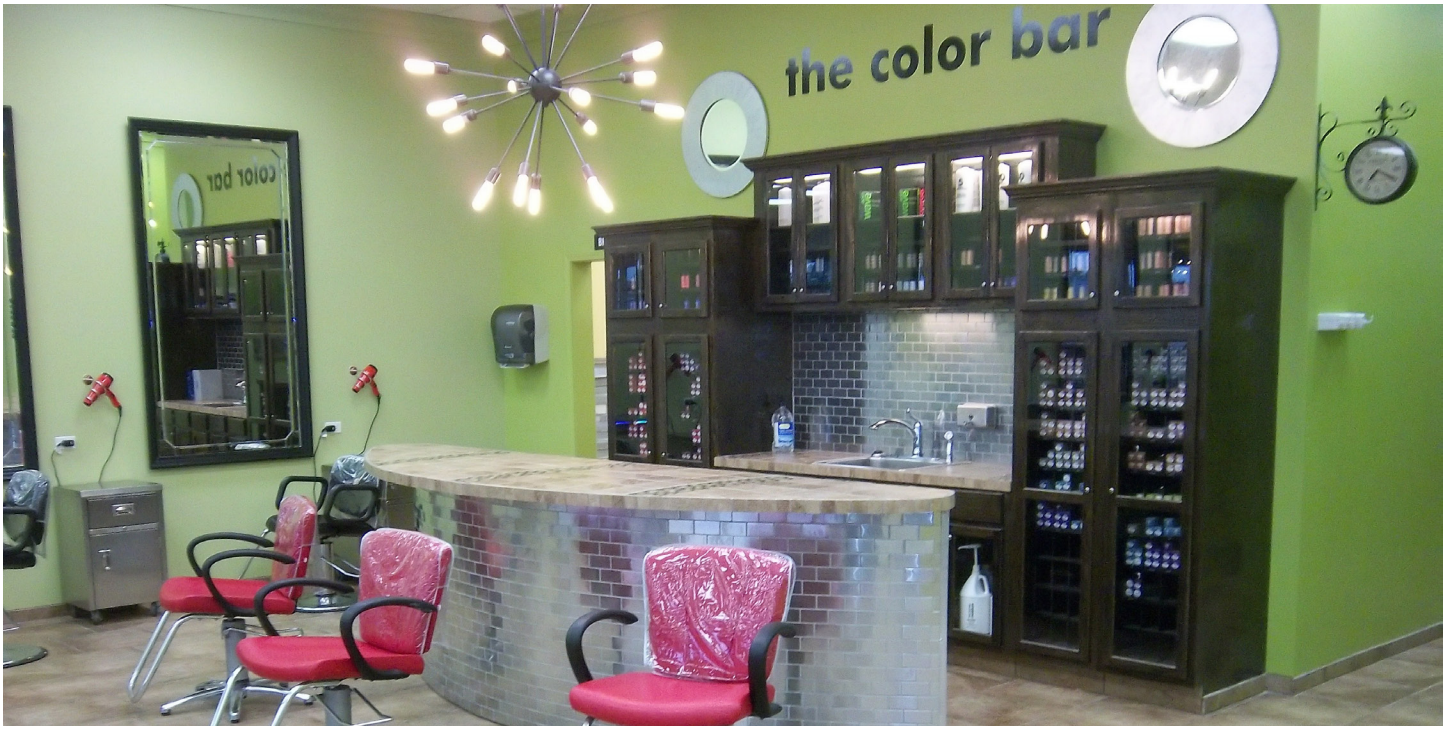
Academy of Hair Design #4 (Pearl)

3167 Hwy. 80 East
Pearl, MS 39208
(601) 939-4441
FAX (601) 932-8623
Admissions: Sarah Bloodsworth
Manager/Instructor: Carylan Brantley
Instructors: Instructors: Kathy Condrey • Jessica Scott

Academy of Hair Design #6 (Hattiesburg)

5912 U.S Hwy. 49, Suite A1A
Hattiesburg, MS 39401
(601) 583-1290
FAX (601) 583-1291

Admissions:-Elizabath-Rodriguez
Manager/Instructor:-Eva Avants
Instructors: Latasha Odom



Pearl Campus

Facilities

Academy Of Hair Design #1 (Grenada Campus) is located in a modern facility that is centrally heated and air conditioned. Adequate parking facilities are available in front of the college. Academy of Hair Design has available approximately 5,200 square feet of floor space. This is divided into 2 offices, clinic area, dispensary, store room, 3 rest rooms, 1 freshman classroom and 1 junior/senior classroom, 1 break room. Academy of Hair Design has the following equipment: 27 mirrored stations, 27 styling chairs, 5 shampoo bowls, 5 shampoo chairs, 1 receptionist desk, 12 dryers, 3 manicure tables, and other miscellaneous equipment.

Academy Of Hair Design #4 (Pearl Campus) This campus is made up of 7,000 square feet that is divided into a large clinic floor area containing 45 styling stations with hydraulic styling chairs, 7 shampoo bowls, 19 dryer units with chairs and 2 ped spas. The building also contains a large dispensary, 2 classrooms, 1 student lounge, 2 stock rooms, instructor's office, reception area and 5 restrooms.

Academy Of Hair Design #6 (Hattiesburg Campus) is located in a modern facility that is heated and air conditioned. Adequate parking is available. Academy of Hair Design has approximately 5,500 sq.ft. of floor space. The area is divided into the following: Reception Area, office, 2 classrooms, 1 dispensary, student lounge, men's and ladies restrooms; Cosmetology Clinic, which has 20 styling stations with hydraulic chairs and mirrors, 6 shampoo bowls and chairs, 12 dryer units with chairs.

How To Register

Academy of Hair Design will gladly make an appointment for you to talk with the school's admissions representative or you may send your name and address to:

Academy of Hair Design - Corp. Office
5420 I-55 Frontage Rd N.
Jackson, MS 39211

Starting dates

Academy of Hair Design is open year round because of the school curriculum, Academy of Hair Design is able to enroll and start classes the first and third Tuesday of each month. Call today and check with our school registrar for exact class dates.

Admission Requirements

For our programs, Academy of Hair Design admits persons who meet the following qualifications:
Academy of Hair Design does not utilize ability to benefit

Cosmetology (1500 Hours)

- Applicant must be above the age of compulsory school attendance (16 years) in Mississippi.
- Applicant must have a high school diploma or its equivalent.
- Applicant must have Photo ID.
- Applicant must read, write, and speak English.

Cosmetology Instructor (600 Hours)

- Applicant must not be less than 21 years of age.
- Applicant must have a current Mississippi Cosmetology license.
- Applicant must have a high school diploma or its equivalent.
- Applicant must have Photo ID.
- Applicant must read, write, and speak English.

*All Foreign diplomas/transcripts must be translated by a Mississippi State Board of Cosmetology and Barbering approved translator into English & confirmed as the academic equivalent of a U.S. high school diploma.

Transfer Student

Academy of Hair Design will accept no more than 600 transferred hours for the basic Cosmetology courses. A student transferring to Acad-emy of Hair Design will be required to pay a $100.00 entry fee or 15% of the total tuition, which ever is less. Tuition amount is calcu-lated by dividing the current tuition cost by the total course length, then multiplied by the number of hours required. Academy of Hair Design does not accept transfer hours for the Cosmetology Instructor Program.

Re-Admission Policy

All students wanting to apply for re-admittance to Academy of Hair Design must be in good standing with the school. All outstanding account balances must be satisfied before any consideration of re-admittance will be made.

Students who have been terminated/expelled may apply to be re-admitted to the college after being dismissed for a period of no less than 90 days. Each terminated re-admittance will be handled on a case by case basis. Reason for which the student was terminated will be strongly taken into consideration as well as the student's ability to show the school why they should be considered for re-admittance. This re-admittance shall be conducted on campus with either the school's President, Executive Director, and/or Manager. Voluntary withdrawals are considered on a case by case basis.



Admission Practices

Academy of Hair Design does not solicit nor recruit students already attending or that have been admitted to another school offering a similar program of study.

Grading System

Students receive a numeric grade in both their academic and practical work, An overall average of 85 is required. The following represents the equivalencies of grades assigned:

95-100: Excellent
90 to 94: Very Good
85 to 89: Satisfactory
84 and below: Unsatisfactory

Access to Student Files & Information

Student or parent/guardian (if student is a dependent minor) may have access to their own files by contacting the Academy's administration for an appointment with the Supervisor or Registrar. These records may not be removed from Academy of Hair Design. No information regarding a student will be released without the prior written consent, each time the student, or parent/guardian if the student is a dependent minor, unless required to do so by State, Accrediting or Governmental agency.

All Campuses

Cosmetology

If you feel you have an artistic flair and enjoy working with people, our Cosmetology Program could be the right career path for you! Academy of Hair Design is dedicated to providing you with the entry level skills you need to succeed; we are nationally accredited by the National Accrediting Commission of Career Arts and Science. After completing program requirements (1500 hours) you will be eligible to take the state licensing exam in order to obtain your Cosmetology license.

Instructional methods used to teach our Cosmetology Program include but are not limited to lectures, demonstrations, hands-on, group based learning, and technology centered learning.

The Cosmetology Program is offered at all our campuses.



Curriculum Overview

Cosmetology

12/18 months of continuous training is required which will consist of a maximum of 30/21 hrs/week. There shall be a minimum total accumulation of 1500 (clock) hours. The State of Mississippi law requirement for academic and practical classes in cosmetology are divided approximately as follows: 60% clinic work and 40% classroom (both academic and practical application).

Cosmetology Kit

1- CHI Pro Dryer
1- CHI G2 Flat Iron
1- CHI Shear Kit
1- CHI All in one Clipper & Trimmer
1- CHI Mirror
1- CHI Black Cape
1- CHI Silver Apron
2- CHI Mega Clip Packs
1- CHI Small Round Brush
1- CHI Medium Round Brush
1- CHI Large Round Brush
1- CHI Jumbo Round Brush
1- CHI Short Taper Comb (Ionic 1)
1- CHI All Purpose Comb (Ionic 2)
1- CHI Large Taper Comb (Ionic 3)
1- CHI Cutting Comb (Ionic 4)
1- CHI Cutting Comb (Ionic 5)
1- CHI Cutting Comb (Ionic 6)
1- CHI Dual Purpose Taper Comb (Ionic 7)
1- CHI Fine Tooth Cutting Comb (Ionic 8)
1- CHI Short Wide Tooth Comb (Ionic 9)
1- CHI Metal Styler Comb (Ionic 10)
1- CHI Styler Comb (Ionic 11)
1- CHI Backcomber (Ionic 12)
1- CHI Metal Tail (Ionic 13)
1- CHI Tail Comb (Ionic 14)
1- CHI Small Paddle Brush
1- CHI Large Paddle Brush
1- CHI Vent Brush
1- CHI Styling Brush
2- CHI Boxes Curl Clips (100 per Box)
1- CHI Long White Perm Rods (I dozen)
1- Tint Bottle
1- Small Color Brush
1- Large Color Brush
1- CHI Black Reusable Gloves-latex
1- Stainless Steel Cuticle Nippers
1- Stainless Steel Cuticle Scissors
1- CHI Nail Brush
1- Stainless Steel Toe Nail Clipper
1- Stainless Steel Finger Nail Clipper
1- Crystal Nail File
1- Stainless Steel Tweezers
1- CHI Manicure Bowl
1- Black Roller Bag I-Spray Bottle
1-Timer

Course Cost *

All Campuses

Tuition: $19,500
Registration: $100
Books: $300
Kit: $950
Total: $20,850



CHI Cosmetology Kits

** Academy of Hair Design utilizes the following methods of payment: Federal Pell Grant, Federal Direct Subsidized and Un-Subsidized Student Loans, Check, Money Order and or/Cash. Tuition and fee rates, which are established annually by Academy of Hair Design, are subject to change without notice. In the event of default on any monthly installment, after a period of ten (10) days, a delinquency charge not exceeding 5% of the past due installment or $5 (whichever is less) may be collected by the school. Students who wish to make full payment may do so on or before their first day of class. For the most updated information, please contact the Corporate Office at (601) 372-9800.*

Cosmetology Course of Study (1500 Hours)

Academic and Demonstration	(330)
Shampooing	(75)
Wet Waving, Hairsetting, Pincurls	(80)
Scalp Treatments	(30)
Permanent Waving	(90)
Comb-outs Iron Curls, Blow Waving	(100)
Facial Massage	(25)
Facial Make-up	(10)
Eyebrow Arch	(15)
Hairshaping	
• razor	(35)
• scissors	(70)
Chemistry	(20)
Chemical Relaxer	(25)
Color Rinses	
• temporary	(15)
• semi-permanent	(15)
• wig and hair goods	(10)
Hair Tinting	(35)
Bleaches	(35)
Eyelash and Eyebrow Dye	(10)
Manicuring	(30)
Written and Oral Test	(75)
Electricity Pertaining to Salon Work	(10)
Lectures and Instruction on Sanitation, Sterilizer, Care and Treatment of Skin, Scalp and Equipment	(140)
Salesmanship, Business Training and Law Relating to Cosmetology	(150)
Employment	(45)
• How to seek and obtain employment	
• Resume	
• Payroll Deduction	
Safety Practices	(25)
Total Hours	**1,500**

Graduation Requirments

Students must compete the 1500 hours as designated by the Mississippi State Board of Cosmetology and Barbering complete all assigned credits, all assigned projects, passed all tests with an 85 average and, passed pre-state examinations. Please see rules and regulations for further details.

State Examination

Graduates must complete application with the Mississippi State Board of Cosmetology and Barbering for approval to take written examination.

All Campuses

Cosmetology Instructor Program

At Academy of Hair Design, students in our Cosmetology Instructor Program are taught the latest entry-level methods of teaching and preparation of practical and academic classes. Students must also learn record keeping and school administration. Upon licensing, a cosmetology instructor may work as an instructor in any Mississippi State Board of Cosmetology and Barbering licensed school and/or instruct in seminars, workshops, conventions as well as continuing educational classes.

Instructional methods used in our Cosmetology Instructor Program include but are not limited to lectures, demonstrations, hands-on, group based learning, and technology centered learning.

Cosmetology Instructor Program is offered at all our campuses.



Curriculum Overview

Cosmetology Instructor

8 months of continuous training is required which will consist of a maximum of 30 hrs/week. There shall be a minimum total accumulation of 600 (clock) hours. The State of Mississippi law requirement for academic and practical classes in cosmetology are divided approximately as follows: 60% clinic work and 40% classroom (both academic and practical application).

Course Cost *

Cosmetology Instructor
(All Locations: 600 hrs)

Tuition: $8,450
Registration: $100
Books: $450
Total: $9,000

** Academy of Hair Design utilizes the following methods of payment: Federal Pell Grant, Federal Direct Subsidized and Un-Subsidized Student Loans, Check, Money Order and or/Cash. Tuition and fee rates, which are established annually by Academy of Hair Design, are subject to change without notice. In the event of default on any monthly installment, after a period of ten (10) days, a delinquency charge not exceeding 5% of the past due installment or $5 (whichever is less) may be collected by the school. Students who wish to make full payment may do so on or before their first day of class. For the most updated information, please contact the Corporate Office at (601) 372-9800.*

Cosmetology Instructor Course of Study (600 Hours)

Observation Academic and Skill	(66)
The Professional Teacher	(126)
Student Motivation and Learning	(78)
Testing and Evaluation	(54)
Method's, Management and Materials	(264)
Cosmetology Law, Rules, and Regulations	(12)
Total Hours	**600**

Graduation Requirements

Students must successfully complete 600 hours as designated by the Mississippi State Board of Cosmetology and Barbering Student must complete all assigned credits, complete all assigned projects, pass all tests with a minimum 85% average, and pass pre-state examination. Please see rule and regulations for further details.

State Examination

Graduates must complete application with the Mississippi State Board of Cosmetology and Barbering for approval to take written examination.

Class Schedules

(Grenada • Pearl)

Day Track:

Tuesday - Friday [1]

class starts	9:00 am
break	10:30 - 10:45
lunch	12:00 - 1:00
break	2:30 - 2:45
sanitation	4:00 - 4:30 pm

Saturday

class starts	9:00 am
break	11:30 - 11:45
sanitation	1:30 - 2:00 pm

(Hattiesburg)

Day Track:

Tuesday - Friday

class starts	9:00 am
break	10:30 - 10:45
lunch	12:00 - 1:00
break	2:30 - 2:45
sanitation	5:00 - 5:30 pm

(Pearl)

Night Track

Monday - Friday

class starts	5:00 pm
break	7:00 - 7:15
sanitation	8:30 - 9:00 pm

Saturday

class starts	9:00 am
break	11:30 - 11:45
sanitation	1:30 - 2:00 pm

Basic Day Track Students attend Tuesday through Friday – Upon completion of basics, Jr. & Sr. will attend Tues, Wed., Thurs., Fri., & Sat.

Night Students attend Monday through Thursday and Saturday.

(Hattiesburg)

Night Track

Monday - Friday [1]

class starts	5:30 pm
break	7:00 - 7:15
sanitation	9:00 - 9:30 pm

Monday - Friday [2]

class starts	5:30 pm
break	7:00 - 7:15
sanitation	9:30 pm

[1] Basic Night Track Students
[2] Jr. & Sr. Night Track Students

Make Up Time

Day students may make up practical time on Thursday nights. Night students may make up hours by attending Fridays. These days are designated by the office. A student may not make up unexcused absences. Excused absences can only be made up.

It is important that a student try not to miss the assigned classes in each phase. It is very hard to make up missed classes. Day students attend school 31/26 hours a week, Tuesday through Saturday, not to exceed an average of 40 hours per week, each month. Night students attend 20/21 hours a week, not to exceed an average of 40 hours per week, each month. Instrutional hours needed past a students contract ending date will be charged $15.00 per hour.

Class Levels

Cosmetology: 1500 Hours

Freshman	0 - 250
Junior	251 - 750
Senior	751 - 1500

Cosmetology Instructor: 600 Hours

Freshman	0-150
Junior	151--300
Senior	301-600

Materials Needed

Each student will need to bring to class; pencils, pens, paper and notebook. Each is assigned a locker for the storage of personal belongings. Please bring a padlock with 2 keys for your locker. Replacement of issued implements or supplies may be purchased separately at Academy of Hair Design for a nominal cost.

Textbooks & Equipment

All students are required to purchase his/her textbooks no later than the first day of class. These books become your property and responsibility at the time of purchase and cannot be returned once the student has written and or marked in the books. Your student kit is included with your contract cost. When issued to you, the student kit becomes your responsibility and will remain on school property until such time as the student has graduated and has paid any and all outstanding financial balance with the school. Students withdrawing or graduating from school

have 7 business days from their last day of attendance to clear any financial balances owed to the school and pick up his/her belongings. The school will not be held responsible for any student belongings after 7 business days from the student's last day of attendance.

Certificate

Upon Completion of all required credits, projects, when the student has passed academic, practical and all pre-state tests, Academy of Hair Design proudly presents each student with a certificate of completion. He/she is then eligible to take the Mississippi State Board of Cosmetology and Barbering licensing examination.

Job Placement Assistance

Academy of Hair Design does not guarantee students employment upon graduation. However the school does offer professional appearance guidance, job referrals and follow up services. A current list of job openings are available to students and or graduates upon request.

General School Information

The total cost of the course is due and payable at the time of enrollment. Academy of Hair Design also offers a payment plan for students that do not qualify for any other aid. Please discuss with the Admissions Representative the payment plan options available. Students not completing the course by the specified contract period ending date will be charged $15.00 per hour until the hours are completed. Should any student complete the program earlier than the estimated contract ending date, the student's financial aid package may be recalculated and this may result in liabilities owed by the student and/or institution, if applicable.

Academy of Hair Design of Hair Design's Registrar will be glad to discuss with each student tuition payments and terms.

Financial Aid Programs

Academy of Hair Design is approved by the Department of Education to offer Federal Government PELL Grants, whereby, a qualified student is awarded an outright grant for post secondary education, Our college is approved for Veterans, Social Security; and Vocational rehabilitation Training. Students desiring information regarding various aid programs available, should contact the college registrar.

Refund Policy

1. If a student withdraws from school, the amount due the school is calculated based on all tuition being due, less any refund due the student based on the following refund policy. The $300 book fee and/or $950 kit fee for the Cosmetology program, as well as the $450 Cosmetology Instructor book fee are non-refundable items once issued. These items are issued to the student upon entering class.

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

2. An applicant not accepted for training by the school shall be entitled to a refund of all monies paid.

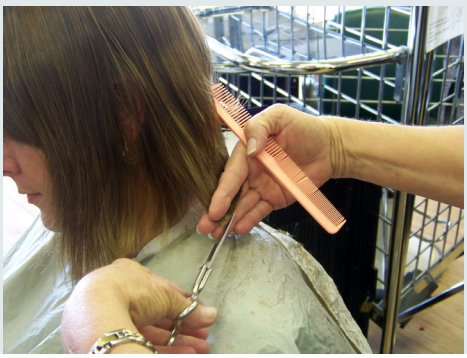
3. Refund calculation is based upon the Student's scheduled hours.

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

5. If a student cancels his/her enrollment after the three (3) business days after the signing but prior to entering classes, he/ she shall be entitled to a refund of all monies paid to the school, less the registration fee of$100.00. The cancellation date will be determined by postmark on the written notification or the date said information is delivered to the school administrator/owner in person.

6. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized.

% Time to Total Time of Course	Amt. Of Total Tuition Owed *
.01% to 4.9%	20%
5% to 9.9%	30%



10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

* retained or received

7. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last of physical attendance in

the school. Students are considered to have an official withdrawn if either of the following circumstances occur:
1. Student notifies the school of his/her withdrawal. The cancellation date will be determined by postmark on the written notification or the date said information is delivered to the school administrator/owner in person.
2. A student on an approved leave of absence notifies the school the he or she will not be returning. 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 school that he/she will not be returning. The cancellation date will be determined by postmark on the written notification or the date said information is delivered to the school administrator/owner in person. Students are considered to have an unofficial withdrawal if any of these circumstances occur:

1. Student is expelled by the school.
2. Student fails to comply with the rules and regulations as set forth in the schools catalog, Contract, Satisfactory Academy Policy, or Student Policy Manual. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every 30 days. The refund is calculated based on the students last day of attendance. In the event there is a student withdrawal either official or unofficial from the school any monies due the student or due a Title IV program will be refunded within 45 days of the date of determination of withdrawal.

8. When situations of mitigating circumstances are in evidence, the school may provide a refund which exceeds this refund policy.

Course and/or program cancellation policy:

9. If the school is permanently closed and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. This school has as its options: 1. Provide a pro-rata refund; or 2. Participate in a teach out agreement.

10. If a course and/or program is canceled subsequent to a student's enrollment and before instruction in the course and/or program has begun, the school shall provide a full refund of all monies paid within 45 days of notice of course and/or program cancellation.

11. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun the school shall at it's option: 1. Provide a pro-rata refund within 45 days of notice to the student; or 2. Resume teaching the course and/or program within 30 days notice to the student; or 3. Participate in a teach out agreement; or 4. Provide a full refund of all monies paid.

12. The pro-rated refund must provide for a refund to Veteran students who fail to enter, are discounted, or withdrawal from the course at any prior to completion.

13. Students who terminate prior to course completion will be charged a$150.00 termination fee.

General Information Student Advising Service

The Academy's office is available for student advising, placement and other personal service for the benefit of students. Students are free at any time to discuss personal problems that might effect their schooling or future employment. Academy of Hair Design provides a listing of professional institutions for substance abuse prevention which is available to the student upon request.

Living Quarters

Academy of Hair Design does not furnish living quarters but careful attention and assistance if given to each student in finding satisfactory living quarters. Academy of Hair Design gives assistance when requested. Usually there is little difficulty in securing a satisfactory residence. It is best if the student contacts Academy of Hair Design ten (10) or more days prior to the date he/she intends to start school so that housing arrangements may be made.

Library

Academy of Hair Design maintains a library. A wide variety of reference books, trade journals, and audio/visual materials are available. Everything needed by the Student assigned projects are for increasing their knowledge of Cosmetology and is provided by Academy of Hair Design.

School Holidays

Academy of Hair Design of Hair Design observes the following holidays: New Years day, Fourth of July, Thanksgiving day, Christmas eve and Christmas day.

Unexpected Closure Of Academy of Hair Design

In case of the closure of Academy of Hair Design for reasons beyond the control of the school , e.g. extreme weather

conditions, etc., Academy of Hair Design will notify students by way of social media and or public broadcast system in the area.

Nondiscrimination Clause

Academy of Hair Design, in its admission, induction and graduation policies practices no discrimination on the basis of race. color, creed, ethnic origin, sex age, religion financial status, country or area of origin, residence or handicap



Pearl Campus

Clinic Assigned Project Or Special Classes

Students are assigned to academic or practical classes. Clinic floor or manikin room. Weekly schedule with class assignments will be posted on the bulletin board.

Leave Of Absence

A student may apply tor a leave of absence during his / her enrollment for a period of no less than 7 days but no more than 180 calendar days in a 12 month period.

Suspension And Termination

The following offenses may be causes tor disciplinary action resulting in suspension and/or termination:



Pearl Campus

1. Infraction of the Academy's rules and regulations.

2 Theft or deliberate abuse and/or destruction of classroom or training equipment. In addition, the student can be required to pay for the damages.

3. Insubordination to persons in authority.

4. Fighting or instigating arguments with fellow students, co-workers or clients.

5. Possession of any weapon while on school premises, or any action which causes or could cause bodily harm to any client, student or employee.

6. Use, possession, distribution or sale of alcohol or illegal drugs, while on school property.

7. Discourtesy to staff, clients, visitors or other employees.

8. Refusal or inability to follow instructions given by the instructor.

9. Any other actions which reflect the lack of respect for oneself or the profession. Such actions would include but are not limited to cheating, falsifying records, gambling on premises, giving out confidential information, persistent untidy appearance, foul or loud language, etc.

10. Academy of Hair Design reserves the right to dismiss any student for failure to comply with the rules and regulations of Academy of Hair Design. The length of dismissal will be determined by the Manager.

A Drop Student

A Drop student re-entering prior to the 6 month drop time will be charged a $100.00 re-entry fee, plus balance of the tuition owed on old contract (if any) and any increase in tuition. If a student re-enters after the 6 months period, he/she will be charged a $100.00 re-entry fee plus current tuition rate for remaining hours and any owed tuition from the last enrollment (if applicable), This is calculated by the refund policy.

Tardiness

All students must be punctual in attendance. Start time for day students will be 9:00 am and Start time for night students will be 5:00 pm.

Excused and Unexcused Absences

Excused absences are defined as:

- Sickness of a student or student's child with a doctor's excuse
- Holidays given by the school
- Funeral with documentation (immediate family only)
- Weather
- Pre-arranged personal business with prior office approval

All other absences are considered unexcused.

Career Development: *Cosmetology • Cosmetology Instructor*

Let's explore some of the opinions or related career opportunities that are available to the professional hairdresser. The majority of the students who graduate from cosmetology school begin their career in a styling atmosphere. Some choose to return to their respective hometowns, others may decide to relocate to a different city or state to begin their practice. Because of the advanced type of curriculum offered at Academy of Hair Design, you will find the transition from school to the job relatively smooth.



Hattiesburg Campus

Salon Level

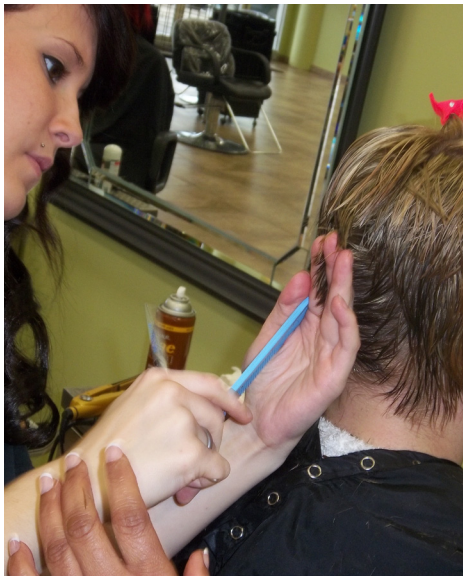
At the salon or styling level there are many advancement opportunities both in money and positions As your experience grows with time and advanced education, so should your pricing structure escalate. Those who show leadership qualifies could raise to management positions. As in many other fields, the beauty industry has reached the age of specialization. This means that in some of the larger salons throughout the country there are hair designers who elect to specialize in one or more of the many services performed in a full-service salon. Perming, color, makeup/skin care are just a few of the specialized fields within the salon network. Of course, owning your own business is also a possibility.

Teaching Level

This area can be broken down into two facets. The first is cosmetology school instructor. This would require a dedicated individual who has, or is willing to acquire, the overall knowledge it takes to instruct in all phases of our profession. Instructors are usually paid a salary and have the possibilities of moving up to school manager or styles director. School ownership is also possible. Secondly, there is demand for those who possess that touch of "showbiz". We call these very talented people "guest artists". This job requires teaching licensed hair-dressers the latest styles and methods. Guest artists usually work on Sundays and Mondays traveling to various parts of the country doing shows. They are usually paid a guest artists fee plus their expenses. Styling on a stage in front of hundreds of your peers requires public speaking talents as well as technical and advanced artistic knowledge. There are two basic categories of large companies that hire licensed hair designers: The manufacturer and the distributor.

Manufacturers

All the beauty products you see advertised are produced or manufactured by someone. The companies who produce or manufacture these products need people to call on salons, schools, and distributors to demonstrate and sell their product, These people are usually called field reps or technicians. This career opportunity requires extensive travel and special training at the companies' headquarters. There are many advancement possibilities in this position.



Pearl Campus

Distributor Level

Here you would function primarily as a sales consultant. This would include such details as the introduction of new products, inventory control, retail merchandising, salon equipment and design advice, and in come instances, basic business advice. The distributor consultant acts as the liaisor between the manufacturer and the working stylist or salon owner.

School Internal Complaint Procedure

Any teacher, student or interested party may file a complaint against Academy of Hair Design of Hair Design. The complaint must be in writing and signed by the complainant. The complaint must be delivered to the Owner or Executive Director. The complaint will be discussed with the Internal Complaint Committee. The Internal Complaint Committee is comprised of the School Owner, Manager and Executive Director. The Committee will meet in person or through telephone conference within fifteen working days to discuss and investigate the complaint.

The Committee will respond in writing to the complainant withing fifteen calendar days after meeting and rendering a decision of the allegations made.

Academy of Hair Design of Hair Design will try to resolve any internal problems within the school. If the complainant is not satisfied with the response from the school's Internal Complaint Committee, they may file a written complaint with the school's Accrediting Agency and or appropriate Licencing Agency.

Dress Code

All students will be required to dress in uniform attire:
Teal scrubs
Black shoes
Name badge

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

Licensing Agency
Mississippi State Board of Cosmetology and Barbering
P.O. Box 55689
Jackson, MS 39296-5689
601-359-1820

I CERTIFY THIS CATALOG IS TRUE AND CORRECT IN CONTENT AND POLICY
Melvin R. Calton, *President*
07-01-2026