

**Rocky Mountain Academy of Hair, Skin, and Nails**  
**315 E. 5<sup>th</sup>**  
**Casper, WY 82601**

**(307) 265-3588- Admissions**  
**(307) 237-4247- Front Desk**  
**(307) 265-3558- Fax**

**HOURS-MONDAY-FRIDAY 7:00 AM TO 6:30 PM**



**Student Enrollment Packet**

Volume II: 2013



STUDENT ENROLLMENT FORM

Name of Student \_\_\_\_\_

Address of Student \_\_\_\_\_

\_\_\_\_\_

Cell Phone # \_\_\_\_\_ SS # \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Name of Payee: \_\_\_\_\_ Phone # \_\_\_\_\_

Student Date of Birth \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Start Date of Student \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Needed Documentation: *(bring these documents with you at time of enrollment)*

1. Social Security Card
2. Photo Identification
3. Proof of 10<sup>th</sup> grade completion
  - a. Examples: diploma, GED or transcript
4. Proof of Lawful Presence
  - a. Examples: birth certificate, passport or naturalization
5. If you have been convicted of a felony you must provide:
  - a. Original court record of conviction
  - b. Statement of current status of conviction

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Payee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School

\_\_\_\_\_  
Date



TUITION, PAYMENTS, AND FUNDING

**Funding Programs:** Rocky Mountain Academy does not accept federal funding such as Pell grants, FASFA, etc. State funding must be worked out in advance of attendance. If you receive a scholarship please check with the issuing body to see if it can be applied to your tuition.

**Tuition Payment Policy:** There are no registration or application fees. Students will **pay in advance** for instruction they receive. **Payments are due the first Monday of every month.** The chart below shows the payment amount for each program. Students may not start class until that month’s tuition has been paid in full or outside funding attained. Kits and books are included in the Cosmetology tuition. Kits and books are not part of the tuition for Hair Styling, Nail Technology, or Esthetics programs. The price of these kits must be paid in addition to the first month’s tuition in order to start. Kits and books become the property of the student upon graduation from the program. Hours earned prior to attendance at Rocky Mountain Academy will be accepted, upon state board approval, and your tuition will be pro-rated to include those hours.

**Tuition Refunds:** **There will be no refunds for tuition, books, or kits on a monthly basis.** For students who pay in full, are receiving veteran’s benefits or other funding, any unused portion of that sum will be refunded.

Price of kit and books for breakout licenses:  
 Hair styling (\$1000), Nail (\$500), and Esthetics (\$1000), and Wax (\$100)

Choose your program of study and schedule below

X	Program	Hours/Months	Price/Hour	Total Tuition	Total With Kit
	Cosmetology	2000/10.5	\$5.00	\$10000	\$10000
	Nail Tech	400/2.5	\$7.00	\$2800	\$3300
	Esthetician	600/3.5	\$8.00	\$4800	\$5800
	Hair Styling	1000/6.5	\$6.00	\$6000	\$7000
	Waxing <small>for licensed Hair Styling and Nail Techs only</small>	125	\$5.00	\$625	\$725
	Continuing Education	40 minimum	\$7.00	\$280+	

\*One clock hour is equivalent to no less than 45 minutes\*

Available Schedules:

Classes begin the first Monday of every month provided openings are available.

Full Time:

Mon-Fri (40 hours per week)

Payment/Month: \$800

Part Time: *(full payment of \$800 required first two months for part time Cosmetology students)*

Mon-Fri (20 hours per week)

Payment/Month: \$400

By signing this student acknowledges they will pay in full fees on or before the first Monday of each month while attending and understand that there will be no refunds.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payee contact number: \_\_\_\_\_

*Payee will be notified of any problems with attendance, cleanliness, and/or behavior.*



## ATTENDANCE REQUIREMENTS

Schedule: Students set their own schedule. We are an open campus with open enrollment. Your schedule must conform to the following guidelines.

1. All students must attend at least four theory hours per week.
  - a. If you are 5 minutes or more late to a class it will not count as being attended.  
Missed theory hours can be made up on Fridays.
2. All students must sign in when they arrive at school each day with their name and time of arrival.
3. All students must sign out when they leave school with their name and time they left.
4. All students will provide the school with their schedule.

Absences: Students are required to contact the school in the event that they are going to miss school. This phone call is considered an excused absence and no further action will be taken by the school.

Unexcused Absences: Students will be fined \$4.00/hour for every 8 hour day they are unexcused from school. This fine must be paid prior to being allowed back in school. If a student has more than 10 unexcused absences they will be withdrawn from school and the hours they have paid for and completed will be registered with the state. Registered hours are kept on file with the state for 5 years.

Missing scheduled appointments: If you miss a scheduled appointment without calling prior to it, 10 additional hours will be added to your course of study.

Unsatisfactory Progress: Any student who fails to follow the above guidelines and fails to maintain an 85% GPA after corrections on theory work, will be removed from their course of study and be dropped from the school.

Graduation: Upon completion of all state required hours and application for a student's program of study, a diploma will be awarded and students will be eligible to take the state licensing exam. Upon receiving their license, the student's kit becomes their property. Please sign each statement below to show your understanding of them.

1. I \_\_\_\_\_, understand that if I miss a scheduled appointment without letting the school know you are not going to be here will result in an additional 10 hours per appointment missed.
2. I \_\_\_\_\_, understand that if I miss school without checking in with the school from now until my graduation date I will pay a \$4.00/hour fine prior to being allowed to attend again.
3. I \_\_\_\_\_, understand that if I have 10 unexcused absences I will be withdrawn from school and the hours I have paid for and completed will be registered with the state.



## **RULES AND REGULATIONS**

**Dropped Student:** The School reserves the right to drop a student at any time for any action deemed inappropriate by the instructors of Rocky Mountain Academy of Hair, Skin and Nails. This includes but is not limited to stealing, lying on hours sheets or applications and fighting.

**Student Property:** At no time will the school be responsible for damage or loss of kit supplies, clothing, jewelry, money or personal belongings of the students or clientele.

**Shop Duties :** All students are required to perform shop duties as part of their course of study. This includes cleaning equipment, floors, walls, windows, mirrors, etc. and restocking supplies. Failure to perform your shop duties will constitute unacceptable progress in your course of study.

**Tobacco:** Students may use tobacco products on their breaks and at lunch in the designated smoking areas. No use of tobacco is allowed in the classroom, bathrooms, or on the clinic floor.

**Drugs/Alcohol:** Students may not have or use alcohol during the designated school day. Any use of alcohol or illegal drugs on school grounds will lead to direct expulsion of student as well as reported to the proper authorities.

**Student Services:** All services must be approved by the instructor prior to being done. Student services are a privilege and absences/tardiness and lack of accomplishing shop duties or not completing homework will result in a loss of giving and /or receiving services.

**Professional Behavior:** Student behavior should remain professional at all times. There is no tolerance for gossiping or negative conversations about fellow students, clients and other professionals. These conversations are not permitted on school premises, in front of clients or with each other. Students should be respectful about language at all times. Failure to follow behavior rules will result in the dismissal of a student.

**Dress Code:** Students will dress in an appropriate and professional manner.

By signing the line below student acknowledges that they read, understood, and signed this agreement and accept all rules and regulations addressed in this document.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**GRIEVANCE PROCEDURES**

Grievance Procedures: Students may take any grievance with the school or an instructor to the Wyoming Board of Cosmetology. Contact Wyoming Board of Cosmetology Executive Director Betty Abernethy 307-777-3534.

Management/Ownership: Rocky Mountain Academy is owned and operated by Patrick Eugene Enterprises. Patrick Eugene Enterprises fully understand the laws and rules applicable on a state, federal, and local level. Patrick Eugene Enterprises is wholly owned and operated by Brian Cushing and Kirby Morris.

Instructors: Instructors are Kirby Morris, License # WY I-633, Ada Greenwood, License #WY I-5, Sam Harkins License # WY I-N-07670, Brett Fieldcamp, License #WY I-10599, and Brian Cushing, License #WY I-E-10635.

Student Records: The school maintains student records that include grades, payment history, hours attained, etc. Any record kept by the school may be accessed and copies will be made upon student request.

By signing the line below student acknowledges that they read and understand the grievance procedures for Rocky Mountain Academy of Hair, Skin, and Nails.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**COSMETOLOGY LIST OF REQUIREMENT NEEDED PRIOR TO TAKING CLIENTS**

Student Name: \_\_\_\_\_

**Theory Book Work: Checked off by Instructor on this sheet**

1. \_\_\_\_\_ **Read**, outline, complete workbooks, review questions, and take exams on chapters 1-4
2. \_\_\_\_\_ **Read**, outline, complete workbooks, review questions, and take exam on chapter 5
3. \_\_\_\_\_ **Read**, outline, complete workbooks, review questions, and take exam on Chapter 16
4. \_\_\_\_\_ **Write out procedure** for disinfection of non-electric tools
5. \_\_\_\_\_ **Write out procedures** for Shampoo, Virgin Lightener, Color Root Retouch, Chemical Waving and Chemical Relaxing.
6. \_\_\_\_\_ **Write out procedures** for Basic Facial, Eyebrow Waxing, and Eyelash Extensions.
7. \_\_\_\_\_ **Write out procedures** for Basic and Spa CND Manicure, Basic and Spa Pedicure.

**Practical Applications: Checked off by Instructor on this sheet**

**Hair**

Cuts and Braiding:

(4-zero) 1 2 3 4 (10 braids) 1 2 3 4 5 6 7 8 9 10

Foils:

(5 heads of 65) 1 2 3 4 5 (2 heads of 100) 1 2

Chemical Waving:

(Section and wrap 10 Perms) 1 2 3 4 5 6 7 8 9 10

**Skin**

(3 Basic Facial) 1 2 3 (2 Machine Facial) 1 2 (3 Brow Wax) 1 2 3

(2 Microroderms) 1 2 (1 Peel) 1 (1 Photo rejuvenation) 1

(1 Eye Lashes on Mannequin) 1 (2 Eye Lashes on Students) 1 2

**Nails**

(1 Basic Manicure) 1 (1 Spa Manicure) 1 (1 Basic Pedicure) 1 (1 Spa Pedicure) 1

(5 set Acrylics) 1 2 3 4 5 (2 Set Gels) 1 2

**Learn the Computer System and make your Schedule.**

All Students will attend 4 theory classes Mon.-Thurs. or lose the right to give and get student services. Initial \_\_\_\_\_

All Students will complete shop duties, clean all equipment and disinfect all implements and put them away every day. Initial \_\_\_\_\_

All Students will keep hours and applications up to date and turn them in on the last day of the month. Initial \_\_\_\_\_



**Nail Technology List of Requirements Needed Prior to Taking Clients**

**Theory Book Work: Checked off by Instructor on this sheet.**

1. \_\_\_\_ Chapter 5- Infection Control, including assignments & test
2. \_\_\_\_ Chapter 13- Manicuring, including assignments & test
3. \_\_\_\_ Chapter 17- Liquid and Powder, including assignments & test

**Practical Applications: Checked off by Instructor on this sheet.**

- 1 2 3 4 5- (5 Manicures)  
1 2 3 4 5- (5 Pedicures)  
1 2 3 4 5- (5 Full Sets of Acrylics)

**Learn the Computer System and make your Schedule.**

If you miss more than half of the questions on any test you will be required to retake. You will do test corrections on any missed questions and I require the correct answer to be written out and on a separate piece of paper with the page number found. Initial \_\_\_\_\_

I expect all book work for that week or to be handed in to me every Friday so I can review them. If you do not have these things completed you lose the right to give and get student services. Initial \_\_\_\_\_

All Students will clean all equipment and disinfect all implements every day. Initial \_\_\_\_\_

All Students will keep hours and applications up to date and turn them in on the last day of the month. Initial \_\_\_\_\_

All Students fully understand that missing a scheduled appointment will result in 10 extra hours. Initial \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_





Description of Space, Facilities, and Equipment

Description of Space and Facilities:

Rocky Mountain Academy is a 5000 square foot institution that includes a practical floor where students work on the public, classroom where all theory classes are held, esthetics room, waxing room, student floor where student perform services on mannequins, 5 bathrooms, a kitchen, break area, office, laundry area, dispensary, supply room, teacher salon, and office.

Equipment:

Hair:

Eight washing stations

25 Hair cutting stations

Six Hair dryers

Esthetics:

Three Facial Machines that include galvanic current, vacuum, tesla high frequency, steamer, microdermabrasion, and rotary brush.

One full body wax bed

Five facial and lash beds

Two facial waxing chairs

One photorejuvenation machine

Nails:

Four nail tables

Three pedicure thrones

Three UV lights for Gels and UV polish products

Three nail drills