

MONTAGE

ACADEMY

HEALTH • WELLNESS • BEAUTY

6775 West 88th Ave.
Westminster, Colorado 80031
(303) 776-8110
www.montage.academy

Approved and Regulated by the Colorado Department of
Education, Private Occupational School Board

Table of Contents	02		
The Academy	03	Academics and Expectations	13
Academy Facility	03	Academics	13
Academy Salon Classroom	03	Accelerated Academics	13
Faculty and Staff	03	Graduation Requirements	13
Academy License and Accreditation	03	Financial Aid Satisfactory Progress	13
General Information & Enrollment	04	Leave Of Absence	13
Academy mission statement	04	Evaluation Periods	14
Admissions Requirements	04	Attendance Progress Evaluations/Pace	14
How to begin	04	Maximum Time Frame	14
Re-Enrollment	04	Academic Progress/ Qualitative review	15
Enrollment Periods	04	Determination of Progress	15
Postponement of Start Date	05	Financial Aid Warning	15
Transfer Contact hours	05	Appeal Procedure	15
Recruitment	05	Financial Aid Probation	15
Placement Assistance	05	Re-Establishment of Satisfactory Progress	16
Nondiscrimination	05	Course Incompletes	16
Disability Services	05	Standards and Expectations	16
Students Records Policy	06	Attendance	16
Right of Access	07	Conduct	16
Directory Information	07	Dress Code	17
Complaints	07	Dismissal	17
Schedules and Tuition	08	Three Strike Policy	17
Cosmetology	08	Grievance Policy (Student Complaints)	17
Hairstyling	08	Cosmetology Course Outline	18
Esthetician	08	Hairstyling Course Outline	20
Nail Technician	08	Esthetician Course Outline	22
Barbering	08	Barbering course outline	24
Schedules	09	Nail Technician Course Outline	26
Holidays	09	Contact us	27
Classes	09	Contact Information	27
Post Graduate Career Opportunities	09	General Directions	27
Official/Unofficial Withdrawal Policies	09		
Tuition and Financing	10		
Financing Options	10		
Scholarship and fee waiver policy	10		
Refund Policy	10		
Federal Aid Refund Policy	11		
Refund Table	12		
State and Institutional refund policies	12		



THE ACADEMY

The Academy Facility

Montage Academy, herein referred to as The Academy, is a fully Accredited Career Academy providing basic, intermediate and advanced training in the fields of Cosmetology, Hairstyling, Barbering, Esthetician and Nail Technician. The Academy is located at 6775 W. 88th Ave. in Westminster, Colorado. All Instructors are Board Certified.

The Academy occupies 9000 square feet of well lit, air conditioned and modernly equipped floor space containing; 3 dispensaries, 2 classrooms, 3 facial and body beds, 3 Classroom treatment beds, a salon area, 32 styling stations, 5 shampoo stations, 6 manicuring tables, 5 pedicure stations and much more! The Academy equipment, for both visual training and practical purposes is comparable to that found in a salon atmosphere.

Free parking facilities are adjacent to The Academy and are available for use by the students.

The Academy Salon Classroom

The Salon classroom is a full service teaching salon that allows students to gain a multitude of practical experiences under the direction and supervision of Academy instructors. The Academy Salon classroom provides students with communication, consultation and product experience in addition to hands-on technical practice. All work in The Academy Salon is completed by students under the direct supervision of Academy instructors.

Faculty and Staff

<u>Academy Owners</u>	<u>Instructors</u>
Debbie Nilsen	Jennifer Lundquist
Randy Nilsen	Dina Labriola
	Danahe Higdon
<u>Academy Director</u>	Cheryl Arthurs
Pat Nelson	Alison Kelly
	Oksana Dunkum
<u>Financial Director</u>	
Debra Neiman	
<u>Admissions</u>	
Jennifer Lundquist	

Academy License and Accreditation

Montage Academy is approved and regulated by the Colorado Department of Education, Private Occupational School Board, to contact them go to www.highered.colorado.gov/dpos or call (303) 862-3001.

To view Approved and Regulated Colorado Private Occupational Schools go to:
<http://highered.colorado.gov/DPOS/Students/directory.asp?residency=in>

Look up, Montage Academy. The Approval document is also posted behind the front desk of the salon for viewing.

Montage Academy is accredited by The National Accrediting Commission of Career Arts and Sciences, Inc. (NACCAS), 3015 Colvin Street, Alexandria, Virginia 22314, phone 703-600-7600

To obtain and review accrediting documents go to <http://naccas.org/naccas/> click on accredited schools and fill in the required fields. The Accreditation approval documentation is posted on the wall of the office of the owner for viewing.



GENERAL INFORMATION & ENROLLMENT

The following information is designed to help prospective students and their families learn more about the Beauty and Barbering profession, the training program at The Academy, schedule options, tuition plans, financial assistance, enrollment requirements and employment assistance.

Academy Mission Statement

Montage Academy is committed to Training Students to enter the work force and achieve their employment, career and life goals, by providing education in Cosmetology, Barbering, Esthetician, Nail Technician and Hairstyling.

Admissions Policy

Montage Admissions Personnel are committed to being professional representatives of the school. Presenting all programs available to potential students. Guiding the potential student to the career best fitted to their requests. Admissions is dedicated to making sure the potential student is happy with their choice of the Program and the school they have chosen. It is important to the school and the student that their choice is a good fit, choosing wisely can create a positive culture for all involved.

Recruitment

The Academy does not recruit students already attending or admitted to another school offering a similar program of study.

Nondiscrimination

The Academy does not discriminate on the basis of race, color, creed, religion, ethnic origin, ancestry, sex, age, Sexual orientation, or disability in the administration of any of its educational programs or activities or with respect to admission or employment.

Admissions Procedure

Admissions is committed to providing as much information as possible to potential students. Supplying information about our Academy's academics and our culture so they may make an informed decision about their career choice.

How to Begin

A personal interview is required of all interested applicants. To obtain information by mail or to schedule a tour contact The Academy Admissions at 720-243-2962.

Prospective students must over 16 years of age and complete the following requirements to enter the various programs at The Academy:

- A Personal Interview
- Enrollment Application
- \$150 Registration Fee
- Photo ID and Proof of Age
- High School Diploma or official Transcripts showing High school completion/GED Equivalent or Certificate of Attainment (Notarized). The Academy does not accept Ability to Benefit (ATB).
- Foreign Diplomas will need to be verified for validity and equivalence by submitting the diploma to www.foreignvaluations.com The price of the validation is the cost to the prospective student. Ask for the current cost.
- Social Security card
- Enrollment Agreement

Prospective students may apply at any time. Late enrollees may be accepted only three days into the course, depending on the length of the course and the number of students enrolled in the class.

Secondary students;

The academy will allow enrollment for a student currently enrolled in High School. Montage does not require a training agreement with the Secondary School. However a letter giving permission from the High School is required. The student can apply under these circumstances: Limited number of spaces allowed (no more than 10% of the Academy's current student enrollment)

Must be over 16 years of age.

A Personal Interview with prospective student and Legal guardian present.

Provide written permission from the Secondary School which they are enrolled

Social Security card

Enrollment Application

\$150 registration fee

Photo ID and proof of age

Pass a written evaluation test given by the Academy

Enrollment Agreement

If under 18 have your legal guardian must sign all legal documents.

Re-Enrollment Policy

If enrollment is ended either by the student or Academy, the student may be allowed to return to complete the enrollment at another time. The re-enrollment will be determined on an individual basis. Fees and remaining tuition will apply. To accept any previous enrollment hours or criteria re-enrollment must occur within 2 years.

2018 Enrollment periods

HAIR ONLY COURSE- EVERY 16 WEEKS

ESTHETICIAN ONLY COURSE-EVERY 8 WEEKS



MANICURING ONLY COURSE- EVERY 8 WEEKS
COSMETOLOGY COURSE – EVERY 2-8 WEEKS
BARBERING ONLY COURSE – Every 19 WEEKS

Postponement of Start Date

Postponement of a starting date, whether at the request of The Academy or student, requires a written agreement signed by The Academy and student. The agreement must set forth the following:

- Whether the postponement is for the convenience of The Academy or the student; and
- A deadline for the new start date, beyond which the start date will not be postponed further. Should the course not commence or the student fail to attend by the new start date set forth in the agreement, the student is entitled to an appropriate refund of prepaid tuition and fees within 30 days of the start date set forth in the agreement. Refund is determined in accordance with The Academy’s refund policy, and all applicable laws and regulations concerning the Private Occupational Act of 1981.

Transferred Contact hours

The Academy is approved by the Colorado Department of Higher Education, Private Occupational School Board. However, the fact that a school is approved is not necessarily an indication that hours earned at that school will be accepted by another school. In the U.S. higher education system, transferability of credit is determined by the receiving institution.

Transferred Contact hours Procedure

Any student transferring from another school to the Academy will need to bring an official transcript of their Attendance & Academics to the Academy for approval. Not all contact hours may be transferrable. Accepted contact hours clocked at the previous school will be transferred to Montage Academy and will be entered towards the student’s educational program, and counted as both attempted and completed contact hours for the purpose of determining when the maximum allowable time frame has been exhausted. This will all reflect on the student’s Satisfactory Academic Progress.

Entrance procedures and tuition arrangements are the same as regular students. Tuition is based upon contact hours needed, plus \$150 registration fee and kit.

Students desiring to transfer from another school must bring original transcripts from the previous school to the interview in order that remaining clock contact hours required may be discussed and clearly understood.

The Academy reserves the right not to accept all contact hours previously completed at another institution based on academic performance and time elapsed since the course was originally taken.

Students transferring out of Montage Academy are subject to their new school’s policy whether they will accept hours earned or not from Montage Academy. The Academy does not guarantee transfer ability of our contact hours to another institution without written agreement between that institution and The Academy. Montage Academy does not have a written agreement with any other institution to guarantee transferability of the academy’s hours.

Recruitment

The Academy does not recruit students already attending or admitted to another school offering a similar program of study.

Placement Assistance

The Academy makes no guarantee, expressed or implied of future employment. Current law prohibits any school from guaranteeing job placement as an enticement to enroll students. As stated in the Rules and Regulations concerning the Private Occupational Education Act of 1981. Found on page 30 Article VII.A.

Nondiscrimination

The Academy does not discriminate on the basis of race, color, creed, religion, ethnic origin, ancestry, sex, age, Sexual orientation, or disability in the administration of any of its educational programs or activities or with respect to admission or employment.

Disability services

Disability services are made available for both mental and physical disabilities for students who require it. Proof of disability needs must be presented to the school for records. The Academy will accommodate these students to the best of their ability according to the needs of each student. Montage Academy’s facility is handicapped accessible. The facility is all on one level with handicap accessible rooms and restrooms. Students with intellectual disabilities which require more time to complete required work is available. Some tutoring before class and after class is available. If a student requires such services please contact the Academy director Pat Nelson or Debbie Nilsen the Owner during office hours in person or by phone.

Montage Academy Phone number: 303-776-8110



Student Records Policy

FERPA NOTIFICATION TO STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Montage Academy receives a request for access. A student should submit to the Director of Education a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask Montage Academy to amend a record should write the Director of Education clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Montage Academy decides not to amend the record as requested, Montage Academy will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Montage Academy discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Montage Academy discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by Montage Academy in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Montage Academy who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Montage Academy

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within Montage Academy whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))



- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Right of Access

With exceptions provided by law, students at Montage Academy may see any of their educational records upon request. Parents and/or guardians of dependent minors may access their student's files upon request. All student records must be retained within the confines of the administrative offices. Additionally, the school provides access to student and other school records to its accrediting agency. Students can give permission for private information to be released using a form obtained at the administrative offices at The Academy. Students have the right to request amendment of their records if they are found to be inaccurate, misleading or otherwise in violation of the students' privacy or other rights. Such requests should be made as soon as the student becomes aware of the inaccuracy or any other problem.

Directory Information

The Family Educational Rights and Privacy Act permits the release of information designated as directory information to third parties outside the University without the written consent of the student. The Academy has designated the following categories of information as directory information, which may be released to the public without consent of the student: student's name, address, telephone number, enrollment status, electronic mail, dates of attendance and degrees. According to FERPA, a student can request that the Academy not release any directory information about them. The Academy must comply with this request, once received, if the student is still enrolled.

Complaints

Any student may file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, SW, Washington D.C. 20202, concerning any alleged failure on the part of the Academy to comply with the requirements of the Family Educational Rights and Privacy Act. Students are encouraged to resolve complaints prior to contacting outside agencies.

SCHEDULES & TUITION (PRICES SUBJECT TO CHANGE WITHOUT NOTICE)

Cosmetology

The Cosmetology program at Montage Academy is a 1500hrs Program that can be completed in 50 Weeks as a Full Time Student or 75 weeks as a Part Time Student.

Tuition	Registration Fee	Books and Materials	Total Cost
\$17,340	\$150	\$2,449	\$19,939

Hairstyling

The Hairstyling program at Montage Academy is a 1200hrs Program that can be completed in 40 weeks as a Full Time Student or 60 weeks as a Part Time Student.

Tuition	Registration Fee	Books and Materials	Total Cost
\$12,300	\$150	\$1,425	\$13,875

Esthetician

The Esthetician program at Montage Academy is 600hrs Program that can be completed in 20 weeks as a Full Time Student, or 30 weeks as a Part Time Student.

Tuition	Registration Fee	Books and Materials	Total Cost
\$8,940	\$150	\$1,692	\$10,782

Nail Technician

The Nail Technician program at Montage Academy is a 600hrs Program that can be completed in 20 weeks as a Full time Student, or 30 weeks as a Part Time Student.

Tuition	Registration Fee	Books and Materials	Total Cost
\$6,540	\$150	\$1,432	\$8,122

Barbering

The Barbering program at Montage Academy is a 1500 hour Program that can be completed in 50 weeks as a Full Time Student, no part time is available for this program.

Tuition	Registration Fee	Books and Materials	Total Cost
\$15,375	\$150	\$1,625	\$17,065

Possible personal living expenses:

**Room and Board, Transportation, and Personal expenses will ultimately depend on individual applications lifestyles and length of program attended.*

Every student will have their own living expenses to consider along with the tuition and materials. These expenses are estimated by the location and may vary per student. Here are the estimated yearly costs for personal living expenses. (If qualified Title IV may cover some of these expenses as part of the loans received. Not every student may qualify for these loans.)

Room and Board	Transportation	Personal	Possible total yearly living expenses
Up to \$7,420/yr.	Up to \$2,279/yr.	Up to \$3,887/yr.	Up to \$11,534/yr.

Effective July 1, 2015, an application for licensure must show the course completion in contact hours,

- Full Time Student-30 contact hours is considered to be one week.
- Part Time (nights) Student – 20 contact hours is considered to be one week.
- Montage Academy considers one week to be 5 days.
- To receive hours for the day, refer to The Academy Attendance Policy.



Montage Academy Attendance Calendar

Academy Schedules

Day Full-Time Students

Classroom Monday-Friday 10:00am -4:30pm
Clinic floor Tuesday-Saturday 10:00am-4:30pm

Night Part-Time Students

Monday-Friday 5:00pm – 9:00pm

Holidays

The Academy is closed and classes are not held on the following holidays: New Year’s Day/ Presidents Day/ Memorial Day/ Independence Day/ Labor Day/ MLK Day/ Thanksgiving and Christmas. The Academy is also closed the week in between Christmas and New Year’s. The Academy is closed one Monday quarterly for Instructor training.

Classes

Depending on the Program you are interested in, Classes begin every 8-19 weeks. (Refer to pg. 4 of this Catalog) Please contact The Academy admissions office for further information.

When an unexpected closure occurs due to extraordinary conditions, such as inclement weather, students will be notified as soon as possible by Social Media or emails if needed, also by television stations that provide closure information as a public service.

Post Graduate Career Opportunities

Our graduates have found great careers in these fields, this is documented through Communications with the graduates by social media, phone, or emails within 1 year of graduation.

- Hairstyling * Barbering
- Nail Technician * Cosmetologist
- Esthetician
- Makeup Artist

After two years some graduates have even gotten these jobs.

- Salon/Spa Manager
- Salon/Spa Owner
- Cosmetology School Instructor
- Manufacturer's Sales Representative
- Beauty Care Product Distributor

Official/Unofficial Withdrawal Policies

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the Director of financial aid, in writing by email, or mail. If director of financial aid is unavailable, notify the Director of education or Owner. The date the notification received is the date of determination the designated School Official must begin the withdrawal process. The withdrawal date is the student’s last day of attendance.

Unofficial Withdrawal Process: Montage Academy will determine that a student has withdrawn from the Academy after 14 consecutive days of non-attendance and no contact. The withdrawal date is the student’s last day of attendance.



TUITION AND FINANCING

Financing Options

We have different options of individualized payment plans that can be evaluated in our financial office.

All tuition must be paid in full to the Academy prior to graduation. Following are options for financing.

OPTION 1: FEDERAL AID TITLE IV:

Payment established pursuant to qualification after student completed FAFSA and eligibility is determined by Financial Aid office.

OPTION 2: MONTHLY INSTALLMENTS

The Academy allows for monthly installment payments to be made over the course of the contract. Montage uses a tuition finance company, called TFC. Interest payments are 3% while in school and 6% after school is completed. The student also pays a monthly processing fee of \$10.00. Student must complete a TFC agreement and sign and date accordingly. Student can decide on date of monthly payment. Any Late fees that are charged by TFC are passed on to the student.

OPTION 3: PAY IN FULL

Tuition may be paid in full by the student to The Academy at the beginning of the contract. If a student should so choose to pay tuition in full the student should be aware of The Academy’s refund policy.

SCHOLARSHIP AND FEE WAIVER POLICY

Registration Fee waived if student has previously attended Montage Academy and is adding additional program.

Any outside scholarship brought in by student will be treated as payment towards program. Montage scholarships will be treated as a tuition waiver.

Tuition Billing Policy:

Per the Department of Education, Montage prorates student tuition, registration fees and books/kit by the clock hours in the student payment period and charges accordingly by the following programs:

Program	Payment Period 1 Successfully Completed Hours	Payment Period 2 Successfully Completed Hours	Payment Period 3 Successfully Completed Hours	Payment Period 4 Successfully Completed Hours
Cosmetology 1500 Hours	450	450	300	300
Barbering 1500 Hours	450	450	300	300
Hair Styling 1200 Hours	450	450	300	NA
Esthetician 600 Hours	300	300	NA	NA
Nail Technician 600 Hours	300	300	NA	NA

Refund Policies:

Montage recognizes three refund policies; Federal Aid Title IV refund policy, The State of Colorado Refund Policy and Montage Institutional Refund Policy:



Federal Aid Title IV Refund Policy - Return of Title IV (R2T4)

- The Department of Education specifies how Montage Academy must determine the amount of Title IV program assistance earned if a student receiving financial aid withdraws. The Title IV programs covered by this law include: Federal Pell Grant, Direct Subsidized Loan, Direct Unsubsidized Loan, PLUS Loan (Parent and Graduate), Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Perkins Loan. The Title IV programs available to eligible students at this school include the Federal Pell Grant and Federal Direct Loans (subsidized, unsubsidized, and Parent PLUS).
- When a student receiving financial aid withdraws, the amount of Title IV program assistance earned is determined by a preset formula. If the student received less assistance than the amount earned, the student may be able to receive additional funds. If the student received more assistance than the amount earned, the excess funds must be returned by Montage Academy and perhaps by the student.
- Withdrawal date will be the student's last day of attendance at Montage Academy. If a student is absent from school for 14 consecutive calendar days, excluding holiday or scheduled breaks of greater than 5 days, the student will be withdrawn from school on the 15th day. The date of determination that a student withdrew is date the school becomes aware that the student has ceased attendance or the date the student gives notification of withdrawal to Montage Academy. The date of determination is the later of the student's withdrawal date or the date of notification of withdrawal. Should a student fail to return from an excused leave of absence, the effective date of determination for a student on an extended leave of absence or a leave of absence is the earlier of the date The Academy determines the student is not returning or the day following the expected return date.
- Students that have scheduled hours beyond the 60% point of the payment period or period of enrollment will have earned 100% of Title IV funds received. If a student falls below the 60% period the student will have unearned funds that must be returned to the Title IV program(s).
- The Return of Title IV (R2T4) calculation will be completed within 30 days of the date of determination that a student withdrew. The calculation determines if Title IV funds paid to a student (or to his or her account at the school) are either earned or unearned based on the percentage of student's completion of the scheduled clock hours in the payment period.
- Unearned Title IV funds will be returned within 30 days after the date Montage Academy determines student withdrew. This is per State of Colorado.
- If a student withdraws or is dropped and did not receive all of the funds earned, the student may be due a post-withdrawal disbursement.
- Post-withdrawal disbursement of Title IV grant funds may be disbursed without obtaining the student's permission to cover current charges for tuition and fees.
- If the post-withdrawal disbursement includes loan funds, Montage Academy will notify the student and/or parent (for a PLUS loan) to obtain permission prior to disbursement. The student and/or parent (for a PLUS loan) may choose to decline the loan funds so he/she does not incur additional debt. Montage Academy may use all or a portion of the loan post-withdrawal disbursement to cover current charges for tuition and fees, as mandated by the R2T4 calculation.
- Montage Academy must obtain the student's and/or parent's (for a PLUS loan) permission to credit the post-withdrawal disbursement (grant or loan funds) for other current charges related to educational activities. If the student does not give permission, the student will be offered the funds. However, it may be in the student's best interest to allow Montage Academy to keep the funds to reduce the balance owed to the school.
- Post-withdrawal disbursements from grant funds must be paid within 45 days and loan funds must be paid within 180 days from the date of determination that the student withdrew.
- Some scheduled Title IV funds cannot be earned once a student withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawing, the student will not earn any Federal Direct Loan funds.
- The amount of unearned, Title IV program funds due by Montage Academy is the lesser of the school's charges for the payment period multiplied by the percentage of unearned Title IV aid, or the entire amount of Title IV excess funds.
- The order in which Title IV program funds are returned is as follows:
 1. Federal Direct Unsubsidized Loan
 2. Federal Direct Subsidized Loan
 3. Federal Direct PLUS Loan
 4. Federal Pell Grant
 5. Federal SEOG Grant
- If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, you (or the student's parent for a PLUS Loan) must be repaid in accordance with the terms of the promissory note.
- Any amount of unearned grant funds (for example, Pell) that must be returned is called an *overpayment*. The maximum amount of a grant overpayment that must be repaid is half of the grant funds received. If the student owes \$50 or less, the overpayment does not need to be repaid. Arrangements must be made with the school or the Department of Education to return the unearned grant funds.



- The Return of Title IV requirements when a student withdraws are separate from any institutional refund policy that the school may have. Therefore, the student may still owe funds to Montage Academy to cover unpaid institutional charges. The school may also charge a student for any Title IV program funds that Montage Academy was required to return.

State of Colorado Refund Policy

In addition to the calculation of the Return of Title IV funds, one other refund calculation is performed; the State of Colorado Refund Policy. This calculation is based on the percentage of clock hours completed in the program. Any monies to be refunded will be returned within 30 days of the effective date. Calculation is based on last day of attendance.

State of Colorado Refund Table

Percent Completion	Program Charges
Within first 10% of program	10%
After 10% but within first 25% of program	25%
After 25% but within first 50% of program	50%
After 50% but within first 75% of program	75%
After 75% of program	100%

1. The student may cancel the contract at any time prior to midnight of the third business day after signing the contract.
2. All refunds will be made within 30 days from the date of determination. The official date of termination or a withdrawal of a student shall be determined in the following manner. Withdrawal date will be the student’s last day of attendance at Montage Academy. If a student is absent from school for 14 consecutive calendar days, excluding holiday or scheduled breaks of greater than 5 days, the student will be withdrawn from school on the 15th day. The date of determination that a student withdrew is date the school becomes aware that the student has ceased attendance or the date the student gives notification of withdrawal to Montage Academy. The date of determination is the later of the student’s withdrawal date or the date of notification of withdrawal. Should a student fail to return from an excused leave of absence, the effective date of determination for a student on an extended leave of absence or a leave of absence is the earlier of the date The Academy determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if The Academy discontinues a course or program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event The Academy ceases operation.
4. In the event of the school ceasing operation, the student shall be entitled to 100% of the prepaid, unearned tuition and fees at the time of closure unless a teach-out is available and accepted by the student.
5. Complaints, which cannot be resolved by direct negotiation between the student and The Academy, may be filed with the Colorado Department of Higher Education, Division of Private Occupational Schools, 1560 Broadway, Suite 1600, Denver, Colorado 80202 (303) 862-3001. There is a two year limit on the Division taking action on student complaints from student’s last date of attendance at The Academy.
6. The policy for granting credit for previous training shall not impact the refund policy.

Montage Institutional Refund Policy

1. When situations of mitigating circumstances are in evidence, Montage reserves the right to exceed the State of Colorado Tuition Refund Schedule to benefit the student.
2. Students not accepted by Montage Academy are entitled to a full refund of all tuition monies paid. Once a book or kit has been received and has been used, it is nonrefundable. Students or parent/legal guardian of a dependent minor who cancel the contract by notifying The Academy within 3 days are entitled to a full refund of all tuition and fees paid.



3. Montage also allows new students a 2 week grace period at the commencement of Class where the student may drop the school or the school may drop the student without being charged any tuition. Montage wants to make sure that this is a good fit for everyone, however any books and kits opened in those 2 weeks are charged to the student. Kits and books that were not used or opened will not be charged if returned to Montage at the end of the 2 week grace period.

ACADEMICS & EXPECTATIONS

Academics

Core academics at The Academy are based on a comprehensive cutting edge program that is designed to prepare students with skills and professionalism. Which they in turn can take to enter the field of cosmetology at an entry level to ensure their success. The Academy offers instruction in Cosmetology, Hairstyling, Esthetician, Barbering and Nail Technician.

Three primary objectives for the educational staff at The Academy are to create a positive learning environment in which to administer the core curriculum, establish a learning partnership between The Academy instructors and the students, and to instill the knowledge that discipline, professionalism, consistency and creativity are the keys to success. Training at The Academy is a combination of theory and practice.

Accelerated Academics

The Academy allows a student to attend more contact hours beyond their regular schedule. The accelerated schedule allows the student to earn practical experience at an accelerated rate once the student has completed their initial training courses. Accelerated schedules must be approved in advance and in writing by the Academy Director. Students may not attend more than 10 contact hours on any one day. Accelerated schedules require a highly motivated student capable of independent study. Attending more contact hours will affect disbursements of federal aid which may cause a partial loss of funding. Please see the Financial aid Director for more information.

Graduation Requirements Policy

To be qualified to graduate, the student must:

1. Earn the minimum hours required by the Academy,
2. Achieve a minimum of 85% academic average,
3. Meet portfolio and other requirements of the students program,
4. Satisfy all financial obligations to The Academy,
5. Have an attendance of 75% or higher,
6. Complete the Nuts and Bolts course, provide the Certificate, Diploma and Certificate of completion are awarded upon graduation from each program.

Graduation Procedure

Meet with Director or your Instructor as you enter the last two weeks of your program to make these arrangements:

1. Plan out the hourly schedule to know what day will be the last day,
2. Plan out what day to meet back with the Director to finalize the last day,
3. Plan out what day to schedule the graduation paperwork and funnel,
4. Paperwork can only be scheduled by the next day as the soonest,
5. If the Director is unavailable to do the paperwork, the paperwork will be prepared and completed with another staff member with the student.

Satisfactory Academic Progress (SAP)

The Satisfactory Academic Progress Policy (SAP) ensures that students make satisfactory progress towards the successful completion of their education. The catalog which includes this policy is provided to the student before enrollment, as part of the admissions process. Students are required to maintain 75% attendance and an 85% Cumulative Grade Point average on all written exams to be considered maintaining academic progress. Satisfactory progress in academics and attendance is a requirement for all students enrolled at Montage Academy. The reports will be provided to the Student to verify when they hit the evaluation periods. Students meeting the minimum requirements at the evaluation point will be considered to be making satisfactory academic progress until the next scheduled evaluation. Title IV and/or VA GI Bill benefits students who had made SAP in the prior payment period, but not maintaining satisfactory progress at the end of a subsequent payment period will notified and be placed on a Financial Aid Warning. See [Financial Aid Warning](#) below. Self Pay students will be evaluated equally. They will be advised of the financial consequences if they go past the contracted graduation date.

Leave of Absence Policy

The Academy allows the students to take a Leave of Absence if needed. Reasons for taking a leave of absence may include: Major Health reasons for you or your immediate family which would require you to care for them. All circumstances will be reviewed on an Individual basis before granting a Leave of Absence.



Leave of Absence Procedure

To apply for a leave of absence, you must request the Leave of Absence form from your Instructor, Director of Financial Aid or Director of Education. Unless there is an unforeseen circumstance, this must be submitted in writing in advance, and must include the reason for the requested time off with your signature. Montage Academy may grant a Leave of absence to a student who did not provide the request prior to the Leave due to unforeseen circumstances. The student must request in writing as soon as possible under these circumstances. The first day of the Leave will then be determined to be the first date the student was unable to attend the Academy due to the incident. A leave of absence will extend a student’s contract period and maximum time frame by the same number of days taken in the leave of absence. Changes to the contract by filling out an addendum for a Leave of absence must be signed and dated by all parties. Montage Academy does have a reasonable expectation that the student will return from the Leave of Absence. There will be no additional institutional charges to the student for taking a Leave of Absence. A student granted a Leave of Absence that meets all criteria is not considered to have withdrawn, and no refund calculation is required at that time.

For Title IV Financial Aid Students, taking a Leave of Absence will reduce the grace period they have after graduating before they have to start making payments on their loans. This is reduced by the amount of days of the leave.

Students returning from a Leave of Absence will return to The Academy in the same satisfactory progress status they had prior to departure. The maximum number of days for leave of absence is 180 days in any 12 month period. Failure to return on set date will lead to termination, and the withdrawal date for the purpose of calculating a refund, will be the last day of attendance before the Leave of Absence began.

In the event the student does not return from a leave of absence, any refunds due will be made to the appropriate financial aid (or student if self paying), within 45 days of the date the student was scheduled to return.

Evaluation Periods

Students are evaluated as followed based on actual hours completed:

Cosmetology: 450/900/1200 hours respectively

Hairstyling: 450/900 hours respectively

Esthetician: 300 hours respectively

Nail Technician: 300 hours respectively

Barbering: 450/900/1200 hours respectively

Evaluations will determine if the student has minimum requirements for satisfactory academic progress.

Attendance Progress Evaluations/Pace

Students must achieve a minimum of 75% in attendance in order to be considered maintaining satisfactory attendance and to complete the program in which they are enrolled within the maximum time frame of 133%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements.

Maximum Time Frame

The maximum time frame (which does not exceed 133% of the course length) allowed for students to complete each program at satisfactory academic progress is stated below: Students attending beyond the maximum time frame will be charged an overtime fee of \$20/hour to finish their education.

Maximum Time Frame Allowed		
COURSE	Maximum Weeks (FT =30hrs/wk. PT =20hrs/wk.)	Maximum Scheduled Hrs.
Cosmetology- 1500 contact hours	Full Time – 67 Part Time – 100	2000 Scheduled hours
Esthetician – 600 contact hours	Full Time -27 Part Time -40	800 Scheduled hours
Hairstyling – 1200 contact hours	Full Time -53 Part Time -80	1600 Scheduled hours.
Nail Technician – 600 contact hours	Full Time -27 Part Time -40	800 Scheduled hours
Barbering- 1500 contact hours	Full Time – 67 Part Time – 100	2000 Scheduled hours

Academic Progress/Qualitative Review

Students must achieve a minimum of 85% Cumulative Grade Point average in order to be making satisfactory progress.

A student's academic performance is evaluated using the following academic factors:

Theory work (assignments, tests)

Practical work (practical exams, clinic service quotas)

The Academic progress of students is evaluated under the following Academic Grade Scale:

96-100% Excellent

90-95% Good

85-89% Satisfactory

0-84% Unsatisfactory

Determination of Progress

Evaluation of progress will be conducted by the Academy Director at the completion of each evaluation period. Each student will receive a Satisfactory Academic Progress Evaluation Report detailing attendance and academic progress. This evaluation will be provided to the student when they hit the evaluation period and be advised by the institution how their progress is doing. Students meeting the minimum requirements at the evaluation point will be considered to be making satisfactory academic progress until the next scheduled evaluation. Students who had made SAP in the prior payment period, but not maintaining satisfactory progress at the end of a subsequent payment period will be placed on a Financial Aid Warning. Students who do not achieve the minimum standards are no longer eligible for Title IV, HEA program funds and/or VA GI Bill benefits, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. Noncredit remedial courses have no effect on the institutions SAP policy. Transfer hours accepted by Montage Academy from another institution are considered as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Financial Aid Warning

Students who fail to meet minimum requirements for attendance or academic progress will be notified if this will impact the student's ability to receive financial aid, if applicable. They will be placed on Financial Aid Warning if they have qualified for Title IV funding and/or VA GI Bill benefits, and will continue to receive Funding during the warning period. The student will be notified in writing on the actions required to attain satisfactory academic progress by the next payment period. No further action is required by the student. If at the end of the warning period, the student has still not met either one or both the attendance and academic requirements they previously failed, he/she will lose eligibility for Title IV funds and/or VA GI Bill benefits, unless successfully appeals and is placed on Financial Aid Probation. See Appeal procedure below.

Appeal Procedure

A student that is **not** making Satisfactory Academic Progress after the Financial Aid Warning period, will lose Title IV aid eligibility. The student may appeal the determination within ten calendar days of the failed SAP. Reasons for which students may appeal a negative SAP determination include death of a relative, an injury or illness of the student, or any allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form. The form will be provided to the student at the time that SAP is determined to be not met. This form should be returned to the Financial Aid Director upon completion. The form must describe why the student failed to meet SAP standards, along with supporting documentation. This information should include what has changed about the student's situation which will allow him/her to achieve SAP by the next evaluation point.

When reviewing the written appeal from the student, a decision will be made by SAP committee that includes the Financial Aid Director, the Director of Education and the Owner. They will determine if satisfactory academic progress standards can be met by the end of the subsequent evaluation period. The results will be reported to the student within 14 calendar days beginning the day the document was received by the Financial Aid Director, the student is allowed to attend school while the decision is being made. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the student will be placed on Financial Aid Probation for one payment period, and federal financial aid and/or VA GI Bill benefits will be reinstated, if applicable. If the appeal is denied, the student will lose eligibility to receive Title IV funds and/or VA GI Bill benefits and will only re-establish eligibility after he/she has met the minimum attendance and academic requirements. See Re-establishment of Satisfactory progress below. The student has only one financial aid warning period and one appeal which gives the student two chances to stay compliant and continue to receive Title IV funds.

Financial Aid Probation

A student who fails SAP after the Financial Aid Warning period but prevails upon appeal is placed on Financial Aid Probation for one payment period. The student may receive his/her financial aid award and/or VA GI Bill benefits during the probationary period. The institution will determine that satisfactory academic progress standards can be met by the end of the subsequent evaluation period. 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. The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the end of the probationary period. Students who are progressing according to their specific academic plan at the end of the probation period will be considered making Satisfactory Academic Progress. If at the end of the probationary period, the student has still not met both the attendance and academic requirements for satisfactory academic progress or by the academic plan, he/she will be determined as not making satisfactory academic progress and, if applicable, students will lose eligibility to receive Title IV, HEA program funds and/or VA GI Bill benefits. See [APPEAL PROCEDURE](#) above to be placed on probation.

Re-establishment of Satisfactory progress

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

Course Incompletes/Course Repeats/Re-Enrollment/Return from Leave of Absence

Montage Academy does not offer course incompletes. Any repeats of courses will be included in Pace and Maximum Time Frame evaluations. 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. Students returning from a Leave of Absence will return in the same Satisfactory Academic Progress status as at the time the leave began.

STANDARDS AND EXPECTATIONS

Attendance

Students are required to maintain 75% attendance and 85% Cumulative grade point average academic progress. Students are expected to arrive on time for all courses and clinic contact hours prepared with their complete kit. Students, who are in unsatisfactory progress at the FA SAP checkpoints, are advised and placed on warning until they remediate to the required percentage.

Students who are in unsatisfactory attendance (below 75%) will be unable to complete the necessary requirements put forth in the enrollment agreement. Overtime charges will be incurred at the rate of \$20.00 per hour. If the Student falls to 70% they will be dropped. Title IV financial aid may not be used to pay for overtime charges or additional fees of any kind.

The Academy strongly recommends that the student attend classes and practical training without absences. Students who are unable to continue courses and training due to medical conditions or severe personal problems will be required to take a leave of absence until the problem is resolved. A leave of absence is the only circumstance that extends contract time.

The Academy is open in excess of 50 contact hours per week, thus allowing time for students to makeup missed contact hours. Academy instructor approval is required when scheduling makeup contact hours.

Conduct

As visible representatives of The Academy, students are expected to exhibit a high standard of personal conduct both in and out of The Academy. Students are expected to respect other Academy students and Academy instructors. Students are expected to take an active role in their learning process, as well as contribute to the learning process of fellow students.

Persistent or gross acts of willful disobedience or defiance toward Academy personnel will result in disciplinary action.

The possession or use of illegal drugs or alcoholic beverages on Academy property is strictly prohibited. Students are expected to be free of such said substances while at The Academy. Smoking will be permitted only in designated areas.

Theft, attempted theft, vandalism, damaging, or defacing of Academy property or the property of another Academy student or Academy personnel will not be tolerated and legal action will be taken.

The use of cell phones while at The Academy, either in the classroom or on the clinic floor, is prohibited. Any form of unwanted sexual attention or unwanted sexual contact is unacceptable behavior and may lead to dismissal.

Any student who is found to have violated The Academy Conduct Policy is subject to disciplinary action up to and including suspension or permanent dismissal.



Dress Code

Modest & Trendy yet Professional dress code (We ask that you please use your best judgment):

May consist of:

- *Solid Black top and bottom, Black Scrubs allowed also.
- *Leggings-only if Derriere is covered
- *Skirts- no shorter than 1 inch above the knee or wear Leggings or thick tights under the skirt to be safe.
- *Estheticians may wear white scrubs or white smock.
- *CLEAN closed toed shoes

May not consist of:

- *No Exposed Undergarments
- *No Cleavage
- *No Mid-drifts
- *No sweat pants, slippers or open toes shoes
- *No shoes or boots with fur.

Students will be required to wear their smock and name tag EVERY day, no exceptions.

An Academy Staff Member may request at any time that a Student leave the Academy to change if any piece of clothing is deemed inappropriate or offensive.

Dismissal

Any student may be dismissed at any time for violation of the rules and regulations of The Academy. A student may be withdrawn from classes if they do not prepare sufficiently, neglect assignments, or make unsatisfactory progress. The Academy Director, or designee of The Academy, after a consultation with all parties involved, will make the final decision concerning the dismissal of the student.

The Academy Director, or designee of The Academy, may temporarily suspend a student whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The Academy Director, or designee of The Academy, will review each individual case and determine re-admittance.

Three Strike Policy

Out of respect for clients and Instructors, students will be dropped from the school at their 3rd infraction of any School Policy. Your first infraction for each policy will be a verbal warning, second one is written warning. Third time you are dropped from the school.

You may appeal the determination by contacting Director or Financial Aid Director for an appeal form. The appeal will be considered and responded to in 14 days.

Grievance Policy (Student Complaints)

Students have a right to file complaints. Montage Staff and Instructors try to encourage any issue to be resolved by talking to the concerned person first. If the issue cannot be resolved this way Montage Academy staff or instructors can offer the student a grievance form if requested to file a complaint. All complaints are taken seriously and handled discretely when possible. If requested, a meeting with all involved parties can be arranged to resolve an issue.

Grievance Procedure

Students can ask an instructor or director for a grievance form. Student complaints should be brought before The Academy Director in order to be resolved. While it is encouraged that an attempt to resolve any issues is brought to the school first, it is not required. Whether or not there is a resolution a student has the right to contact the Colorado Department of Higher Education, Division of Private Occupational Schools, and <http://higher.ed.colorado.gov/dpos>. (303) 862-3001. All student complaints to the Division must be in writing. There is a two year limitation on Division action on student complaints (based from the students last day of attendance).

COSMETOLOGY COURSE OUTLINE

1500 clock hours.
 SOC Code: 39-5012

Description:

Students will gain the knowledge that they need to be successful in the cosmetology industry through classroom theory instruction and hands-on practical training on the Academy Clinic. Grading is based on written theory exams and practical evaluations. Upon graduation students should be ready for entry-level positions in the cosmetology industry.

Objectives: upon completion of the course requirements, the graduate will be able to:

1. Project a positive attitude and exhibit self-confidence.
2. Project professionalism, and understand the importance of self-grooming.
3. Be proficient in Communication skills with clients, colleagues, and supervisors.
4. Understand the value of delivering quality service.
5. Perform basic skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup skills along with Nail Technician skills.
6. Perform basic “total look” concepts to clients
7. Combine their academic and practical skills to make sound judgments, decisions, and practical consultations for clients.

Teaching and Learning methods: The clock hour education is provided through a set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Cosmetology Course Descriptions

Shampooing, Rinsing and Conditioning:(50 hours) Understanding the basic principles of hair and scalp analysis, scalp diseases and disorders, the techniques of scalp manipulation, treatments for the hair and scalp, shampooing, rinsing, and conditioning techniques and procedures.

Hair Coloring: (200 hours) Understanding the principles of hair color theory, the chemistry of color, study of the chemical structure of hair, heredity, proteins, enzymes, physiology, and cellular structure of the hair. Students are taught advanced hair coloring techniques that can either emphasize or diminish facial features, and principles and techniques or corrective hair color. It is the use of professional expertise to attain a flattering and fashionable look.

Haircutting: (200 hours) Understanding the basic principles of hair design through the use of art principles related to shapes, angles, balance, rhythm, harmony, elevation, and composition of hair. Techniques are used to reinforce this approach with an easy to follow program of the principles of the hair growth and scalp analysis concepts using common sense reasons of not only how, but the essential why.

Hairstyling: (175 hours)Understanding the basic principles of hair design through the use of art principles, gives students complete knowledge of hairstyling from past styles to future designs, including wet hairstyling, long hair techniques, blow dry styling, pin curls, finger-waving, iron curling. Our proven techniques enable students to become professionals of a higher standard by using a realistic and practical approach to the art of hair design.

Chemical Texture Services: (100 hours) Understanding of the chemistry of permanent waving to rearrange the molecule structure of the hair either to produce curl in straight hair or to remove curl from over-curly or kinky hair, chemical relaxation, hair structure analysis, and how the chemical composition of the ingredients affects the internal structure and cosmetic appearance of the hair. Advanced sectioning and wrapping techniques are used to achieve specific results in problem areas or to create special style affects. Different wrapping techniques are taught in class and are encouraged in the clinic.



Manicuring and pedicuring: (175 hours) Understanding of manicure and pedicure procedures and techniques, an understanding of nail structure, and diseases and disorders of the nail. In addition to studying natural nail care, students learn the theory of massage and massage manipulations.

Application of Artificial Nails: (125 hours) Understanding of nail wrap applications and techniques, sculptured nail applications, nail tip and overlay applications, with an understanding of the chemistry of artificial nail enhancements and safety considerations for artificial nail enhancements.

Facial and Skin Care: (175 hours) Understanding of facials and skin care brings art and science together in a concentrated effort to help our clients look and feel better by concentrating on the health, maintenance, and attractiveness of the skin. Students learn the benefit, techniques, and theory of massage. Course involves comprehensive study of client consultation, analysis, preparation, diseases and disorders of the skin, use and application of products, facial, skin care and body treatments, techniques and therapy.

Facial Makeup: (25 hours) Understanding of cosmetic product ingredients and chemistry, lash and brow tinting, color theory and analysis, cosmetic makeup techniques and applications.

Hair Removal: (75 hours) Understanding of chemical and physical depilatories theory, chemistry and product knowledge. Student learns client consultation, analysis and safety, physical and chemical depilatory procedures and techniques.

Laws, Rules and Regulations: (25 hours) Understanding of local, state and federal laws, school rules, and regulations and policies.

Management, Ethics, Interpersonal Skills and Salesmanship: (30 hours) Course develops skills in salesmanship and practicing professionalism. Students will Role-play situations that could happen with clients. They may also visit or talk about a promotional event put on by the School with the Instructor. Students have the opportunity to visit successful Salons or Beauty supply stores with the supervision of an Instructor to observe how the industry operates. After the visit they will submit a report of what the student has observed and learned.

Disinfection, Sanitation and Safe Workplace: (150 hours) Student gains an understanding in sanitation practices in the workplace, protecting the patron, draping, material safety data sheets, OSHA standards in the workplace, bacteriology and infection control, public sanitation methods, and the safe use and handling of chemical agents.

State Board Basics: Course reviews all material and practical techniques necessary to prepare student for State Board Exams. All students take the Montage Academy Exam, which is essentially a mock state board exam. This exam makes the student aware of exactly what is expected of them at the State Board, and provides the student with working knowledge and confidence in their abilities.

Academic Progress

Students must achieve a minimum of 85% Cumulative grade point average in academics in order to be making satisfactory progress. A student's academic performance is evaluated using the following academic factors:

Theory work (assignments, tests)

Practical work (practical exams, clinic service quotas)

The progress of students is evaluated under the following Academic Grade Scale:

96-100% Excellent

90-95% Good

85-89% Satisfactory

0-84% Unsatisfactory

References: A comprehensive library is available in the classrooms, consisting of; textbooks, periodicals, videos, and web based materials are available to support and supplement the program of study. It is our hope the student takes advantage of resources available to them.

HAIRSTYLING COURSE OUTLINE

1200 clock hours.
 SOC Code: 39-5012

Description:

Students will gain the knowledge that they need to be successful in the hairstyling industry through classroom theory instruction and hands-on practical training on the Academy Clinic. Grading is based on written theory exams and practical evaluations. Upon graduation students should be ready for entry-level positions in the cosmetology industry.

Objectives: upon completion of the course requirements, the graduate will be able to:

1. Project a positive attitude and exhibit self-confidence.
2. Project professionalism, and understand the importance of self-grooming.
3. Be proficient in Communication skills with clients, colleagues, and supervisors.
4. Understand the value of delivering quality service.
5. Perform basic skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning.
6. Perform basic “total look” concepts to clients
7. Combine their academic and practical skills to make sound judgments, decisions, and practical consultations for clients.

Teaching and Learning methods: The clock hour education is provided through a set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Hairstyling Course Descriptions

Shampooing, Rinsing and Conditioning:(60 hours) Understanding the basic principles of hair and scalp analysis, scalp diseases and disorders, the techniques of scalp manipulation, treatments for the hair and scalp, shampooing, rinsing, and conditioning techniques and procedures.

Hair Coloring: (240 hours) Understanding the principles of hair color theory, the chemistry of color, study of the chemical structure of hair, heredity, proteins, enzymes, physiology, and cellular structure of the hair. Students are taught advanced hair coloring techniques that can either emphasize or diminish facial features, and principles and techniques or corrective hair color. It is the use of professional expertise to attain a flattering and fashionable look.

Haircutting: (240 hours) Understanding the basic principles of hair design through the use of art principles related to shapes, angles, balance, rhythm, harmony, elevation, and composition of hair. Techniques are used to reinforce this approach with an easy to follow program of the principles of the hair growth and scalp analysis concepts using common sense reasons of not only how, but the essential why.

Hairstyling: (210 hours) Understanding the basic principles of hair design through the use of art principles, gives students complete knowledge of hairstyling from past styles to future designs, including wet hairstyling, long hair techniques, blow dry styling, pin curls, finger-waving, iron curling. Our proven techniques enable students to become professionals of a higher standard by using a realistic and practical approach to the art of hair design.

Chemical Texture Services: (120 hours) Understanding of the chemistry of permanent waving to rearrange the molecule structure of the hair either to produce curl in straight hair or to remove curl from over-curly or kinky hair, chemical relaxation, hair structure analysis, and how the chemical composition of the ingredients affects the internal structure and cosmetic appearance of the hair. Advanced sectioning and wrapping techniques are used to achieve specific results in problem areas or to create special style affects. Different wrapping techniques are taught in class and are encouraged in the clinic.



Laws, Rules and Regulations: (30 hours) Understanding of local, state and federal laws, school rules, and regulations and policies.

Management, Ethics, Interpersonal Skills and Salesmanship: (30 hours) Course develops skills in salesmanship and practicing professionalism. Students will Role-play situations that could happen with clients. They may also visit or talk about a promotional event put on by the School with the Instructor. Students have the opportunity to visit successful Salons or Beauty supply stores with the supervision of an Instructor to observe how the industry operates. After the visit they will submit a report of what the student has observed and learned.

Disinfection, Sanitation and Safe Workplace: (270 hours) Student gains an understanding in sanitation practices in the workplace, protecting the patron, draping, material safety data sheets, OSHA standards in the workplace, bacteriology and infection control, public sanitation methods, and the safe use and handling of chemical agents.

State Board Basics: Course reviews all material and practical techniques necessary to prepare student for State Board Exams. All students take the Montage Academy Exam, which is essentially a mock state board exam. This exam makes the student aware of exactly what is expected of them at the State Board, and provides the student with working knowledge and confidence in their abilities.

Academic Progress

Students must achieve a minimum of 85% Cumulative grade point average in academics in order to be making satisfactory progress. A student's academic performance is evaluated using the following academic factors:

- Theory work (assignments, tests)
- Practical work (practical exams, clinic service quotas)

The progress of students is evaluated under the following Academic Grade Scale:

- 96-100% Excellent
- 90-95% Good
- 85-89% Satisfactory
- 0-84% Unsatisfactory

References: A comprehensive library is available in the classrooms, consisting of; textbooks, periodicals, videos, and web based materials are available to support and supplement the program of study. It is our hope the student takes advantage of resources available to them.

ESTHETICIAN COURSE OUTLINE

600 clock hours.
SOC Code: 39-5094

Description:

Students will gain the knowledge that they need to be successful in the Esthetician industry through classroom theory instruction and hands-on practical training on the Academy Clinic. Grading is based on written theory exams and practical evaluations. Upon graduation students should be ready for entry-level positions in the cosmetology industry.

Objectives: upon completion of the course requirements, the graduate will be able to:

1. Project a positive attitude and exhibit self-confidence.
2. Project professionalism, and understand the importance of self-grooming.
3. Be proficient in Communication skills with clients, colleagues, and supervisors.
4. Understand the value of delivering quality service.
5. Perform basic skills in the areas of facials, waxing, body treatments, and makeup skills.
6. Combine their academic and practical skills to make sound judgments, decisions, and practical consultations for clients.

Teaching and Learning methods: The clock hour education is provided through a set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Esthetician Course Descriptions

Facial and Skin Care: (210 hours) Understanding of facials and skin care brings art and science together in a concentrated effort to help our clients look and feel better by concentrating on the health, maintenance, and attractiveness of the skin. Students learn the benefit, techniques, and theory of massage. Course involves comprehensive study of client consultation, analysis, preparation, diseases and disorders of the skin, use and application of products, facial, skin care and body treatments, techniques and therapy.

Facial Makeup: (30 hours) Understanding of cosmetic product ingredients and chemistry, lash and brow tinting, color theory and analysis, cosmetic makeup techniques and applications.

Hair Removal: (90 hours) Understanding of chemical and physical depilatories theory, chemistry and product knowledge. Student learns client consultation, analysis and safety, physical and chemical depilatory procedures and techniques.

Laws, Rules and Regulations: (30 hours) Understanding of local, state and federal laws, school rules, and regulations and policies.

Management, Ethics, Interpersonal Skills and Salesmanship: (30 hours) Course develops skills in salesmanship and practicing professionalism. Students will Role-play situations that could happen with clients. They may also visit or talk about a promotional event put on by the School with the Instructor. Students have the opportunity to visit successful Salons or Beauty supply stores with the supervision of an Instructor to observe how the industry operates. After the visit they will submit a report of what the student has observed and learned.

Disinfection, Sanitation and Safe Workplace: (210 hours) Student gains an understanding in sanitation practices in the workplace, protecting the patron, draping, material safety data sheets, OSHA standards in the workplace, bacteriology and infection control, public sanitation methods, and the safe use and handling of chemical agents.



State Board Basics: Course reviews all material and practical techniques necessary to prepare student for State Board Exams. All students take the Montage Academy Exam, which is essentially a mock state board exam. This exam makes the student aware of exactly what is expected of them at the State Board, and provides the student with working knowledge and confidence in their abilities.

Academic Progress

Students must achieve a minimum of 85% Cumulative grade point average in academics in order to be making satisfactory progress. A student's academic performance is evaluated using the following academic factors:

Theory work (assignments, tests)

Practical work (practical exams, clinic service quotas)

The progress of students is evaluated under the following Academic Grade Scale:

96-100% Excellent

90-95% Good

85-89% Satisfactory

0-84% Unsatisfactory

References: A comprehensive library is available in the classrooms, consisting of; textbooks, periodicals, videos, and web based materials are available to support and supplement the program of study. It is our hope the student takes advantage of resources available to them.

BARBERING COURSE OUTLINE

1500 clock hours.
SOC Code: 39-5011

Description:

Students will gain the knowledge that they need to be successful in the barbering industry through classroom theory instruction and hands-on practical training on the Academy Clinic. Grading is based on written theory exams and practical evaluations. Upon graduation students should be ready for entry-level positions in the cosmetology industry.

Objectives: upon completion of the course requirements, the graduate will be able to:

1. Project a positive attitude and exhibit self-confidence.
2. Project professionalism, and understand the importance of self-grooming.
3. Be proficient in Communication skills with clients, colleagues, and supervisors.
4. Understand the value of delivering quality service.
5. Perform basic skills in the areas of hairstyling, hair shaping, facial shaving, hair coloring, texture services, scalp and hair conditioning.
6. Perform basic “total look” concepts to clients
7. Combine their academic and practical skills to make sound judgments, decisions, and practical consultations for clients.

Teaching and Learning methods: The clock hour education is provided through a set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Barbering Course Descriptions

Treatment of Hair and scalp: (60 hours) Understanding the basic principles of hair and scalp analysis, scalp diseases and disorders, the techniques of scalp manipulation, treatments for the hair and scalp, shampooing, rinsing, and conditioning techniques and procedures.

Hair Coloring: (240 hours) Understanding the principles of hair color theory, the chemistry of color, study of the chemical structure of hair, heredity, proteins, enzymes, physiology, and cellular structure of the hair. Students are taught advanced hair coloring techniques that can either emphasize or diminish facial features, and principles and techniques or corrective hair color. It is the use of professional expertise to attain a flattering and fashionable look.

Haircutting: (270 hours) Understanding the basic principles of hair design through the use of art principles related to shapes, angles, balance, rhythm, harmony, elevation, and composition of hair. Techniques are used to reinforce this approach with an easy to follow program of the principles of the hair growth and scalp analysis concepts using common sense reasons of not only how, but the essential why.

Shaving and Hair replacement: (90 hours) Understanding the basic principles of Shaving the Male face. Learn how to safely perform face/neck shaving; ability to identify the 14 shaving areas of the face, how to perform mustache and beard trim.

Hairstyling: (270 hours) Understanding the basic principles of hair design through the use of art principles, gives students complete knowledge of hairstyling from past styles to future designs, including wet hairstyling, long hair techniques, blow dry styling, pin-curls, finger-waving, iron curling. Our proven techniques enable students to become professionals of a higher standard by using a realistic and practical approach to the art of hair design.

Chemical Texture Services: (240 hours) Understanding of the chemistry of permanent waving to rearrange the molecule structure of the hair either to produce curl in straight hair or to remove curl from over-curly or kinky hair, chemical relaxation, hair structure analysis, and how the chemical composition of the ingredients affects the internal structure and cosmetic appearance of the hair. Advanced sectioning and wrapping techniques are used to achieve specific results in problem areas or to create special style affects. Different wrapping techniques are taught in class and are encouraged in the clinic.



Facial Massage and treatments: (90 hours) Understanding of facials and skin care brings art and science together in a concentrated effort to help our client's look and feel better by concentrating on the health, maintenance, and attractiveness of the skin. Students learn the benefit, techniques, and theory of massage. Course involves comprehensive study of client consultation, analysis, preparation, diseases and disorders of the skin, use and application of products, facial, skin care and body treatments, techniques and therapy.

Laws, Rules and Regulations :(30 hours) Understanding of local, state and federal laws, school rules, and regulations and policies.

Management, Ethics, Interpersonal Skills and Salesmanship: (30 hours) Course develops skills in salesmanship and practicing professionalism. Students will Role-play situations that could happen with clients. They may also visit or talk about a promotional event put on by the School with the Instructor. Students have the opportunity to visit successful Salons or Beauty supply stores with the supervision of an Instructor to observe how the industry operates. After the visit they will submit a report of what the student has observed and learned.

Disinfection, Sanitation and Safe Workplace: (180 hours) Student gains an understanding in sanitation practices in the workplace, protecting the patron, draping, material safety data sheets, OSHA standards in the workplace, bacteriology and infection control, public sanitation methods, and the safe use and handling of chemical agents.

State Board Basics: Course reviews all material and practical techniques necessary to prepare student for State Board Exams. All students take the Montage Academy Exam, which is essentially a mock state board exam. This exam makes the student aware of exactly what is expected of them at the State Board, and provides the student with working knowledge and confidence in their abilities.

Academic Progress

Students must achieve a minimum of 85% Cumulative grade point average in academics in order to be making satisfactory progress. A student's academic performance is evaluated using the following academic factors:

Theory work (assignments, tests)

Practical work (practical exams, clinic service quotas)

The progress of students is evaluated under the following Academic Grade Scale:

96-100% Excellent

90-95% Good

85-89% Satisfactory

0-84% Unsatisfactory

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NAIL TECHNICIAN COURSE OUTLINE

600 clock hours.
SOC Code: 39-5092

Description:

Students will gain the knowledge that they need to be successful in the Nail Technician industry through classroom theory instruction and hands-on practical training on the Academy Clinic. Grading is based on written theory exams and practical evaluations. Upon graduation students should be ready for entry-level positions in the cosmetology industry.

Objectives: upon completion of the course requirements, the graduate will be able to:

1. Project a positive attitude and exhibit self-confidence.
2. Project professionalism, and understand the importance of self-grooming.
3. Be proficient in Communication skills with clients, colleagues, and supervisors.
4. Understand the value of delivering quality service.
5. Perform basic skills in the areas of manicuring, Pedicuring, artificial Nail Technician skills.
6. Combine their academic and practical skills to make sound judgments, decisions, and practical consultations for clients.

Teaching and Learning methods: The clock hour education is provided through a set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Nail Technician Course Descriptions

Manicuring and pedicuring: (210 hours) Understanding of manicure and pedicure procedures and techniques, an understanding of nail structure, and diseases and disorders of the nail. In addition to studying natural nail care, students learn the theory of massage and massage manipulations.

Application of Artificial Nails: (150 hours) Understanding of nail wrap applications and techniques, sculptured nail applications, nail tip and overlay applications, with an understanding of the chemistry of artificial nail enhancements and safety considerations for artificial nail enhancements.

Laws, Rules and Regulations: (30 hours) Understanding of local, state and federal laws, school rules, and regulations and policies.

Management, Ethics, Interpersonal Skills and Salesmanship: (30 hours) Course develops skills in salesmanship and practicing professionalism. Students will Role-play situations that could happen with clients. They may also visit or talk about a promotional event put on by the School with the Instructor. Students have the opportunity to visit successful Salons or Beauty supply stores with the supervision of an Instructor to observe how the industry operates. After the visit they will submit a report of what the student has observed and learned.

Disinfection, Sanitation and Safe Workplace: (180 hours) Student gains an understanding in sanitation practices in the workplace, protecting the patron, draping, material safety data sheets, OSHA standards in the workplace, bacteriology and infection control, public sanitation methods, and the safe use and handling of chemical agents.

State Board Basics: Course reviews all material and practical techniques necessary to prepare student for State Board Exams. All students take the Montage Academy Exam, which is essentially a mock state board exam. This exam makes the student aware of exactly what is expected of them at the State Board, and provides the student with working knowledge and confidence in their abilities.

Academic Progress

Students must achieve a minimum of 85% Cumulative grade point average in academics in order to be making satisfactory progress. A student's academic performance is evaluated using the following academic factors:

Theory work (assignments, tests)



Practical work (practical exams, clinic service quotas)

The progress of students is evaluated under the following Academic Grade Scale:

- 96-100% Excellent
- 90-95% Good
- 85-89% Satisfactory
- 0-84% Unsatisfactory

References: A comprehensive library is available in the classrooms, consisting of; textbooks, periodicals, videos, and web based materials are available to support and supplement the program of study. It is our hope the student takes advantage of resources available to them.

CONTACT US

Information

Montage Academy is located near the intersection of 88th Ave and Pierce Street in Westminster, CO

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Admissions Phone
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Academy Fax Number
(303) 684-9102

Academy Website
www.montageacademy.edu

Admissions email
montageadmissions@gmail.com

Academy Email
montageacademics@gmail.com

Academy Attendance email (to report your absence)
montageabsence@gmail.com

General Directions

Hwy 36 West to Hwy 287 (Wadsworth)
South on 287 as it changes to Wadsworth to 88th Ave.
East on 88th Ave to Pierce St. (2 blocks)
North on Pierce St. to the first parking lot entrance on the right.
Montage Academy is located in the center of the complex.