Catalog

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1414 Cornwall Avenue
Bellingham, WA 98225

Mount Vernon Campus
509 S. 1st Street
Mount Vernon, WA 98274

Everett Campus
802 SE Everett Mall Way, Suite A
Everett, WA 98208

N. Seattle – Shoreline Campus
18336 Aurora Ave N, #103
Shoreline, WA 98133

Renton Campus
1222 Bronson Way North
Renton, WA 98057

Yakima Campus
401 N. 1st Street Yakima,
WA 98901

Olympia Campus
2703 Capital Mall Drive
Olympia, WA 98502grad

All Campuses
Phone: (425) 336-5123
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Preface

This catalog has been designed to help you gain a quick and comprehensive overview of the education programs at Evergreen Beauty Colleges ("College"). Some of the policies and points of view found are special, in that they reflect the college's own beliefs on important educational matters; others are basic to all trade schools engaged in career training. It is our hope that this information will bring to you a clearer picture of our college, and the program in which you will be enrolled.

Changes in Policy

Evergreen Beauty College reserves the right to change and update its policies, instruction, course structure, course hours, course schedules and practices as it determines necessary. Future professionals will be notified of such changes as they take place.

The term "student" and "future professional" are used interchangeably. The terms "you" and "your" refer to the student/future professional. The terms "we," "us," or "our" refer to the school/college, its staff, faculty and/or administration. The approval of the programs are named: Cosmetologist, Hair Design, Barber, Esthetician, Master Esthetician, Manicurist, Instructor. Alternative references may be used such as Cosmetology, Barbering, Esthetics, Master Esthetics, Nail Tech, however it does not indicate different programs.

Founder's Letter: Welcome to Evergreen Beauty College

"Minds are like parachutes, they won't work unless they are open." Entering into a profession requiring creativity, technique and service, Evergreen Beauty College strives to provide a strong Cosmetologist, Hair Design, Barber, Esthetician, Manicurist and Instructor education through personal and professional growth, in a learning environment. Only with your hard work will our program meet the high standards and demands of the beauty profession.

Evergreen Beauty College offers an incredible opportunity to learn and help you improve yourself. To reach your fullest potential, Evergreen Beauty College will expect a lot from you. The essential elements to your success will rest upon your hard work, energy, enthusiasm, willingness to learn, initiative, and most importantly a personal commitment to give excellent customer service.

Best of luck in your education and I believe that with patience, dedication, and perseverance, your dream will become reality.

Sincerely,

Thi Trieu

Thi Trieu
Founder of Evergreen Beauty College

Administration

Evergreen Beauty and Barber College is wholly owned by Evergreen Cosmo Inc. An alternate name of Evergreen Beauty College is approved. For this catalog, the institution may be referred to as 'the College'.

*The Shareholders of Evergreen Cosmo Inc. are indicated by * below.*

Joe Trieu*: Joe is currently our President. Joe studied the Foster Business School at the University of Washington and represented the University of Washington at the National Sales Competition. Together with his teammates, Joe brought the University of Washington an 8th place win at Nationals. He has used his sales skills to grow the student salon, offering greater opportunity for our future professionals to begin building their business while still in school.

Frank Trieu*: Frank is currently the Vice Present of Business Development and Industry Relations of the college. He also serves as the Director of Compliance and Title IX Compliance, and ADA Compliance Coordinator for all campus locations. Frank served nearly a decade on the Board of Directors for the American Association of Career Schools and was the former Chair of the NACCAS Commission and Chair of the Advisory Board for Department of Licensing Cosmetology Board. Frank's primary focus is compliance and accreditation.

Theresa Tran*: Theresa is currently the Vice President of Finance. As a graduate of the University of Washington, she was awarded the CBYX scholarship sponsoring a year-abroad study in Germany. She acts as the primary representative and contact person for the College with respect to the College's participation in financial aid programs at the federal, state and local levels.

Thi Trieu: Thi is the founder of Evergreen Cosmo Inc. Thi has nearly 50 years of experience in the beauty industry as a stylist, multiple salon owner, educator, and past school president. She is currently licensed as Barber, Cosmetologist, Master Esthetician, Esthetician and Manicurist, and Instructor . Her areas of specialty include: licensed practices, business development and fostering the entrepreneurial vision of our future professionals.

A comprehensive staff/faculty list is provided as an addendum to this catalog.

Our Mission

Evergreen Beauty College's mission is to prepare our graduates for a career in cosmetology arts, sciences and related fields. We are committed to developing our future professionals and staff professionally and personally through technical and professional training. It's only through this holistic development that we can be contributors to one another, our clients and our industry.

Goals for All Courses

It is the intent of the College to train each future professional in the art and science of their chosen discipline: Cosmetologist, Barber, Hair Designer, Manicurist, Master Esthetician, Esthetician, and/or the Instructor program.

1. The College has as its principal objective the training of graduates for career in cosmetology arts and sciences in their chosen discipline.
2. The College makes use of a curriculum, supported by acceptable teaching techniques and Instructional Training Aids (lesson plans, textbooks, DVDs, white boards, charts, and other audio-visual aids) in order to provide the training for its students.
3. The College purchases standard equipment, cosmetics and supplies to be used for instruction of its students.
4. The College refrains from any advertisement or criticism which might reflect unfavorably towards other schools and the profession.

Evergreen Beauty College Overview

State Licensing and Accreditation

All Campuses are Approved and Licensed by:

The State of Washington, Department of Licensing; Business and Professions Division
Cosmetology/Barber/Manicuring/Esthetics Section
P.O. Box 9026 Olympia, WA 98507
Phone: (360) 664-6626

All Campuses Accredited by:
National Accrediting Commission of Career Arts and Sciences, Inc.
3015 Colvin Street, Alexandria, VA 22314
Phone: (703) 600-7600

The National Accrediting Commission of Career Arts and Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, Electrology, and massage.

School Facilities

The Bellingham Campus consists of the following: student salon areas, classrooms, instructor's office, administration offices, supply rooms, dispensaries and restrooms. The campus is in a downtown environment with approximately 8,000 square feet. The clinic is furnished with equipment for the practical training of cosmetology, hair design, barbering, master esthetics, esthetics, manicuring and instructor training. The campus provides classrooms for both theory and practical classes. The school provides access to books and other digital resources. There is access to street parking; students are responsible for their vehicles and property.

The Mount Vernon Campus consists of the following: student salon areas, classrooms, instructor's office, administration offices, supply rooms, dispensaries and restrooms. The campus is in a downtown environment with approximately 7,000 square feet. The clinic is furnished with equipment for the practical training of cosmetology, hair design, barbering, master esthetics, esthetics, and manicuring. The campus provides classrooms for both theory and practical classes. The school provides access to books and other digital resources. There is access to street parking; students are responsible for their vehicles and property.

The Everett Campus consists of the following: student salon areas, classrooms, instructor's office, administration offices, supply rooms, dispensaries and restrooms. Our campus is approximately 12,000 square feet. The clinic is furnished with equipment for the practical training of cosmetology, hair design, barber, master esthetics, esthetics, and manicuring. The campus provides classrooms for both theory and practical classes. Visual aids are used in the theory and practical classrooms. The school provides access to books and other digital resources. There is access to specifically designated off-street parking; students are responsible for their vehicles and property.

The North Seattle - Shoreline Campus consists of the following: student salon areas, classrooms, instructor's office, administration offices, supply rooms, dispensaries and restrooms. Our campus is approximately 13,000 square feet. The North Seattle - Shoreline campus currently only offers a cosmetologist, hair design, barber, and instructor program, and the clinic is furnished with equipment for the practical training for those. The campus provides classrooms for both theory and practical classes. The school provides access to books and other digital resources. The school has access to specifically designate off-street and street parking; students are responsible for their vehicles and property.

The Renton Campus consists of the following: student salon areas, classrooms, instructor's office, administration offices, supply rooms, dispensaries and restrooms. Our campus is in a strip mall environment with approximately 11,000 total square feet. The clinic is furnished with equipment for the practical training. The campus provides classrooms for both theory and practical classes. The school provides access to books and other digital resources. The school has access to specifically designated off-street and street parking; students are responsible for their vehicles and property.

The Yakima Campus consists of the following: student salon areas, attached and detached classrooms, instructor's office, administration offices, supply rooms, dispensaries and restrooms. Our campus is approximately 5,200 square feet. The clinic is furnished with equipment for practical training of cosmetology and esthetics. The campus provides classrooms for both theory and practical classes. The school provides access to books and other digital resources. There is access to street parking; students are responsible for their vehicles and property.

The Olympia Campus consists of the following: student salon areas, classrooms, instructor's office, administration offices, supply rooms, dispensaries and restrooms. Our campus is approximately 9,000 square feet. The clinic is furnished with equipment for the practical training. The campus provides classrooms for both theory and practical classes. The school provides access to books and other digital resources. There is access to a neighboring parking area (Capital Mall); students are responsible for their vehicles and property.

School Hours and Closings

Hours of Operation

Hours of operation are dependent on the individual campuses found in the appendix.

Class Schedules

The school is operational Monday – Friday, unless otherwise posted

Schedules vary, according to program found in the appendix.

Normal Time to Complete

All future professionals should have a reasonable expectation of the time needed to complete a program to plan and budget accordingly. Fulltime programs offered at the College are outlined in this catalog based on Program length, in weeks and months. This includes scheduled holidays, breaks, and planned in-service days.

When calculating Normal Time to Complete and On-Time Graduation Rates, the number of days scheduled for make-up absence is generally limited to 10% of the scheduled hours. Students are allowed to make up additional absences in order to graduate as long as they do so within maximum timeframe as described in the school's satisfactory progress policy, but they will not be counted as graduating within normal timeframe for the purpose of calculating the On Time Completion Rate. See the Over Contract (Additional) Charges Policy as it relates to additional time to complete.

Holidays/Planned Closures

The College values the importance of time with family and loved ones; the following are observed Holidays and Breaks:

New Year's Day, Memorial Day + Day after (Distance Education), Independence Day, Labor Day, Thanksgiving Day + Day After (Distance Education), December 24 (Distance Education), December 25th through December 31st.

Additional days for Instructor In-service training and/or other school closures will be posted/published and/or announced to future professionals. During these periods of holidays and planned closures, the campuses may be closed for classes, but may be open for administrative purposes.

All holidays and other posted/published days off are not considered "scheduled" for the purposes of establishing the enrollment period end date (scheduled graduation date), maximum timeframe and/or for the purpose of determining attendance percentage or Satisfactory Academic Progress determination.

School Closure

In case of Inclement Weather (snow or other severe weather conditions), or extenuating circumstances that force a closing of the school or a delayed start for the day, the initial cancellation announcement will be made on the 'Student Portal' (https://students.evergreenbeauty.edu/), which should be available by 6:30am. Subsequent announcements will follow throughout the day if appropriate. If no announcement is made, class will be conducted as usual. Students are responsible for checking the student portal for this and any other relevant updates and information regarding the College.

Closure Impact on Scheduled Hours

In the event the College has unscheduled closures during a student's period of enrollment, the contracted graduation date for the student shall be accommodated. In addition, scheduled hours for the purpose of attendance percentages, satisfactory academic progress determination, maximum timeframe, and/or over contract charges, as may apply, will be accommodated for each day that has been unscheduled due to closure.

Admissions and Entry

Admissions and Enrollment

The College uses a revolving curriculum which allows the school to enroll future professionals at various times. Please see an admissions counselor for current enrollment scheduling. The College does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

Start Dates

- Start Dates may differ dependent upon the course/program chosen by the future professional.
- Expected Start Dates may be found in an addendum to this catalog. Start dates are subject to change.
- Program is limited per class in order remain in compliance with state educator/student ratio requirements of 1:20 ratio

Entrance Requirements for all Programs leading to licensure

All applicants for admissions must:

- Be above the age of 16 Years Old
- Present proof of High School Diploma, its equivalent (a college transcript demonstrating proof of 24 credits successful completion towards a bachelor's degree), a transcript showing high school completion, or a certificate of attainment. Proof of attainment of an Associate's Degree or higher by providing a copy of a college transcript showing a completion or college degree. The school does not admit 'Ability to Benefit' students.
- Provide a copy of a valid state or federal issued photo ID.
- Apply, be interviewed and accepted for the chosen program. Individuals with felony convictions must disclose them during the application and interview process. While a felony conviction does not automatically disqualify

someone from admission, certain classifications of felonies may result in conditions that prevent acceptance.

Foreign non-English diplomas will require an evaluation to be performed by an outside agency that is qualified to translate the document into English and confirm academic equivalence to a US High School Diploma.

In addition to meeting the above Admissions and Enrollment Requirements, prior to starting classes, students must**:**

- Submit a Registration Fee to the College.
- Sign a fully executed Enrollment Agreement

Additional Admissions Requirements for the Instructor Program

The applicant must provide a copy of a valid operator's license in the field in which the student seeks to enroll in training as an instructor.

Applicants for Admissions Should Be Aware of:

The admission requirements above do not necessarily apply to locally designed programs in which high school students receive high school credits or advance education classes.

The applicant will be enrolled as a student and is not an employee of the college.

Licensure Notices

The State of Washington requires an applicant to be 17 years of age at the time of licensing for Cosmetologist, Barber, Hair Design, Master Esthetician, Esthetician, Manicurist, and Instructor Program.

Applicants for admissions whom have pending or criminal convictions should contact the Department of Licensing regarding possible limitations to licensure.

Currently Enrolled Students

The College does not solicit students who are currently enrolled at another institution. It is our policy to refer the student back to their current school to attempt a resolve of any issues they may have. See Transfer Student Policy for additional information.

Physical Demands - Be Aware of These Facts

Applicants and currently enrolled future professional should be aware that during this enrollment and/or entering the career field:

- The work can be arduous and physically demanding because of long hours standing.
- There will be exposure to chemicals and fumes, which may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and sanitation is essential for effective and successful performance within the industry.

Physical and Safety Demands for specific programs may be found as an addendum to this catalog.

Pre-Dispute Arbitration Agreement

As a condition for enrollment in Evergreen Beauty College (the "School"), students enter into an enrollment agreement which provides that all disputes between a student and the School will be resolved by binding arbitration.

Students thus give up their right to go to court to assert or defend their rights under their enrollment agreement (except for matters that may be taken to small claims court).

- A student's rights will be determined by a neutral arbitrator and not a judge or jury.
- Students are entitled to a fair hearing, but the arbitration procedures are simpler and more limited than rules applicable in court.
- Arbitrator decisions are as enforceable as any court order and are subject to very limited review by a court.

Notwithstanding the student's agreement to resolve any disputes with Evergreen Beauty College by binding arbitration:

- The School does not require a Federal student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR § 685.206(e);
- The School does not, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR § 685.206(e) at any time; and
- Any arbitration required by the pre-dispute arbitration agreement with the School tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR § 685.206(e)(6)(ii).

Binding arbitration with the School will be conducted by the American Arbitration Association (the "AAA"), under its Consumer Arbitration Rules.

You may begin the arbitration process by getting together the following documents:

- Notice of Arbitration and/or a Statement of Claim explaining the nature of the dispute and the relief requested
- The arbitration agreement that refers to the AAA
- Any supporting documents or exhibits
- Appropriate filing fee

When you have all the above documents ready, you can file your case in any one of the following ways:

- Online: https://apps.adr.org/webfile
- Email box: casefiling@adr.org
- Facsimile: 1 877-304-8457 or +1 212-484-4178 (fax number outside the US)
- Mail: American Arbitration Association—Case Filing Services, 1101 Laurel Oak Road, Suite 100, Voorhees, NJ 08043, USA

More information about the AAA arbitration process and the AAA Consumer Arbitration Rules can be obtained at www.adr.org or 1-800-778-7879.

For more information about the School's arbitration process please contact: Frank Trieu, 802 SE Everett Mall Way, Suite A Everett, WA 98208 Phone: (425) 531-7092 Email: frank@evergreenbeauty.edu

Class Action Waiver

As a further condition for enrollment, students also agree that any dispute or claim that they may bring will be brought solely in the student's individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action, unless specifically excluded in the agreement.

As an alternative process, students may seek redress under the School's grievance procedure described above, which includes the ability to resolve disputes through a binding arbitration process. Students may also submit complaints to the School's accreditor, state licensing agency, and the U.S. Department of Education as described above and in the School catalog.

For more information about the School's class action waiver please contact: Frank Trieu, 802 SE Everett Mall Way, Suite A Everett, WA 98208 Phone: (425) 531-7092 Email: frank@evergreenbeauty.edu

Transfer, Re-enrollment, Schedule Change, & Brush Up

Credit for Previous Training / Transfer of Credits
The College may accept coursework completed at outside institutions for transfer credit. To receive credit for previous training, a future professional who wishes to seek approval of transfer credits (Prior Credit) must do so at the time of application for enrollment. Veteran Students must submit all previous training for consideration. Only documented proof of prior training or licensure may be accepted. A nominal fee ($350.00) may be charged for prior credit evaluation/assessment testing. Veteran students will be granted a fee waiver for prior credit evaluation /assessment testing.

- Credit for Prior Training is at the discretion of the enrolling school's administration.
- The Instructor Program may recognize industry experience as credit for training. See Instructor Curriculum for conversion table.
- Future Professionals should assume that credits earned at this institution may not transfer to another institution.

Evaluation Testing
The school will administer a scholastic evaluation to applicants seeking transfer of credit in order to determine further training needs. All persons wishing to transfer to the school may be required to enter the school's Phase One class, which is an entry level class. Based on the test results, if applicable, the school may award prior credit for all or part of the applicant's previous training or work experience, provided it is recognized by the governing state Cosmetology agency.

Tuition
If prior credit is granted at enrollment, the balance of tuition for the credits remaining will be charged at the currently published hourly rate for the course of study, plus the applicable registration fee, and any other fees associated with certifications required for graduation.

Qualifications for Kits
All students will be charged for a full kit and applicable text books according to the standard policy. All kits and text books become the property of the student upon receipt of payment. The College does not participate in a secondary market; items once opened from their original packaging are nonreturnable. Payment for kit & applicable text books will be received in the first funds paid to the school as these items are tangible and considered used upon receipt. Contact the school administration office for applicable kit and text book prices.

Brush Up Coursework
Brush up course work is available for graduated students with Campus Director pre-approval only. A minimum of 100 hours is required and shall be charged based on a predetermined per hour charge which is due at the time of contract. Brush up course work is not subject to refund or federal financial aid.

Re-entry Students
According to this policy, former students of the school who voluntarily withdrew and wish to re-enter, may do so upon approval from the administration. The State of Washington allows prior hours to be credited up to and within 3 years. Prior hours are subject to evaluation by the school in order to determine the student's retained

knowledge and to best provide an education plan which allows the possibility of graduation.

Future professionals who were previously terminated due to unsatisfactory attendance, progress or conduct may submit a written appeal to be considered for re-enrollment. The appeal must be delivered to the school's administration at least 30 calendar days prior to the requested date of re-entry and must include an outline of the reason(s) for the termination and discuss the changes in the student's circumstances that will enable the student to complete the program without further interruption and why the appeal should be approved. All documentation to support a positive change of circumstances the requesting party wishes to have considered should accompany the appeal. The request will be reviewed, and a decision made within 30 calendar days of the receipt request. There will be no loss of prior credit upon re-entry.

Students who re-enter more than six (6) months after the original last date of attendance may be re-admitted with all prior completed hours honored, however they may be evaluated, in the same manner as a transfer student, to determine their current level of academic knowledge. Re-entry students admitted after six (6) months may be required to return to the phase one classroom for a period of time to be determined by the Director based on the evaluation.

Enrollment Agreement
Enrollment period will be calculated based on scheduled hours to complete remaining on the date of re-entry.

Tuition/Fees
Tuition rates in effect at the time of re-entry will apply to all re-entry students. Prior payments as retained by the school following all Refund and/or Return to Title IV calculations shall be applied to the students account as may be applicable. A re-entry fee shall also apply. Kits and other fees: Re-entry students who do not have their complete kit and supplies and or who do not have current textbooks may be required to purchase new kit/texts as may be needed. Satisfactory arrangements for payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry.

Active Duty / Reservist whom are called to duty, may be considered for a leave of absence if the student is required to leave the immediate area. If the period of time needed exceeds that which is allowed in the leave of absence policy, and the future professional must withdraw due to their service assignment, the re-enrollment fee shall be waived providing the future professional returns within 30 days following the end of his/her service assignment.

Satisfactory Progress Determination
Students re-entering at the same campus location shall return in the same Satisfactory Progress status as when they left. Attendance percentages will be based on cumulative rates for all enrollment periods.

Maximum Timeframe
Only students who can complete within maximum timeframe will be re-admitted. Scheduled hours remaining from prior enrollment(s) will be used to determine maximum time remaining. Students accepted for re-entry may therefore need to increase their attendance average in order to complete within the original scheduled maximum timeframe based on 132% of the program length. See additional information in the Satisfactory Academic Progress Policy in this catalog.

Additional Withdrawal
Students who withdraw from enrollment two times may not be considered for re-enrollment a third time.

Financial Assistance Note
Re-entry students wishing to utilize Title IV financial assistance shall meet with a Financial Aid Administrator prior to re-entry. It should be noted: the future professional may be required to submit additional application and documentation in order to determine eligibility for financial assistance.

Change of Schedule
If a future professional wishes to change from one schedule to another, the following criteria must be met: Space must be available in a corresponding schedule
Approval from the educator(s) in the corresponding schedule Approval from the Campus Director.
Payment of schedule change fee ($500.00)

Nondiscrimination Statement

The College prohibits any form of discrimination and harassment on the basis of sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital or family status, medical condition, genetic information, veteran status, disability, or other characteristics protected by federal, state or local law in its programs, services and activities. This prohibition applies to all College programs, services, or activities, including but not limited to admission and employment.

The College also will not tolerate retaliation, in any form, against a person who reports, complains about, provides testimony or information, or who otherwise participates in good faith in any matter related to discrimination.

The College's Director of Compliance is responsible for administering the College's policies prohibiting discrimination, harassment, and retaliation. The Director of Compliance also serves as the College's Title IX Coordinator and ADA Compliance Coordinator. Reports or complaints of discrimination, harassment, and/or retaliation should be promptly made to the Director of Compliance:

Frank Trieu
Director of Compliance, Title IX Coordinator, ADA Compliance Coordinator
Address: 802 SE Everett Mall Way – Suite A, Everett, WA. 98208
Phone: (425) 531-7092
Email: frank@evergreenbeauty.edu

Inquiries about the College's policies prohibiting discrimination, harassment, and retaliation may be made internally to the Director of Compliance or externally to the Office for Civil Rights (OCR), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202 (https://ocrcas.ed.gov/contact-ocr).

Reports of prohibited conduct relating to discrimination, harassment, and retaliation by the Director of Compliance should be reported to the President of the College.

Accommodation for Religious Observance

The College will make good faith efforts to allow students who have sincerely held religious practices or beliefs, for reasons of faith or conscience, to observe religious holidays. The College will "reasonably accommodate" up to two days of student absences per academic year for religious practices that occur on certain days throughout the course or program. The student must give written notice to the Campus Director within the first two weeks of the beginning of the course and provide specific dates the student requests accommodation. The Campus Director will have up to 14 calendar days to approve or deny the requested absences. No fee will be assessed in seeking this accommodation.

Compliance: Non-Discrimination and Section 504/ADA Policy

The College does not discriminate on the basis of disability.

Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal

access to the educational resources of the College, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), and their related regulations.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, who has been designated to coordinate the efforts of the College to comply with Section 504 and the ADA through the assistance of the Campus Directors.

Please see the Catalog Addendum for information on contacting the ADA Compliance Coordinator and the Campus Director of each campus.

Requests for Reasonable Accommodations

Individuals with disabilities wishing to request a reasonable accommodation must contact their Campus Director. A disclosure of a disability or a request for accommodation made to a faculty or staff member, other than the Campus Director, will not be treated as a request for an accommodation. However, if a student discloses a disability to a faculty or staff member, he or she is required to direct the student to the Campus Director.

The Campus Director will provide a student or applicant with a **Request for Reasonable Accommodations form**.

Reasonable accommodations are available for students and applicants who submit the Request for Reasonable Accommodations form and provide the appropriate supporting documentation. Such documentation should specify that a student has a physical or mental impairment, how that impairment substantially limits one or more major life activities and include recommendations for specific accommodations. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by an appropriate health care or rehabilitation professional in the area of the student's disability, as enumerated below:

Disability	**Qualified Professional**
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au.D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	PhD Psychologist, college learning disability specialist, other appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD who practices or specializes within the field of the disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis; evaluation of how the student's disability affects one or more of the major life activities; recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability; and/or medications and recommendations to ameliorate the effects or limitations. The College may request additional documentation as needed.

After the Campus Director receives the Request for Reasonable Accommodations form and the required supporting documentation, the student will engage the student or applicant in an interactive process to determine what accommodations may be reasonable.

If the student or applicant is denied the requested accommodation, the student may file a grievance using the Grievance Process below or the student may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity.

The College will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The Director of Compliance will be responsible for such arrangements.

ADA Grievance Process

The College has adopted an internal grievance process providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA. The College will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.

Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance pursuant to the grievance process outlined here:

1. Grievances must be submitted to their Campus Director, as indicated in the Catalog Addendum. Grievances must be submitted to the Campus Director within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

2. A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

3. The Campus Director shall investigate the complaint and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relevant to the complaint. The Campus Director will maintain the files and records relating to such grievances.

4. All reasonable efforts will be made to provide a written determination to the student or applicant within thirty (30) days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, Campus Director will so advise the student and provide an update as to the status of the investigation. The student may also contact the Campus Director to inquire as to the status of the investigation at reasonable intervals.

5. The person filing the grievance may appeal the decision of the Campus Director by writing to the ADA Compliance Coordinator and Director of Compliance, Frank Trieu, at 802 SE Everett Mall Way, Suite A, Everett, WA 98208, or at frank@evergreenbeauty.edu, within fifteen (15) days of receiving the Campus Director's decision. The ADA Compliance Coordinator/Director of Compliance shall issue a written decision in response to the appeal no later than thirty (30) days after its filing.

6. The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.

7. The College will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

Financial Information & Payment Options

Tuition, Fees, Kits/Textbooks, and Additional Charges

Tuition and Fees
There is a Tuition charge for each course offered at the school. In addition, a registration fee is charged. Specific costs for each course offered may be found in the Addendum of this catalog.

Kits and Textbooks
The student is assessed a charge for the kit that contains the majority of the necessary tools and implements to successfully participate in the clinical and practical assignment during the specific course of study. There are items required for the state board testing which are not included; state testing kits are the responsibility of the student. With proper care and use, the tools and implements will also serve as entry level tools. All kits and text books become the property of the student upon receipt and with payment. The College does not participate in a secondary market; items once opened from its original packaging are nonreturnable. Payment for kit and applicable textbooks will be received in the first funds paid to the school as these items are tangible and considered used upon receipt.

Kits and textbooks are to be accessible and on campus during all classes and as requested throughout the educational day. Kits and supplies are required to be maintained in a clean and safe manner in accordance with state laws and rules

Lost or damaged items may need to be replaced at the student's expense.

Technology Fee: The technology fee is assessed for support of the student portal, student email, log in credentialing, digital tools and other related technology resources.

State Testing Fee: Fees are paid by the student, not the school.

Sales Tax: Appropriate Tax is charged on all goods including Kits and Textbooks.

Additional Supplies: The school furnishes additional supplies for classroom and student salon needs. These general supplies are included as a part of the tuition and kit fees. If a student wishes to receive a personal service, they may be required to pay for that service.

Timely Completion of Course – Over Contract (Additional) Charges
Days or hours missed during a student's period of enrollment are subject to charges per the school's "Over Contract Charges Policy." Each course has been scheduled for completion within an allotted time frame. If a student does not graduate within the scheduled enrollment period as outlined on the enrollment agreement or as amended on an enrollment agreement addendum (if applicable), any remaining hours needed to complete the training will be assessed at the rate of $10.00 per hour.

Estimated Charges: Over Contract Charges shall be estimated based on $10.00 per actual clock hour remaining as needed to complete the course after the scheduled period of enrollment (or amended period of enrollment) has been exhausted. Monthly and Period Evaluations show the difference between actual and scheduled hours which determines the Over Contract Estimate.

Actual Over Contract Charges will be calculated upon conclusion of the students scheduled graduation date as stated on his/her enrollment agreement or as amended and documented on an Enrollment Agreement Addendum. All remaining actual hours shall be calculated at the $10.00 per hour rate. Charges shall be applied to the student's

ledger as an official charge. Charges are due and payable immediately.
Certification of hours will not be released if a ledger balance remains after the student has otherwise completed the program, or unless other arrangements have been made. Title IV funds may not be used for Over Contract Charges.

Example of Over Contract Charges are demonstrated below:
Scenario A: Future professional in the Cosmetologist Program has a contract date 10/01/2026. The future professional is scheduled to attend 6 hours each day and completes all required 1600 hours on 9/27/2026. Since the future professional completed the program earlier than the contracted date, no Over Contract Charges are incurred.

Scenario B: Future professional in the Cosmetologist Program has a contract date 10/01/2026. The future professional is scheduled to attend 6 hours each day and completes all required 1600 hours on 10/01/2026. Since the future professional completed the program on the contracted date, no Over Contract Charges are incurred.

Scenario C: Future professional in the Cosmetologist Program has a contract date 10/01/2026. The future professional is scheduled to attend 6 hours each day and only completes 1500 hours on 10/01/2026. The future professional still has a balance of 100 hours to meet the 1600 hours requirement and will incur Over Contract Charges at $10.00 per hour. The future professional will be required to pay 100 hours X $10.00 = $1,000 in Over Contract Charges. This must be paid to complete the program and the balance is not qualified to be paid by Title IV funds.

Over Contract Appeal
If a future professional wishes to appeal his/her over contract charges due to extenuating circumstances, they may do so in writing within 10 business days of the Scheduled End Date. Once received, an Appeals Committee will be gathered comprised of a minimum of two of the following persons: President, director/instructor, and/or staff member. The appeal committee will issue a response within 15 business days of the receipt of the written appeal. A form is available through the Campus Director.

Payment Options
Tuition Payment Policy
Future professionals are required to make timely payment of all tuition and fees as outlined on the enrollment agreement. The College may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied. Returned check will incur a $35.00 fee. A $25.00 late fee may be assessed for late payments.

Possible Payment Sources
Payments may be paid by cash, check, merchant services (credit/debit card), or through financial aid which is defined as, assistance that the student has applied for been or will be awarded and remains eligible from Federal, State, or Institutional assistance programs and/or other scholarships, grants or loan programs as may be applicable. Contact the campus administration office for more information regarding your payment options. Charges on a credit/debit card may be subject to a transaction fee.

Other Assistance

Grants and/or scholarships are also available through our membership with the American Association of Career Schools and the Northwest Career College Federation; such grants and scholarships are limited to certain times of the year and specific qualifications and requirements. A scholarship application requires a formal application, salon visit and recommendation by a school or salon professional.

In regards to Title IX Funds, the school disburses and manages funds in accordance to the Federal Financial Aid Policies outlined by the U.S. Department of Education.

Federal Financial Aid (Title IV)

The College participates in the U.S. Department of Education's Title IV Financial Aid programs. Students must be eligible in order to receive Title IV funds. Eligible students who participate in Title IV programs must maintain all eligibility requirements according to the applicable regulations and policies. Title IV Financial Aid consists of two types of aid; grants and loans.

Grants are financial aid that does not have to be re-paid (unless, for example, you withdraw from school and owe a refund or overpayment).

Loans allow you to borrow money for your education that must be paid back, with interest, to the Federal Government. Loans are issued through the U.S. Department of Education and approved lending institutions.

Applying for Federal Financial Aid

Prospective students may complete the Free Application for Federal Student Aid (FAFSA) on line at www.fafsa.ed.gov .Current students may periodically have to update application materials or eligibility documentation. Students and/or parents of dependent undergraduate students, who can demonstrate that they meet the qualifications will be considered for the financial aid program listed below.

Federal Financial Aid Eligibility

To qualify for financial aid programs, Federal aid programs, Federal and State regulations indicate that the student must:

- Apply for financial aid using the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov
- Be a United States citizen, national or eligible non-citizen.
- Maintain Satisfactory Academic Progress.
- Demonstrate a financial need.
- Not be in default on any educational loan and not owe a refund on an educational grant.

To remain eligible for Federal Funds, students that are on Federal Financial Aid must complete their program within a specified time frame and adhere to the Satisfactory Academic Progress policy stated earlier in the catalog.

Verification Policy

The College's policies and procedures on verification include:

- Upon identification that a student is subject to verification, the College will notify the student with the requirements and work with the student to set appropriate deadlines for students to submit documentation. Failure to meet those deadlines or provide appropriate documentation may result in the inability to utilize Title IV in order to pay for program charges.
- In the event of award changes due to verification, the College will notify and discuss with student changes to the award and options for either increases to Title IV aid or decreases and the relationship to overall program charges.
- In the event that the College identifies conflicting information, it is the students' responsibility to correct or provide information in order to complete verification.

- In cases of overpayments, the College shall notify our third party financial aid servicer, Deborah John and Associates, and the U.S. Department of Education.

How Federal Funds Are Applied

Awards of Title IV federal assistance (if applicable) received by students will apply first to tuition owed and allowable charges, then to the student for education related expenses. All financial aid disbursements will be made in accordance with federal regulations and guidelines. Financial Aid will be credited to the student's account at least twice during the academic year of 900 clock hours (or 1000 clock hours if in a Barber program).

Students desiring the institution to budget and disburse financial aid funds for the student throughout the academic year may make such request in writing.

Federal Direct Loan Program

Any undergraduate or graduate/professional student who demonstrates financial need and is enrolled at least on a half-time basis in an eligible program at an eligible institution may apply for a Federal Direct Student Loan. For a first time borrower, repayment begins six months after the student graduates, withdraws or drops below half-time enrollment status. If the borrower has used their grace period, then repayment begins after the student graduates, withdraws or drops below half-time enrollment status. If qualified and otherwise eligible, SUBSIDIZED Loans would apply first. The interest rate is fixed and the U.S. Department of Education pays the interest on the Direct Subsidized Loan while the borrower is in school. Students who do not qualify for interest subsidies under the William D. Ford Federal Direct Loan Program or who qualify only for partial annual loan limits and need additional assistance may apply for an UNSUBSIDIZED Direct Stafford Student Loan, the interest is also fixed and may be deferred, but is the responsibility of the borrower regardless of in school status.

In addition to the Federal Direct Subsidized and Unsubsidized loans, the William D. Ford Direct Loan Program includes Parent Loans for Undergraduate Students (PLUS). The terms and conditions of this type of loan include a requirement that the applicant have a favorable credit history, a repayment period that begins on the date of the last disbursement of the loan, and a fixed interest rate.

The College may certify Direct Loans (subsidized or unsubsidized) to be delivered to an eligible student or a parent of a dependent undergraduate student for cost other than tuition and fees.

Loans through the Direct Loan Program, if applicable, must be paid back according to the terms and conditions of the borrower's promissory note.

Title IV Fund Program Information

Funding Program	Pell Grant	Federal Direct Subsidized Loan	Federal Direct Un-Subsidized Loan	Federal Direct Parent Loan (PLUS)
Description	Grant: Does not have to be repaid	Loan: Must be re-paid	Loan: Must be re-paid	Loan: Must be re-paid
Eligibility	U.S. Citizen or permanent resident. Full-time or Part-time undergraduate	U.S. Citizen or permanent resident. Full-time or Part-time undergraduate or graduate students	U.S. Citizen or permanent resident. Full-time or Part-time undergraduate or graduate students	U.S. Citizen or permanent resident. For Parents of Full-time or Part-time undergraduate No
	Need Based	Need Based	Need Based	collateral requirements Credit Based
Amount	Visit: https://studentaid.ed.gov/	Visit: https://studentaid.ed.gov/	Visit: https://studentaid.ed.gov/	Visit: https://studentaid.ed.gov/
Interest Rate	NONE	Fixed but Varies Annually	Fixed but Varies Annually	Fixed but Varies Annually
Repayment Term	NONE	10 years+ varies by loan amount	10 years+ varies by loan amount	10 years varies by loan amount
Minimum Repayment	NONE	Visit: https://studentaid.ed.gov/	Visit: https://studentaid.ed.gov/	Visit: https://studentaid.ed.gov/
Interest Subsidy	NONE	Students pay no Interest while in school	NONE	NONE
Repayment Begins	N/A	Following 6 month grace period after going less than ½ time	Following 6 month grace period after going less than ½ time	30 days after last loan disbursement
Origination & Insurance Fees	N/A	Visit: https://studentaid.ed.gov/	Visit: https://studentaid.ed.gov/	Visit: https://studentaid.ed.gov/

Tuition Recovery Trust Fund

A Tuition Recovery Trust Fund has been established in Washington State. In the event of a school closure, students may inquire with the Washington State Department of Licensing (www.dol.wa.gov) on the process to access the funds. The Washington Department of Licensing contact information is included in this catalog, or can be accessed through their website. A complaint portal and process is available by contacting the agency or accessing it at www.studentcomplaints.wa.gov.

Educational Programs/Course Outlines

Cosmetologist Hybrid Program Outline
(1600 HOURS)

DESCRIPTION: This Program is designed to provide students with training in the cutting, styling, and chemical processing of the hair and provide a basic introduction to manicuring and esthetics.

OBJECTIVE: To prepare students for an entry level position in the field of cosmetology.

INSTRUCTIONAL METHOD: Lectures, demonstrations, lab work and distance education/online curriculum. Training will include combination of live models and manikins. Up to fifty (50) percent of the program training may be scheduled via distance education/online (DE).

DE TECHNOLOGIES: The Distance Learning curricula is delivered via Milady CIMA, with Microsoft TEAMS being used occasionally. Students must provide their own laptop. However, purchase of your kit grants you access for the specifications to run the programs. You will be assigned an official student email, which you will set up with a unique password. You will also create your own unique login information for Milady CIMA. These unique logins will be used to authenticate your attendance when each software is in use. In addition, during the Distance Education delivery, the college will require that your web camera be activated during Microsoft TEAMS sessions as a second means of authentication. You will be required to have internet access at all times during the delivery of Distance Education.

GRADING: Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical tests. Anything below a 76% is failing.

LANGUAGE OF INSTRUCTION: English

CURRICULUM:
The Cosmetologist Hybrid Program consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beautification of the hair, skin and nails. Topics and or subjects are designed to assist the future professional in obtaining an entry level understanding of a variety of industry standard cosmetology services. Because trends and tools within the field are constantly changing, Evergreen Beauty College strives to regularly update course content and teaching methods to address those trends. The College reserves the right , in its sole discretion, to adjust the curriculum.

General areas of study include but are not limited to: (a) Theory of the practice of cosmetology including business practices and basic human anatomy and physiology; the curriculum will also include education on textured hair, including its cultural significance, history, role, products and tools in serving a diverse clientele (b) 100 hours of skills in the area of nails (manicuring and pedicuring services); (c) 100 hours of skills in area of esthetics services; (d) Shampooing including draping, brushing, scalp manipulations, conditioning and rinsing; (e) Scalp and hair analysis; (f) Hair cutting and trimming including scissors, razor, thinning shears and clippers; (g) Hair styling including wet, dry and thermal styling, braiding and styling aids; (h) Cutting and trimming of facial hair including beard and mustache design and eyebrow, ear and nose hair trimming; (i)

Artificial hair; (j) Permanent waving including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, neutralizing and removal of chemicals; (k) Chemical relaxing including sectioning, strand test, relaxer application, and removal of chemicals; (l) Hair coloring and bleaching including predisposition test and strand test, and measurement,
mixing, application and removal of chemicals; (m) Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; (n) Diseases and disorders of the scalp, hair, skin and nails; (o) Safety including proper use and storage of chemicals, implements and electrical appliances; (p) First aid as it relates to cosmetology; and (q) Not all training will be on mannequins. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (200), Shampoo (100), Scalp/Hair Analysis (25), Hair cutting (200), Wet, Dry, Thermal Styling and Braiding (250), Cutting/Trimming of Facial Hair (40), Artificial Hair (20), Permanent Waving (100), Chemical Relaxing (50), Hair color/Bleaching (200), Disinfecting (65), Disease/Disorder (30), Safety/First Aid (20) Manicure/Pedicure (100), Make Up, Waxing, Lash and Facial services (100) Professional Development Flex (100). School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

Manicurist Hybrid Program Outline
(600 HOURS)

DESCRIPTION: This course will train students in nail care with an emphasis on natural nail, artificial nail, manicure, and pedicure and the care of nail and skin that surrounds them.

OBJECTIVE: To prepare students for an entry level position in the salon field performing all nail services normally offered in the profession.

INSTRUCTIONAL METHOD: Lectures, demonstrations, lab work and distance education/online curriculum. Training will include combination of live models and manikins. Up to fifty (50) percent of the program training may be scheduled via distance education/online (DE).

DE TECHNOLOGIES: The Distance Learning curricula is delivered via Milady CIMA, with Microsoft TEAMS being used occasionally. Students must provide their own laptop. However, purchase of your kit grants you access for the specifications to run the programs. You will be assigned an official student email, which you will set up with a unique password. You will also create your own unique login information for Milady CIMA These unique logins will be used to authenticate your attendance when each software is in use. In addition, during the Distance Education delivery, the college will require that your web camera be activated during Microsoft TEAMS sessions as a second means of authentication. You will be required to have internet access at all times during the delivery of Distance Education.

GRADING: Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.

LANGUAGE OF INSTRUCTION: English

The Manicurist Hybrid course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beatification of the nails hands and feet. Topics and or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: Theory in the practice of manicuring and pedicuring services, business practices and basic human anatomy and physiology; (b) Artificial nails including silk, linen, fiberglass, acrylic, gel, powder, extensions and sculpting, preparation, application, finish and removal; (c) Cleaning, shaping and polishing of nails of the hands and feet and treatment of cuticles; (d) Cleaning and disinfecting of individual work station, individual equipment and tools and proper use and storage of linens; (e) Diseases and disorders of the nails of the hands and feet; (f) Safety including proper use and storage of chemicals, implements and electrical appliances; (g) First aid as it relates to manicuring and pedicuring; and (h) Not all training will be on mannequins. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (150), Artificial Nails (150), Cleaning, Shaping and Polishing of Hands (75), Cleaning, Shaping and Polishing of Feet (75), Disinfecting (20), Disease/Disorders (10), Safety (10), First Aid (10), and Professional Development Flex (100). Trends and skills within the field are constantly changing, Evergreen

Beauty College updates the course content and the teaching methods to address those trends.

School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

Esthetician Hybrid Program Outline
(750 HOURS)

DESCRIPTION: This course will train students in skin care with an emphasis on facials and waxing.

OBJECTIVE: To prepare students for an entry level position in the salon field performing all skin services normally offered in the profession.

INSTRUCTIONAL METHOD: Lectures, demonstrations, lab work and distance education/online curriculum. Training will include combination of live models and manikins. Up to fifty (50) percent of the program training may be scheduled via distance education/online (DE).

DE TECHNOLOGIES: The Distance Learning curricula is delivered via Milady CIMA, with Microsoft TEAMS being used occasionally. Students must provide their own laptop. However, purchase of your kit grants you access for the specifications to run the programs. You will be assigned an official student email, which you will set up with a unique password. You will also create your own unique login information for Milady CIMA These unique logins will be used to authenticate your attendance when each software is in use. In addition, during the Distance Education delivery, the college will require that your web camera be activated during Microsoft TEAMS sessions as a second means of authentication. You will be required to have internet access at all times during the delivery of Distance Education.

GRADING: Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.

LANGUAGE OF INSTRUCTION: English

The Esthetician Hybrid course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beatification of the skin. Topics and or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: Theory in the practice of esthetics services, business practices and basic human anatomy and physiology (a) Care of the skin compresses, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds; (b) Temporary removal of superfluous hair of the skin by means including tweezing, waxing, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus and appliances; (c) Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; (d) Diseases and disorders of the skin; (e) Safety including proper use and storage of chemicals, implements and electrical appliances; (f) First aid as it relates to esthetics; and (g) Not all training may be on mannequins Evergreen Beauty College also incorporates salon and spa business principles into all courses. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (200), Facials/Peels (60), Temporary Hair Removal (160), Microdermabrasion (40), Make Up /Lash (30), Business (50), Disinfecting/Safety/First Aid (55), Disease and Disorder (55) and Professional Development Flex (100). School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities

such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

Master Esthetician Hybrid Program Outline
(1200 HOURS)

DESCRIPTION: This course will train students in skin care with an emphasis on facials, make up application, and waxing. In addition, it will provide advance esthetics modalities.

OBJECTIVE: To prepare students for an entry level position in the salon field performing all skin services normally offered in the profession.

INSTRUCTIONAL METHOD: Lectures, demonstrations, lab work and distance education/online curriculum. Training will include combination of live models and manikins. Up to fifty (50) percent of the program training may be scheduled via distance education/online (DE).

DE TECHNOLOGIES: The Distance Learning curricula is delivered via Milady CIMA, with Microsoft TEAMS being used occasionally. Students must provide their own laptop. However, purchase of your kit grants you access for the specifications to run the programs. You will be assigned an official student email, which you will set up with a unique password. You will also create your own unique login information for Milady CIMA These unique logins will be used to authenticate your attendance when each software is in use. In addition, during the Distance Education delivery, the college will require that your web camera be activated during Microsoft TEAMS sessions as a second means of authentication. You will be required to have internet access at all times during the delivery of Distance Education.

GRADING: Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.

LANGUAGE OF INSTRUCTION: **English**

The Master Esthetician Hybrid course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beatification of the skin including advanced techniques as may be needed in semi-medical and other advance skilled environments within the field. Topics and or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: Theory in the practice of esthetics services, business practices and basic human anatomy and physiology (a) Care of the skin compresses, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds; (b) Temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus and appliances; (c) Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; (d) Diseases and disorders of the skin; (e) Safety including proper use and storage of chemicals, implements and electrical appliances; (f) First aid as it relates to esthetics; and (g) Not all training may be on mannequins.

In addition, theory in the practice of master esthetics, business practices, and basic human anatomy and physiology (a) Laser, light frequency, radio frequency, ultrasound, and plasma practices; (b) Medium depth chemical peels; (c) Advanced client assessment, documentation, and indications/contraindications; (d)

Pretreatment and post-treatment procedures; (e) Lymphatic drainage and advanced facial massage; (f) Advanced diseases and disorders of the skin; and (g) Advanced theories; alternative, touch, and spa body treatments. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (400), Facials (60), Temporary Hair Removal (180), IPL, Hair Removal and Medical Procedures (65), Microdermabrasion (40), Make Up (30), Advance Treatments (150), Disinfecting/Safety/First Aid (75), Disease and Disorder (100) and Professional Development Flex (100). School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

Barber Hybrid Program Outline
(1000 HOURS)

DESCRIPTION: This course will train students in cutting, braiding, shaving and styling of the hair.

OBJECTIVE: To prepare students for an entry level position in the salon field performing all hair services normally offered in the profession.

INSTRUCTIONAL METHOD: Lectures, demonstrations, lab work and distance education/online curriculum. Training will include combination of live models and manikins. Up to fifty (50) percent of the program training may be scheduled via distance education/online (DE).

DE TECHNOLOGIES: The Distance Learning curricula is delivered via Milady CIMA, with Microsoft TEAMS being used occasionally. Students must provide their own laptop. However, purchase of your kit grants you access for the specifications to run the programs. You will be assigned an official student email, which you will set up with a unique password. You will also create your own unique login information for Milady CIMA These unique logins will be used to authenticate your attendance when each software is in use. In addition, during the Distance Education delivery, the college will require that your web camera be activated during Microsoft TEAMS sessions as a second means of authentication. You will be required to have internet access at all times during the delivery of Distance Education.

GRADING: Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.

LANGUAGE OF INSTRUCTION: English

The Barber Hybrid course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beautification of the hair and facial skin. Topics and or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: (a) Theory of the practice of barbering services and business practices and basic human anatomy and physiology; the curriculum will also include education on textured hair, including its cultural significance, history, role, products and tools in serving a diverse clientele (b) Shampooing including draping, brushing, scalp manipulations, conditioning and rinsing; (c) Scalp and hair analysis; (d) Hair cutting and trimming including scissors, razor, thinning shears and clippers; (e) Hair styling, wet, dry and thermal styling and styling aids; (f) Cutting and trimming of facial hair including shaving, beard and mustache design and eyebrow, ear and nose hair trimming; (g) Artificial hair; (h) Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; (i) Diseases and disorders of the skin, scalp and hair; (j) Safety including proper use of implements and electrical appliances; (k) First aid as it relates to barbering; and (l) Not all training will be on mannequins. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (200), Shampoo (75), Scalp/Hair Analysis (25), Hair cutting (250), Wet, Dry, Thermal Styling and Braiding (200), Cutting/Trimming of Facial Hair (65), Artificial Hair (20), Disinfecting (65), Disease/Disorder (30), and Safety/First Aid (20), Professional Development Flex (100). School/class orientation, applied business skills including professionalism, resume and interview preparation, job search

skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

Instructor Hybrid Program Outline
(600 HOURS)

DESCRIPTION: This course will train instructor in basic instructional methods needed to teach in the Cosmetologist, Hair Design, Barber, Manicurist, Esthetician and Master Esthetician.

The state mandated hours are 500 hours and this program was designed greater than the required hours to include professional development.

OBJECTIVE: To prepare students for an entry level position in the field of teaching for subject matters related to the Cosmetology Arts and Sciences.

INSTRUCTIONAL METHOD: Lectures, demonstrations, lab work and distance education/online curriculum. Training will include combination of live models and manikins. Up to fifty (50) percent of the program training may be scheduled via distance education/online (DE).

DE TECHNOLOGIES: The Distance Learning curricula is delivered via Milady CIMA, with Microsoft TEAMS being used occasionally. Students must provide their own laptop. However, purchase of your kit grants you access for the specifications to run the programs. You will be assigned an official student email, which you will set up with a unique password. You will also create your own unique login information for Milady CIMA These unique logins will be used to authenticate your attendance when each software is in use. In addition, during the Distance Education delivery, the college will require that your web camera be activated during Microsoft TEAMS sessions as a second means of authentication. You will be required to have internet access at all times during the delivery of Distance Education.

GRADING: Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.

LANGUAGE OF INSTRUCTION: English

The Instructor Hybrid course consists of various topics and subjects related to the theoretical and practical (hands on) aspects needed to prepare a person to teach in the field of cosmetology or related studies. The prerequisite for the course is that the enrollee be currently licensed in one or more of the areas of which they intend to teach. Topics and or subjects are designed to assist the trainee with a basic understanding of a wide variety of knowledge areas in the field of teaching. Because trends and tools within the related fields are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends as they apply to teaching such concepts and or skills.

General areas of study include but are not limited to: A Review of the Course/Program (of which the trainee is intending to teach), Course Development and Teaching Mythology (Choices in teaching methods, classroom set up, lesson plan development, teaching aid development, presentation techniques, materials and supplies, as well as Topic an Subject Matters), Principles of Teaching and Learning (lecture – oral and written, demonstration, project methods, discussions and question & answer, alternative methods, and student assessment), Application and Practice (classroom management, clinic supervision, client/guest relations, academic advising, written and practical assessment, and communication skills), and Business Practice (Professional Development, professional ethics, effective communication and human relations, record keeping and management, licensing and regulatory requirements and regulations, compensation packages and payroll deductions and fundamentals in business management) as well as other topics related to teacher training.

Program credit: Theory (300), Classroom Presentation and Evaluation (100), Student and clinic application (75), Lesson Plan and development (75), and Professional Development Flex (75). School/class orientation, applied

business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

When making adjustments, the Distance Education allocation would be pro-rated by the percentage of hours awarded. For instance, if awarded 50% of the clock hours for this program, the DE hours would be reduced by 50%. Up to a maximum 300 clock hours may be credited. Credit consideration include prior experienced based on evidence as a licensed cosmetologist, hair designer, barber, manicurist, esthetician or master esthetician.

Hours may be credited based on the formula:

At least 1 year of industry experience 150 Hours

At least 2 years of industry experience 300 Hours

Industry experience will need supporting documentation which may include job history, pay stub, tax return, etc.

Conditional Acceptance: The Instructor Training Program offers a *conditional acceptance* for a trial period of no more than 200 clock hours in the Instructor Training Program. A student may achieve a *conditional acceptance* by meeting the following: (a) Provide a high-school diploma or equivalent (b) Meet, interview and be accepted by an advisor into the Instructor Training Program (c) Provide proof of licensure prior to 200 clock hours in the Instructor Training program and (d) Attend no more than 200 hours with a minimum of 80% average in the Instructor Training Program to demonstrate their ability to succeed. If the student does not achieve a minimum of an 80% average by the timeframe, the student will be withdrawn. If the student meets the above requirements and is officially admitted and enrolled as a regular student continuing beyond the trial period, they may qualify for Title IV funding. The student will not qualify for Title IV funding if they do not continue beyond the trial period.

Hair Design Hybrid Program Outline
(1400 HOURS)

DESCRIPTION: This course will train students in cutting, styling, and chemical processing of the hair.

OBJECTIVE: To prepare students for an entry level position in the salon field performing all hair services normally offered in the profession.

INSTRUCTIONAL METHOD: Lectures, demonstrations, lab work and distance education/online curriculum. Training will include combination of live models and manikins. Up to fifty (50) percent of the program training may be scheduled via distance education/online (DE).

DE TECHNOLOGIES: The Distance Learning curricula is delivered via Milady CIMA, with Microsoft TEAMS being used occasionally. Students must provide their own laptop. However, purchase of your kit grants you access for the specifications to run the programs. You will be assigned an official student email, which you will set up with a unique password. You will also create your own unique login information for Milady CIMA These unique logins will be used to authenticate your attendance when each software is in use. In addition, during the Distance Education delivery, the college will require that your web camera be activated during Microsoft TEAMS sessions as a second means of authentication. You will be required to have internet access at all times during the delivery of Distance Education.

LANGUAGE OF INSTRUCTION: English

The Hair Design Hybrid course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beatification of the hair. Topics and/or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: Theory of the practice of hair design including business practices and basic human anatomy and physiology; the curriculum will also include education on textured hair, including its cultural significance, history, role, products and tools in serving a diverse clientele (b) Shampooing including draping, brushing, scalp manipulations, conditioning and rinsing; (c) Scalp and hair analysis; (d) Hair cutting and trimming including scissors, razor, thinning shears and clippers; (e) Hair styling including wet, dry and thermal styling, braiding and styling aids; (f) Cutting and trimming of facial hair including beard and mustache design and eyebrow, ear and nose hair trimming; (g) Artificial hair; (h) Permanent waving including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, neutralizing and removal of chemicals; (i) Chemical relaxing including sectioning, strand test, relaxer application, and removal of chemicals; (j) Hair coloring and bleaching including predisposition test and strand test, and measurement, mixing, application and removal of chemicals; Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; (l) Diseases and disorders of the scalp and hair; (m) Safety including proper use and storage of chemicals, implements and electrical appliances; (n) First aid as it relates to hair design; and (o) Not all training may be on mannequins. Evergreen Beauty College also incorporates salon and spa business principles into all courses. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (200), Shampoo (100), Scalp/Hair Analysis (25), Hair cutting (200), Wet, Dry, Thermal Styling and Braiding (250), Cutting/Trimming of Facial Hair (40), Artificial Hair (20), Permanent Waving (100), Chemical Relaxing (50), Hair color/Bleaching (200), Disinfecting (65), Disease/Disorder (30), and Safety/First Aid (20) and Professional Development Flex (100) . School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

Cosmetologist Program Outline
(1600 HOURS)

Accreditation approval only at Everett and North Seattle/Shoreline Campus. Not currently enrolling.

DESCRIPTION: This course will train students in cutting, styling, and chemical processing of the hair and provide a basic introduction to manicuring and esthetics.

OBJECTIVE: To prepare students for an entry level position in the salon field performing all cosmetology services normally offered in the profession.

INSTRUCTIONAL METHOD: Lectures, demonstrations, and lab work. Training will include combination of live models and manikins.

GRADING: Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.

LANGUAGE OF INSTRUCTION: English

The Cosmetologist course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beatification of the hair, skin and nails. Topics and or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: (a) Theory of the practice of cosmetology including business practices and basic human anatomy and physiology; the curriculum will also include education on textured hair, including its cultural significance, history, role, products and tools in serving a diverse clientele (b) 100 hours of skills in the area of nails (manicuring and pedicuring services); (c) 100 hours of skills in area of esthetics services; (d) Shampooing including draping, brushing, scalp manipulations, conditioning and rinsing; (e) Scalp and hair analysis; (f) Hair cutting and trimming including scissors, razor, thinning shears and clippers; (g) Hair styling including wet, dry and thermal styling, braiding and styling aids; (h) Cutting and trimming of facial hair including beard and mustache design and eyebrow, ear and nose hair trimming; (i) Artificial hair; (j) Permanent waving including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, neutralizing and removal of chemicals; (k) Chemical relaxing including sectioning, strand test, relaxer application, and removal of chemicals; (l) Hair coloring and bleaching including predisposition test and strand test, and measurement, mixing, application and removal of chemicals; (m) Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; (n) Diseases and disorders of the scalp, hair, skin and nails; (o) Safety including proper use and storage of chemicals, implements and electrical appliances; (p) First aid as it relates to cosmetology; and (q) Not all training will be on mannequins. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (200), Shampoo (100), Scalp/Hair Analysis (25), Hair cutting (200), Wet, Dry, Thermal Styling and Braiding (250), Cutting/Trimming of Facial Hair (40), Artificial Hair (20), Permanent Waving (100), Chemical Relaxing (50), Hair color/Bleaching (200), Disinfecting (65), Disease/Disorder (30), Safety/First Aid (20) Manicure/Pedicure (100), Make Up, Waxing, Lash and Facial services (100) Professional Development Flex (100). School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

Manicurist Program Outline
(600 HOURS)

Accreditation approval only at Everett and North Seattle/Shoreline Campus. Not currently enrolling.

DESCRIPTION: This course will train students in nail care with an emphasis on natural nail, artificial nail, manicure, and pedicure and the care of nail and skin that surrounds them.

OBJECTIVE: To prepare students for an entry level position in the salon field performing all nail services normally offered in the profession.

INSTRUCTIONAL METHOD: Lectures, demonstrations, and lab work. Training will include combination of live models and manikins.

GRADING: Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.

LANGUAGE OF INSTRUCTION: English

The Manicurist course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beautification of the nails hands and feet. Topics and or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: Theory in the practice of manicuring and pedicuring services, business practices and basic human anatomy and physiology; (b) Artificial nails including silk, linen, fiberglass, acrylic, gel, powder, extensions and sculpting, preparation, application, finish and removal; (c) Cleaning, shaping and polishing of nails of the hands and feet and treatment of cuticles; (d) Cleaning and disinfecting of individual work station, individual equipment and tools and proper use and storage of linens; (e) Diseases and disorders of the nails of the hands and feet; (f) Safety including proper use and storage of chemicals, implements and electrical appliances; (g) First aid as it relates to manicuring and pedicuring; and (h) Not all training will be on mannequins. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (150), Artificial Nails (150), Cleaning, Shaping and Polishing of Hands (75), Cleaning, Shaping and Polishing of Feet (75), Disinfecting (20), Disease/Disorders (10), Safety (10), First Aid (10), and Professional Development Flex (100). Trends and skills within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.
School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

Esthetician Program Outline
(750 HOURS)

Accreditation approval only at Everett and North Seattle/Shoreline Campus. Not currently enrolling.

DESCRIPTION: This course will train students in skin care with an emphasis on facials, make up application, and waxing.

OBJECTIVE: To prepare students for an entry level position in the salon field performing all skin services normally offered in the profession.

INSTRUCTIONAL METHOD: Lectures, demonstrations, and lab work. Training will include combination of live models and manikins.

GRADING: Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.

LANGUAGE OF INSTRUCTION: English

The Esthetician course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beatification of the skin. Topics and or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: Theory in the practice of esthetics services, business practices and basic human anatomy and physiology (a) Care of the skin compresses, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds; (b) Temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus and appliances; (c) Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; (d) Diseases and disorders of the skin; (e) Safety including proper use and storage of chemicals, implements and electrical appliances; (f) First aid as it relates to esthetics; and (g) Not all training may be on mannequins Evergreen Beauty College also incorporates salon and spa business principles into all courses. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (200), Facials/Peels (60), Temporary Hair Removal (160), Microdermabrasion (40), Make Up /Lash (30), Business (50), Disinfecting/Safety/First Aid (55), Disease and Disorder (55) and Professional Development Flex (100). School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

Master Esthetician Program Outline
(1200 HOURS)

Accreditation approval only at Everett and North Seattle/Shoreline Campus. Not currently enrolling.

DESCRIPTION: This course will train students in skin care with an emphasis on facials, make up application, and waxing. In addition, it will provide advance esthetics modalities.

OBJECTIVE: To prepare students for an entry level position in the salon field performing all skin services normally offered in the profession.

INSTRUCTIONAL METHOD: Lectures, demonstrations, and lab work. Training will include combination of live models and manikins.

GRADING: Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.

LANGUAGE OF INSTRUCTION: English

The Master Esthetician course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beatification of the skin including advanced techniques as may be needed in semi-medical and other advance skilled environments within the field. Topics and or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: Theory in the practice of esthetics services, business practices and basic human anatomy and physiology (a) Care of the skin compresses, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compounds; (b) Temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus and appliances; (c) Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; (d) Diseases and disorders of the skin; (e) Safety including proper use and storage of chemicals, implements and electrical appliances; (f) First aid as it relates to esthetics; and (g) Not all training may be on mannequins.

In addition, theory in the practice of master esthetics, business practices, and basic human anatomy and physiology (a) Laser, light frequency, radio frequency, ultrasound, and plasma practices; (b) Medium depth chemical peels; (c) Advanced client assessment, documentation, and indications/contraindications; (d) Pretreatment and post-treatment procedures; (e) Lymphatic drainage and advanced facial massage; (f) Advanced diseases and disorders of the skin; and (g) Advanced theories; alternative, touch, and spa body treatments. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (400), Facials (60), Temporary Hair Removal (180), IPL, Hair Removal and Medical Procedures (65), Microdermabrasion (40), Make Up (30), Advance Treatments (150), Disinfecting/Safety/First Aid (75), Disease and Disorder (100) and Professional Development Flex (100). School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.
The college reserves the right to adjust the curriculum as deemed appropriate.

Barber Program Outline
(1000 HOURS)

Accreditation approval only at Everett and North Seattle/Shoreline Campus. Not currently enrolling.

DESCRIPTION: This course will train students in cutting, braiding, shaving and styling of the hair.

OBJECTIVE: To prepare students for an entry level position in the salon field performing all hair services normally offered in the profession.

INSTRUCTIONAL METHOD: Lectures, demonstrations, and lab work. Training will include combination of live models and manikins.

GRADING: Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.

LANGUAGE OF INSTRUCTION: English

The Barber course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beatification of the hair and facial skin. Topics and or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: (a) Theory of the practice of barbering services and business practices and basic human anatomy and physiology; the curriculum will also include education on textured hair, including its cultural significance, history, role, products and tools in serving a diverse clientele (b) Shampooing including draping, brushing, scalp manipulations, conditioning and rinsing; (c) Scalp and hair analysis; (d) Hair cutting and trimming including scissors, razor, thinning shears and clippers; (e) Hair styling, wet, dry and thermal styling and styling aids; (f) Cutting and trimming of facial hair including shaving, beard and mustache design and eyebrow, ear and nose hair trimming; (g) Artificial hair; (h) Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; (i) Diseases and disorders of the skin, scalp and hair; (k) Safety including proper use of implements and electrical appliances; (k) First aid as it relates to barbering; and (l) Not all training will be on mannequins. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (200), Shampoo (75), Scalp/Hair Analysis (25), Hair cutting (250), Wet, Dry, Thermal Styling and Braiding (200), Cutting/Trimming of Facial Hair (65), Artificial Hair (20), Disinfecting (65), Disease/Disorder (30), and Safety/First Aid (20), Professional Development Flex (100). School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

Instructor Program Outline
(600 HOURS)

Accreditation approval only at Everett and North Seattle/Shoreline Campus. Not currently enrolling.

DESCRIPTION: This course will train instructor in basic instructional methods needed to teach in the Cosmetologist, Hair Design, Barber, Manicurist, Esthetician and Master Esthetician.

The state mandated hours are 500 hours and this program was designed greater than the required hours to include professional development.

OBJECTIVE: To prepare students for an entry level position in the field of teaching for subject matters related to the Cosmetology Arts and Sciences.

INSTRUCTIONAL METHOD: Lectures, demonstrations, and lab work.

GRADING: Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.

LANGUAGE OF INSTRUCTION: English

The Instructor course consists of various topics and subjects related to the theoretical and practical (hands on) aspects needed to prepare a person to teach in the field of cosmetology or related studies. The prerequisite for the course is that the enrollee be currently licensed in one or more of the areas of which they intend to teach. Topics and or subjects are designed to assist the trainee with a basic understanding of a wide variety of knowledge areas in the field of teaching. Because trends and tools within the related fields are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends as they apply to teaching such concepts and or skills.

General areas of study include but are not limited to: A Review of the Course/Program (of which the trainee is intending to teach), Course Development and Teaching Mythology (Choices in teaching methods, classroom set up, lesson plan development, teaching aid development, presentation techniques, materials and supplies, as well as Topic an Subject Matters), Principles of Teaching and Learning (lecture – oral and written, demonstration, project methods, discussions and question & answer, alternative methods, and student assessment), Application and Practice (classroom management, clinic supervision, client/guest relations, academic advising, written and practical assessment, and communication skills), and Business Practice (Professional Development, professional ethics, effective communication and human relations, record keeping and management, licensing and regulatory requirements and regulations, compensation packages and payroll deductions and fundamentals in business management) as well as other topics related to teacher training.

Program credit: Theory (300), Classroom Presentation and Evaluation (100), Student and clinic application (75), Lesson Plan and development (75), and Professional Development Flex (75). School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

Up to a maximum 300 clock hours may be credited. Credit consideration include prior experienced based on

evidence as a licensed cosmetologist, hair designer, barber, manicurist, esthetician or master esthetician.

Hours may be credited based on the formula:

At least 1 year of industry experience 150 Hours
At least 2 years of industry experience 300 Hours

Industry experience will need supporting documentation which may include job history, pay stub, tax return, etc.

Conditional Acceptance: The Instructor Training Program offers a *conditional acceptance* for a trial period of no more than 200 clock hours in the Instructor Training Program. A student may achieve a *conditional acceptance* by meeting the following: (a) Provide a high-school diploma or equivalent (b) Meet, interview and be accepted by an advisor into the Instructor Training Program (c) Provide proof of licensure prior to 200 clock hours in the Instructor Training program and (d) Attend no more than 200 hours with a minimum of 80% average in the Instructor Training Program to demonstrate their ability to succeed. If the student does not achieve a minimum of an 80% average by the timeframe, the student will be withdrawn. If the student meets the above requirements and is officially admitted and enrolled as a regular student continuing beyond the trial period, they may qualify for Title IV funding. The student will not qualify for Title IV funding if they do not continue beyond the trial period.

Hair Design Program Outline
(1400 HOURS)

Accreditation approval only at Everett and North Seattle/Shoreline Campus. Not currently enrolling.

DESCRIPTION: This course will train students in cutting, styling, and chemical processing of the hair.

OBJECTIVE: To prepare students for an entry level position in the salon field performing all hair services normally offered in the profession.

INSTRUCTIONAL METHOD: Lectures, demonstrations, and lab work. Training will include combination of live models and manikins.

GRADING: Rating scale 100% - 76% (passing score) through multiple choice and short answer questions as well as practical test. Anything below a 76% is failing.

LANGUAGE OF INSTRUCTION: English

The Hair Design course consists of various topics and subjects related to the theoretical and practical (hands on) aspects of the care and beatification of the hair. Topics and/or subjects are designed to assist the future professional with a basic understanding of a wide variety of knowledge areas in the field. Because trends and tools within the field are constantly changing, Evergreen Beauty College updates the course content and the teaching methods to address those trends.

General areas of study include but are not limited to: Theory of the practice of hair design including business practices and basic human anatomy and physiology; the curriculum will also include education on textured hair, including its cultural significance, history, role, products and tools in serving a diverse clientele (b) Shampooing including draping, brushing, scalp manipulations, conditioning and rinsing; (c) Scalp and hair analysis; (d) Hair cutting and trimming including scissors, razor, thinning shears and clippers; (e) Hair styling including wet, dry and thermal styling, braiding and styling aids; (f) Cutting and trimming of facial hair including beard and mustache design and eyebrow, ear and nose hair trimming; (g) Artificial hair; (h) Permanent waving including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, neutralizing and removal of chemicals; (i) Chemical relaxing including sectioning, strand test, relaxer application, and removal of chemicals; (j) Hair coloring and bleaching including predisposition test and strand test, and measurement, mixing, application and removal of chemicals; (k) Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens; (l) Diseases and disorders of the scalp and hair; (m) Safety including proper use and storage of chemicals, implements and electrical appliances; (n) First aid as it relates to hair design; and (o) Not all training may be on mannequins. Evergreen Beauty College also incorporates salon and spa business principles into all courses. Evergreen Beauty College also incorporates salon and spa business principles into all courses.

Program credit: Theory (200), Shampoo (100), Scalp/Hair Analysis (25), Hair cutting (200), Wet, Dry, Thermal Styling and Braiding (250), Cutting/Trimming of Facial Hair (40), Artificial Hair (20), Permanent Waving (100), Chemical Relaxing (50), Hair color/Bleaching (200), Disinfecting (65), Disease/Disorder (30), and Safety/First Aid (20) and Professional Development Flex (100) . School/class orientation, applied business skills including professionalism, resume and interview preparation, job search skills, and industry/market trends will be integrated through these topics. In addition, these topics will include opportunities for students to 'learn as they do'. Often, a student will apply specific learned skills on a guest for a fee, as well as performing activities such as organizing and setting up, cleaning, sweeping, restocking inventory, folding towels, etc. The individual is enrolled as a student and will participate in this the curriculum. The student is not an employee of the college.

The college reserves the right to adjust the curriculum as deemed appropriate.

Externship: There are optional Externship opportunities that are available for students up to 10% of the program. Externships are unpaid, considered part of the school's curriculum, and will be under coordination of an instructor. The externship requires direct onsite supervision at the site by a license professional. It must be in an establishment licensed by the Washington Department of Licensing and located in Washington State. An established agreement must be in place between the externship location and the College. Participants of the Externship program must meet specific academic requirements as outlined in the externship packet, which is available from the Campus Director.

School Policies

Attendance, Tardiness & Absences

Attendance Policy

Attendance Requirement: The most fundamental habit to be developed for your future success is attendance and punctuality. The College offers consistent service to our guests. Without guests, you would not have the exposure to repeated practical applications that is vital to your ability to develop your technical skills. Therefore, we have standards and expectations for attendance. All future professionals are to be involved in curriculum-related activities at all times while clocked in.

Future professionals in all programs are enrolled full time and are scheduled to attend at least 30 hours per week, unless otherwise noted. School hours and schedules are determined at the individual campuses. The schedules may be modified periodically (as announced or posted), due to in-service training, special events, or for other reasons.

All future professionals must attend all Program hours, according to their assigned schedule, including theory classes, even if all tests have been taken and passed. Theory and practical classes are scheduled at least monthly throughout the program. Future professionals are not permitted to work on guests in the student salon at times when they are scheduled to be in theory classes.

The classroom educator may allow for period breaks; if a future professional does not return by the indicated time, and/or is not physically present within the school when instruction is scheduled, they may be clocked out for the remainder of the day. At the discretion of the Campus Director, a future professional is unable to be reasonably located, the school may then clock the future professional out and further disciplinary action may be taken which may included suspension and/or termination.

Punctuality: Being on time is necessary to your future success. All future professionals must arrive for classes on time and return from break on time.

Request for Absence: Future professionals must have permission to take time off. Requests for time off must be made to Campus Director. There is no guarantee a request will be approved. Requests are reviewed on a case by case basis. The future professional should inform his/her educator of an approved request for absence. Any extended absences (other than pre- arranged) may require a doctor's note in order to return to school. This is for absences of one day. Extended absences should be directed to the Leave of Absence Policy.

Leaving Early: Future professionals shall not leave the school during regular hours without permission from an educator or the front desk. There are early dismissal forms available; the forms must be signed by an educator, and taken to the front desk.

Excessive tardiness or early departures may result in disciplinary action or possible termination. All absences and tardiness must be reported to the desk personnel/staff member (not to a future professional). The future professional must report their own absence or tardiness BEFORE the scheduled start time. Failure to pre-arrange or provide verifiable documentation of an extenuating circumstance may result in disciplinary processes and/or being sent home.

Additional Charges for Poor Attendance (Over Contract Charges): If the future professional does not complete the course within the contracted time frame, an additional charge of $10.00 per hour of instruction remaining to complete the contracted program will be charged.

Unexcused Absences: Any absence shall be reported through the appropriate link on the Student Portal before the scheduled start time. Any unexcused absence requires disciplinary action. If the future professional continues to have unexcused absences the student may be terminated. Extenuating circumstances are considered on an individual basis.

Tardy Policy: Future professionals must be clocked no later than 30 minutes of the beginning of their assigned schedule, otherwise they may not be permitted to attend. Example: Morning Schedule Start time (8:30 AM) must be clocked in at 9:00 AM, Afternoon Start Time (1:30 PM) must be clocked in by 2:00 PM and Evening Start Time (5:30 PM) must be clocked in by 6:00 PM. Any tardies shall be reported through the appropriate link on the Student Portal before the scheduled start time.

Time Clock Policy: All future professionals must clock in and out to accurately reflect hours of attendance. No future professional may clock in or out for others. The integrity of the clock hours is critical for both the school and the future professional. Time clock misuse or falsification of hours is considered fraud and may be grounds for termination. All future professionals must clock out prior to leaving campus. Time adjustments due to future professional error are generally limited to three (3) adjustments for programs up to 900 hours and three (3) additional adjustments above 900 hours.

Related Information

Attendance is verified by time sheets which are signed by an educator and/or as documented by the schools approved computerized time keeping system.

Attendance records are available for review shortly after the end of each month.

Make up Work: Future professionals are responsible for the class material that they miss due to their absence. After returning from an absence, future professionals need to make an appointment with their educator to understand what materials were missed, and make arrangements to complete the material.

Excused Absence

There are no “Excused Absences” allowed since all hours and academic requirements are required and must be made up in accordance with the attendance, make up and graduation policies of the school.

Not to be confused with the above policy, documentation may at times be referred to as “excused” from a doctor or agency who provides the document to the student as proof of the activity resulting in the missed hours. Students may be required to provide documentation to the school as a part of an appeal or to allow for re-admittance into a class or program.

Days or hours missed during a student’s period of enrollment are subject to charges per the school's "Over Contract Charges Policy" unless covered by the terms of the school’s Leave of Absence Policy or other applicable policies herein.

Educational Pause

Situation may arise requiring a pause to a student actively attending school. These are temporary, and may be required because of an investigation or some other related educational situation. To reduce the impact, the college will extend the students scheduled contract date, at minimum, by the same date of the dates where the education is paused.

Leave of Absence Policy

A student may request approval of a Leave of Absence (LOA) if their cumulative attendance and cumulative grade average meet the minimum requirements as outlined in the Satisfactory Progress Policy at the time of the request. The request for LOA must follow the College’s policy. Request for LOA are required to be

(a) submitted in writing;

(b) On the form provided by the Campus Director;
(c) include the student's reason for the LOA; and
(d) be signed by the student

Any leave must comply with the terms and conditions of the Leave of Absence Policy. Please request the applicable request form by contacting the Campus Director.

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if

(a) The institution documents the reason for its decisions;
(b) The institution collects the request from the student at a later date; and
(c) The institution establish that start dates of the approved LOA as the first data the student was unable to attend

A LOA is only approved for severe circumstances such as a death of immediate family member, emergency situations, surgery, natural disasters, etc. (supporting documentation may be required). Vacations, personal days, financial hardship, etc. are not typically approved. An LOA will only be approved if there must be a reasonable expectation that the student will return from the LOA. The institution will not asses the student any additional institutional charges because of the LOA.

LOA Terms
A Leave of Absence will be approved for no less than 30 days. A student will not be granted a LOA if the LOA, together with any additional LOA's previously granted, exceed a total of 180 calendar days in any 12-month period.

Emergency LOA
Students who have a situation beyond their control, which prevents them from requesting a LOA in advance may be granted depending on the mitigating circumstances involved. In such a case, the student is still required to submit a written Leave of Absence Request Form along with a statement outlining the mitigating circumstance and reason for LOA. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident/circumstance. All documentation the student wishes to have considered during the review of the request must be included. Failure to provide the required form(s) and/or documentation may result in the LOA not being approved.

Extended LOA
An extension (adding time/days), to a LOA that has been previously approved, may be requested in cases of extreme mitigating circumstances. Documentation is to be provided in order to extend a LOA. Extended LOAs however, may not exceed the total calendar days allowed in this policy.

Impact of LOA
Title IV Federal Financial Aid cannot be disbursed to students or on behalf of a student while the student is on a Leave of Absence. This policy does not impact Non-Title IV Payments (cash/other). Payments to the school from these sources must continue as scheduled during a student's Leave of Absence.

If approved by the Campus Director, the student's contract period will be extended by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment agreement will be initialed by all parties or an addendum will be signed and dated by all the parties. A student that meets the criteria of this policy will not be considered to have withdrawn, and no refund calculations is required to be calculated.

A student will be terminated if the student is not in attendance for 14 days or more or does not return by the expiration of an approved LOA. The date of withdrawal for calculating the refund will be the student's last day of attendance.

*Mitigating Circumstances may include but are not limited to medical issues resulting in hospitalization, prolonged legal or court proceedings, threat of homelessness and/or other extreme issues which may impact a student's ability to regularly attend school but is likely a temporary condition.

Student Progress Evaluation & Graduation Requirements

Satisfactory Academic Progress (SAP) Policy

The College has specific standards students are expected to achieve in order to maintain Satisfactory Academic Progress (SAP) in their programs of study and to assure student progress toward graduation within a maximum timeframe. This policy outlines the criteria and procedures for the implementation of objective standards by which all future professionals shall be consistently evaluated to determine if they are making Satisfactory Academic Progress. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

A student must maintain satisfactory progress in both attendance and academics (theory and practical) for continued enrollment in this school. Students receiving any Federal Title IV financial aid or state aid funds must maintain satisfactory progress in order to remain eligible.

This policy will be applied uniformly for all future professionals regardless of program, schedule or payment plan.

Definition of Satisfactory Academic Progress
Students must satisfactorily complete a minimum number of hours (cumulative attendance percentage) toward their educational goals, must maintain a minimum grade average (cumulative grade average) based on time increments, and complete their program of study within 132% of the regular time frame of the program.

The school defines its academic year as 900 hours and 30 weeks, except for the Barber program which has an academic year of 1000 hours and 34 weeks. A student's Satisfactory Academic Progress in a program is reviewed and evaluated to determine if a student is progressing toward graduation and to determine if the student is eligible for a subsequent Title IV payment (if app.) at the point when the student's actual clock hours for the payment period have been completed. In order for the student to be eligible for the next payment, the school must determine that the student has successfully completed both the clock hours and weeks of instructional time required for that period.

The minimum satisfactory progress is defined by the following criteria:

1. Quantitative Progress – is a cumulative Attendance Average of 76% of the scheduled hours (measured on attended hours verses scheduled hours) and above, and
2. Qualitative Progress – is a cumulative Grade Average of 76% and above on all tests and practical assignments.

Students who meet the minimum requirements for both academic and attendance performance are considered to be making satisfactory academic progress until their next evaluation point. The student's progress will be reviewed in accordance with evaluation periods described herein.

Evaluation Periods
Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetologist/Cosmetologist Hybrid:	450, 900, and 1250 clocked (actual) Hours
Hair Design/Hair Design Hybrid:	450, 900, and 1150 clocked (actual) Hours
Barber/Barber Hybrid:	500 clocked (actual) Hours
Esthetician/Esthetician Hybrid:	375 clocked (actual) Hours
Master Esthetician/Master Esthetician Hybrid:	450, 900, and 1050 clocked (actual) Hours
Manicurist/Manicurist Hybrid:	300 clocked (actual) Hours
Instructor/Instructor Hybrid:	300 clocked (actual) Hours

The above evaluations period calculated in weeks based on 30 hours pers week are 300 Hours = 10 weeks, 375 Hours = 12.5 weeks, 450 Hours = 15 weeks, 500 Hours = 16.66 weeks, 900 Hours = 30 weeks, 1050 Hours = 35 weeks, 1150 Hours = 38.33 weeks, 1250 Hours = 41.66 weeks.

Transfer Students – All transfer students are considered to be making satisfactory academic progress upon entry. Evaluations for transfer students will occur at the midpoint of the contracted hours or a regularly scheduled evaluation, whichever comes first. Transfer hours will be counted as both attempted and completed for the purpose of determining max time frame.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Evergreen Beauty College monitors the student's progress throughout the program and advises the student of actions they must take in order to ensure they have ample opportunity to improve should they fall below the minimum standards.

Attendance Progress

The quantitative element used to determine progress is a student's cumulative attendance percentage. Students are required to attend a minimum of 76% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours actually accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 76% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Unscheduled Time due to Closure: Holiday, Leaves of Absence, In-service Days and/or other posted closed school days will not be considered scheduled for the purpose of attendance percentage or for the calculation of maximum time.

Failure to attend classes for 14 consecutive calendar days will result in termination from the program unless days are a part of a scheduled break for all students in a like program. The only exception to the 14 day policy is for a period covered by an approved Leave of Absence.

Academic Progress

The qualitative element used to determine progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning, assignments and practical experiences. Academic learning is evaluated after each unit of study and includes theory and practical grades averaged together based on the Grading Procedure described herein.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated or in the case of a guest services, must be adjusted until satisfactory. Practical skills evaluations (Tests) will be conducted during the course of study.

- Written grades consist of Chapter Tests and Written Final Tests.
- Students must maintain an overall grade average of 76% to maintain satisfactory progress.
- Students must pass all Chapter Tests with a minimum score of 76%.
- Each future professional is responsible for documenting their services and theory credits on the requirement sheet. If the work is not documented on the sheet, you will not receive any credit.

Homework Policy

Programs are delivered through a structured, clock-hour-based educational experience that supports student success and complies with state and accrediting body requirements. In alignment with this commitment, the College does not assign homework in any program, including those delivered in on-campus, hybrid, or distance education formats.

All instructional content such as reading assignments, video modules, software-based lessons, written activities, and assessments are integrated into the core curriculum and is intended to be completed within scheduled, clocked hours. Students are not expected or required to complete instructional assignments outside of these scheduled hours.

The curriculum and educational expectations are consistent across all delivery formats. In hybrid programs, the asynchronous (distance education) components are not considered homework. These components are structured, instructor-guided, and scheduled to occur during clocked hours. They are equivalent in content, rigor, and credit to the in-person components of the program.

This policy ensures equitable access to learning, maintains the integrity of the clock-hour model, and reinforces the College's mission to provide a high-quality educational experience within a clearly defined and regulated schedule.

Make Up Work/Exams and Exam Retakes
Students must make up missed tests and incomplete assignments prior to graduation. Students retaking should do so as soon possible. The required passing score for each exam is 76% or better. If a student does not pass, a retake of the exam is required. Once the exam is re-taken and passed there will be an automatic score of 76% (Example: Retake score 84%, the student shall receive a 76%.) Retake exams may be a different version of the initial exam. Passed exams may not be retaken unless in the case of a repeat curriculum due to the continuation of the program theory cycle.

Repeat Curriculum Impact
Theory curriculum rotation may result in a repeat curriculum.
Students are required to take tests associated with all curriculums regardless of repeat. In the case of a repeat curriculum, the exam score shall be recorded and if failed, the student must retake until passed.
The final grade of record, is the average of all exam scores for the curriculum, regardless of repeat curriculums.

Grade Scale
Numerical grades are considered according to the following scale (based on percentage):

90% and above	EXCELLENT
80% – 89.99%	GOOD
76% - 79.99%	SATISFACTORY
BELOW 76.0%	FAIL/UNSATISFACTORY [must be made up or repeated]
INCOMPLETE	Must be made up to graduate

Determination of Grade Average (Grading Procedure)
Theory (Chapter Tests) = 50%
Practical (Skills Assessments based on weekly progress report average score and practical tests) = 50%

Determination of Progress Status

Students meeting the minimum requirements for both academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a notification of their Satisfactory Academic Progress Determination at the time of each evaluation. Students deemed not maintaining Satisfactory Academic Progress at the time of evaluation may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. All evaluations must be completed within seven (7) school business days following the establish evaluation periods.

Warning / Financial Aid Warning

Future Professionals who fail to meet minimum requirements for attendance and/or academic progress at the Satisfactory Progress evaluation point will be assigned a status of WARNING. A student is considered to be making satisfactory progress while on "warning" and thus is eligible to receive financial assistance during the warning period (and until the next evaluation period) . Warning status is not subject to appeal unless the student feels there is a calculation error that impacted his/her progress status. If in this case it is determined that the calculation is incorrect, the student's progress will be determined based on the correction. If the student is determined to be below the standards, the student will be advised in writing on the actions required to improve his/her progress to meet the minimum standards and above by the next evaluation.

Probation / Financial Aid Probation

Future Professionals who fail to meet minimum requirements for attendance or academic progress following a Warning period, will be determined to be below satisfactory academic progress and thus will be deemed ineligible to receive Title IV funds, unless the student appeals the determination, and prevails upon appeal. If the student prevails upon appeal, the student shall be placed on Probation until the next evaluation period. Students on probation shall be considered to be making satisfactory progress, and thus will again be eligible for Title IV assistance as otherwise qualified.

Probation is defined as: A status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated. Only future professionals who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the next evaluation period may be placed on probation; the student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation.

If at the end of the probationary period, the student has still not met the attendance and/or academic requirements required for satisfactory academic progress, the student will be determined as NOT making satisfactory academic progress and shall be deemed ineligible to receive Title IV funds and may be subject to termination from the program. If the future professional does meet the Satisfactory Academic Progress requirements at the end of the probation period/evaluation period, the student shall be determined to be in Satisfactory Academic Progress and if applicable, Title IV may be reinstated if the student is otherwise eligible.

SAP Appeal Procedure

A Warning status is not subject to appeal.

Future Professionals who wish to appeal the determination that they are not maintaining satisfactory progress must submit an appeal within ten (10) calendar days of receiving the determination notice. The appeal can be done on the determination notice, or in addition to the determination notice. Reasons for which students may appeal include death of an immediate family member, an injury or illness resulting in the hospitalization of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the Campus Director. The appeal must describe special circumstances that impacted the student's performance and include any supporting documentation the student wishes to have considered. It must also include a description of what has changed that will allow the student to achieve Satisfactory Progress by the next evaluation. A school administrator will also determine if the future professional can reasonably re-establish SAP. An appeal decision will be made and the student notified within 14 days of the receipt of the appeal. No additional appeals are afforded. The decision is final. All appeals and decision documents will be retained in the student file.

Should a student prevail upon his/her appeal, the student will be on Probation, and Title IV assistance will be reinstated, if applicable. The student must be achieving Satisfactory Academic Progress at the end of the Probationary Period/Next Evaluation Period or all Financial Aid will again be terminated.

In the case of an adverse determination of the student's appeal, the student will be deemed ineligible for Title IV assistance (if applicable) and shall revert to cash pay status. If payment arrangements cannot be made, the student will be terminated from the program.

Re-establishment of Satisfactory Academic Progress
Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period/evaluation period. If applicable, the Financial Aid Department will then request the appropriate Federal funds in their behalf for the payment period in which they re-established eligibility.

Satisfactory Attendance Progress – Maximum Timeframe
The maximum timeframe a student has to complete any program is 132% of the regular program length. Program length is defined as the period of time identified on the enrollment agreement (based on 100% attendance in students the contracted period). Leaves of Absence are not included in this total. Should a leave of absence be granted, the student's contract period and maximum timeframe for completion will be adjusted for the period of time in the leave.

Maximum Timeframe Continued*:

Course	Regular Timeframe (no absences)	Maximum Timeframe (132% of Regular Time)	Publish Program Enrollment Length	Maximum Timeframe (132% of Published Enrollment Length)
Full-time Cosmetologist & Cosmetologist Hybrid	30 hrs/wk. 54 weeks = 1600 hrs	30 hrs/wk.71 wks = 2112 Schedule hrs	59 Weeks	78 Weeks
Full-time Hair Design & Hair Design Hybrid	30 hrs/wk. 47 weeks = 1400 hrs	30 hrs/wk.62 wks = 1848 Schedule hrs	52 Weeks	68 Weeks
Full-time Barber & Barber Hybrid	30 hrs/wk. 34 weeks = 1000 hrs	30 hrs/wk.44 wks = 1320 Schedule Hrs	37 Weeks	49 Weeks
Full-time Manicurist & Manicurist Hybrid	30 hrs/wk. 20 weeks = 600 hrs	30 hrs/wk.27 wks = 729 Schedule hrs	22 Weeks	30 Weeks
Full-time Esthetician & Esthetician Hybrid	30 hrs/wk. 25 weeks = 750 hrs	30 hrs/wk.33 wks = 990 Schedule Hrs	28 Weeks	37 Weeks
Full-time Master Esthetician & Master Esthetician Hybrid	30 hrs/wk. 40 weeks = 1200 hrs	30 hrs/wk.53 wks = 1584 Schedule hrs	44 Weeks	59 Weeks
Full-time Instructor & Instructor Hybrid	30 hrs/wk. 20 weeks = 600 hrs	30 hrs/wk. 27 wks = 792 Schedule hrs	22 Weeks	30 Weeks

*The above Timeframes have been expressed in weeks is rounded up

Students that exceed max time frame may be terminated. Such students maybe permitted to apply for Re-Entry by following the guidelines outlined within the "Re-Entry Students" policy.

Transfer Students: The maximum timeframe allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 76% of the scheduled hours.

Note: For enrollment agreement/contract purposes, all students have specified allowable absence hours, depending on the total program length.

Interruptions and Withdrawals
If a student's enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same satisfactory progress status as prior to the leave of absence. Hours/days which have elapsed during a leave of absence will extend the student's enrollment period and maximum time frame by the same number of hours/days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Withdrawals have no effect on the student's satisfactory progress status; students re-entering the institution will re-enter in the same Satisfactory Academic Progress status as when they left.

Incompletes, Repetition and/or Remedial Courses
Course incompletes, repetition, and non-credit remedial courses have no effect upon the school's satisfactory academic progress standards if the institution has no such items or policies.

Transfer Hours
With regard to Satisfactory Academic Progress, a student's transfer hours (Prior Credit) from another institution that are accepted toward the student's educational program are counted as both attempted and completed for the purpose of determining the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Student may access satisfactory evaluation results by making an appointment with the financial aid staff. The financial aid office will notify the student evaluations by notifying the student by electronic means such as an email, TEAMS message, etc.

Graduation Requirements

The College has set forth minimum standards for completion of the applicable course of study and to qualify for graduation:

1. Attained the required number of training hours per the enrollment agreement/contract.
2. Complete and receive passing grades in practical and theoretical projects.
3. Pass all written and practical exams cumulative average of 76%.
4. Satisfactorily pass with 76% or better on final examinations.
5. Complete all course work.
6. All tuition and fees paid in full prior to graduation or arrangements have been made.

Upon completion of all graduation requirements the future professional is issued a certificate/diploma.

Upon completion of their Program and after all graduation requirements have been met, the graduate will be eligible to register for the state licensing exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

After Graduation - Licensure

License & Reciprocal Licenses

A copy of Laws Relating to Cosmetologists, Barbers, Manicurists, and Estheticians is available for future professional access in the office or can also be accessed online at www.dol.wa.gov . This outlines the requirements for licensure in the State of Washington. The College makes no statement of reciprocity of your license after graduation as most states regulate the profession under state statutes. If you are considering practicing your trade in a different state, it is highly encouraged that you contact the respective governing agency in the respective state regarding reciprocity of your intended license.

Licensure Requirements – Updated

In order to achieve licensure in the state of Washington, a graduate must: (a) Successfully complete and graduate from a program of study approved by the State of Washington; (b) Attain the minimum amount of training hours for the program of study (1600 clock hours in Cosmetologist, 1400 clock hours in Hair Design, 1000 hours in Barber, 600 clock hours in Manicurist, 1200 in Master Esthetician, 750 hours clock hours Esthetician, and 500 hours of training as an Instructor); (c) Receive a passing score on the appropriate corresponding practical and written licensing examination approved by the State of Washington. The cost of the practical test is approximately $114.00 - $228.00 and the cost of the written test is approximately $180.00 - $270.00 and may change over time.

Continuing Education

Your education here at the College will provide a foundation for your entry into the beauty industry, however, continuing education is critical for your success after graduation. Although Continuing Education is not a regulatory requirement after initial licensure, we encourage it for your success.

Career Opportunities and Compensation

The College does not guarantee employment or potential career opportunities. In terms of compensation, methods of compensation vary and may include salary, salary plus commission, commission, sliding scale commission, hourly, retail commission or independent contracting (renting space and equipment from an existing salon). Actual compensation is impacted by a person's willingness or ability to work long hours and do a variety of skills in the field. The College makes no claims on what should be expected as compensation upon graduation.

Student Services

Advising, Academic Monitoring, Placement, Access to Files

Advising

The College provides a close working relationship between staff and future professionals. The College will assist the future professional with academic advising (the future professional just needs to make an appointment), but in regards to personal advising, the school does not offer a licensed counselor on campus and referrals may be necessary. If professional advising is needed, the College will make every effort to refer the future professional to the appropriate agencies. There are also a community resource posting at the campus. The presence of this list does not imply that the providers on the list are in anyway approved or recommended by the school. The school has no relationship or responsibility regarding the agencies a student may choose to utilize. Additional providers may be located by searching on-line or by consulting the local telephone directory.

Future Professionals are evaluated and advised in regard to their progress and achievement on a monthly basis.

Academic Monitoring

Academic monitoring reports are used to monitor and advise a future professional regarding their on-going quantitative (scheduled hours) and qualitative components as outlined in the Satisfactory Academic Progress policy between evaluation periods. A future professional failing to meet the minimum requirement for the academic monitoring report in a calendar month will be placed academic counseling the following calendar month. If the future professional does not meet the minimum requirement for three months during the program, the school may terminate enrollment due to poor progress.

Employment Placement Assistance

The College offers placement assistance to all of our future professionals and graduates in seeking employment opportunities, but does not guarantee employment.

The College maintains a Career Board with job postings on the website, the school is in contact with area salons and offer opportunities for these salons to recruit our students. While in school your education will include a business content to to assist you in professionalism, resume writing, interviewing and job search.

Housing

The school does not provide institutional housing for attending students.

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Voter Registration

If you are not a registered voter and would like to be, you can register at:

https://vote.gov/register/wa/

Our campuses are equipped with computers if you choose to register online and have no access.

Reference Materials/Library

The school has a supply of reference books and materials to future professionals in their educational pursuits. Materials may be in physical and digital form and be used on campus during all school hours. Should a student wish to utilize any of the materials off campus or for an extended period of time, the student may check out the item by contacting an educator.

Parking

Future professionals must park in the designated areas or be subject to fines and towing. Parking varies depending on each campus location. Please contact the Campus Director for details.

Lockers

Depending on the location, lockers may be available for future professional use if requested. Locks are provided by the occupying future professionals. The College is not responsible for lost or stolen property and advises that you do not bring valuables or anything of significant value to school. For reasons regarding safety, the school reserves the right to cut locks off at the expense of the future professional. Please label and correctly identify your belongings. Lockers must be cleared out at the end of each day and the College is not responsible for items left in the locker.

Finances and Financial Assistance

It is the policy of the College to encourage all students to minimize excessive borrowing or spending. To that end, the school provides most of the supplies and materials needed to complete the course, teaches students care for kit supplies in effort to minimize replacement costs borne by the student, and advises students regarding borrower rights and responsibilities related to student loans. Such advising includes a recommendation to all students not to borrow beyond direct educational expenses.

Scholarship and Financial Aid

The College is authorized to offer financial assistance through grants, payment plans, loans, grants and scholarships for those who qualify. Grants and scholarships are available through our membership with the American Association of Career Schools and the Northwest Career College Federation; grants and scholarships are limited to certain times of the year and specific qualifications and requirements. A scholarship application requires a formal application, salon visit and recommendation by a school or salon professional.

The school disburses and manages funds in accordance to the Federal Financial Aid Policies outlined by the U.S. Department of Education.

Student Educational Records; Family Educational Rights and Privacy Act (FERPA) Policy

The College complies with the **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**. FERPA is a Federal law that protects the privacy of student education records and provides students an opportunity to review their records.

In accordance with FERPA, the College guarantees the rights of students, and that of the parents/guardians of dependent minors, to gain access to their educational records, which includes the following rights:

i. To inspect and review the student's education records maintained by the College. To request to review your records, you may contact your Campus Director. The College is not required to provide copies of records unless, for reasons such as great distance, it is impractical for students to review the records at the school. Note, there may be fees for copies.

ii. To request that the College correct educational records which the student believes to be inaccurate or misleading.

FERPA generally requires that a student consent to the disclosure of their educational records. In order to grant this consent the student must complete the form, available from the financial aid office or campus director.

FERPA allows for specific exceptions to the disclosure of educational records without consent.

The College may disclose "directory" information without consent. Directory information includes, but is not limited to, a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. The College notifies students annually of their rights under FERPA, which lists the specific directory information for the College. Students may opt out of having directory information disclosed by providing written notice to the Campus Director at their campus.

The College may disclose educational records, and under certain conditions personally identifiable information, to the following parties (34 CFR § 99.31):
- School officials with legitimate educational interests;
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education;
- State and local officials;
- Authorized organizations conducting educational research;
- Accrediting agencies;
- Alleged victim of a crime;
- Subpoenas
- Students and parents of a dependent minor as defined by the IRS;
- Parent of a student under 21 regarding the violation of a law involving alcohol or drug abuse; and
- In a case of an immediate threat to the health or safety of the student or associated individuals, to appropriate parties in connection with the emergency if knowledge of the information is necessary to protect the health or safety of the student or associated individuals.

This is a summary of the rights afforded under FERPA and is not all encompassing of the regulations under FERPA. A Fact Sheet issued by the Department of Education and can be attained by requesting a copy from the US Department of Education via www.ed.gov .

A Future Professional's (FP) educational record is accessible through the administration office. Any FP will be allowed access to their file by making an appointment with the Campus Director. FP financial aid files are secured; request to access your file may be made through the financial aid officer. Files are not allowed to be taken by the FP from the office. FP files are kept on record for a minimum of six (6) years after separation from the school (graduation or termination). Transcripts pertaining to FP that are registered as Veterans or overseen by the Workforce Board are kept up to 50 years.

Receiving Salon Services

The following rules apply:

- You must receive permission from your educator
- There must be space available (non-student customers are given priority and must be serviced first)
- Students in unsatisfactory progress or on probation are not eligible to receive services.
- You will be required to pay for your service, based on the current student pricing sheet.

General Complaint/Grievance Policy

Nothing in this policy prevents a student from contacting the Department of Licensing at any time with a concern or a complaint. However, the school encourages students to first use the internal process outlined below.
A formal complaint/grievance may be filed with the Campus Director. An interested party may also file a complaint/grievance against the school; however, the complaint/grievance must be submitted in writing.
A complaint/grievance form is available with the Campus Director or under Disclosure Link on the school's website.

A submission is considered complete once it includes all of the following:

- A detailed description of the complaint/grievance,
- Any supporting documentation, and
- An outcome or resolution being sought.

Once a complete submission is received, a school representative will contact the complainant within fourteen (14) calendar days to schedule a meeting. After the meeting, the school will document this meeting, and a copy can be provided to the complainant upon request.

If the issue cannot be resolved, the complaint/grievance will be referred to the school's complaint/grievance committee. This committee will consist of three individuals who may be selected from the following categories: school owner, Campus or Program Director, Assistant Program Director, educator, financial aid administrator, or a member of the public. The committee will meet within thirty (30) calendar days.

If more information is needed, a written request will be sent to the complainant. If no additional information is required, the complaint/grievance committee will propose a resolution.

If the complainant wishes to pursue the matter further, the complainant may contact the school's accrediting agency and/or the Washington State Department of Licensing. The complainant is encouraged to first use the school's complaint process before filing with an accrediting agency or state regulatory body.

The school shall maintain written records of all complaints filed for two (2) complete accrediting cycles.

Computer IT and Information Security Policy

Each member of the Evergreen Beauty College (referred to as "EBC") community must comply with the full text of all EBC policies in this document to access our computer, technology, and network resources. The Information Technology department (referred to as "EBC IT") can provide further details on these policies if needed through your Campus Director.

Failure to follow this policy may result in disciplinary action, including termination.

Equipment and School Generated Data

Ownership

Equipment issued to the students as part of their kit are the property of the student. Students are responsible for the security, care, and protection of their equipment. Service warranties are available to assist in the repair of the equipment in case of malfunction or defect. Please consult the student portal for information regarding the warranty and how to reach customer support with the manufacturer.

Evergreen Beauty College retains the rights and ownership of all data generated by the school systems. Examples including but not limited to: the digital logs of clocking in/out, assignments turned in to educators, and student and employee information generated and entered on school equipment, and software services.

Unless otherwise marked, data/information/curriculum materials such as documents, images, files, disclosures, and signage are owned by Evergreen Beauty College.

Usage

Students are issued an electronic email account ("MyEBC" account) which they are to use for accessing communication with the school. The student is responsible for the security of their own account and are not to share their account with others. The account will be issued for active students, and the school may terminate, block, or disable the account at any time, including upon a student's change in status.

When the MyEBC account is used to log into specific apps on a student's computer or personal device, EBC maintains the right to manage these devices remotely for purposes of enforcing security policies and protecting access to student data and school resources.

When using technology services provided through the school it is expected that students obey and comply with all local, state, and federal laws, and reasonably use the resources so as to not prevent or impede access by other EBC staff, faculty, or students. For example, internet services are provided for students to complete their online work and take example electronically and should not be used to stream movies and videos for entertainment purposes.

Protect Information and Electronic Resources

Safeguard Sensitive Information (Sensitive Data)

It is expected that students take steps to safeguard access to their account and personal information and data. This can be done with strong password combinations that are published on the Student Portal. Students should recognize that sending personal information via email may disclose their information to 3rd parties and should avoid email as a secure delivery mechanism.

Additional Security Measures

Security protections are highly recommended for all student devices connected to the network, and the school is not responsible for any lost data, ransomware, malware, or virus infection of the student's computer.

EBC IT recommends the following:

- Regularly install software updates

- Ensure anti-virus and/or anti-malware is running
- Use a host-based firewall
- Ensure adequate physical security (e.g. Login account w/ adequate password)
- Where technically supported, enable device level encryption in case your device is lost or stolen.

Reporting and Response to Security Incidents or Suspicious Activity

If you suspect your account has been compromised or hacked, report security incidents or suspicions to your Campus Director, who will refer you to the EBC IT department.

Privacy of Electronic Communications

Routine Security Monitoring

EBC IT may use 3rd Parties to scan and analyze our networks for vulnerabilities and ensure the integrity and reliability of systems. The scope is typically limited to the use of techniques that include routine monitoring of electronic communications, and port scanning (e.g., scanning, bandwidth monitoring). By connecting your devices to our networks, you consent to allowing the scan and monitoring of your devices.

Keep Personal Information on Personal Devices

Personal use of electronic resources must be done on personal devices. For example, do not check your personal email or social media account on our shared student computers or skin analysis machines. This is for both protection your information and any client information.

3rd Party information sharing

EBC works with third-party servicers to carry out business related functions and comply with other federal and state government requirements and programs. In the course of this work your student information may be shared in order to carry out the function or to properly satisfy the requirements.

Use of Text Message

Students and employees consent to receive messages (e.g. text messages, etc.) from Evergreen Beauty College. Information will not be shared or sold to third parties. Message frequency may vary, and standard messaging and data rates apply. To opt out, text "STOP" or contact the Campus Director at any time.

Use Campus Technology Responsibly

Campus computer use and network access is a privilege. Users must act **responsibly** and **professionally**, **respect** the rights of other users and treat them with **civility**, respect the integrity of the systems, data, and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

Use Best Practices for protecting privacy and online security

Choose Strong Passwords

Our systems will help enforce a certain level of complexity and strength for your passwords. You must choose a unique password for your EBC account. Also choose unique passwords for accounts related to work with sensitive data. The specific rules for strong passwords will vary over time, and our systems will adapt to new rules over time.

Multiple Factor Authentication

Our systems may also enforce Multiple-Factor Authentication (a.k.a. Multi-Factor Authentication, or MFA). Bypassing or skipping this security set up procedure is a violation of our policy if your account has Multi-Factor Authentication enabled. When setting up MFA be sure to configure both a personal phone number and personal email, in case one of them ever changes.

Recognizing a Phishing Attack

"Phishing" attacks are increasingly common, and schools and administrators or susceptible to targeted phishing schemes to mislead users to click and provide their personal information or credentials to an unauthorized party.

- Never send passwords, account info, or other private information in an email.
- Avoid clicking links in emails, especially from parties you don't know
- Be wary of any unexpected email attachments or links, even from people you know.

Accessibility

Evergreen Beauty College is committed to taking concrete steps to ensure that EBC websites and electronic resources are accessible to people with disabilities.

Information Security Program

Gramm-Leach-Bliley Act, 1999 (GLBA)

EBC has implemented an Information Security Program ("Security Program") to comply with the Gramm-Leach-Bliley Act, (GLBA), which safeguards student and financial information. For full information about our information security program, please reach out to your Campus Director and ask for the Qualified Individual.

Third-Party Servicers

The Security Program requires 3rd Party Servicers to also comply with GLBA. In the course of business, EBC may from time to time appropriately share covered data with third parties. Such activities may include collection activities, transmission of documents, transfer of funds, destruction of documents or equipment, or other similar services. This Security Program will ensure that reasonable steps are taken to select and retain service providers that are capable of maintaining appropriate safeguards for the customer information at issue and requiring service providers by contract to implement and maintain such safeguards.

Copyright

Students are asked to obey and respect all copyright laws when making photocopies, uploading content, and downloading content to our networks. This includes any copyrighted or trademarked material, such as text, logos, images, video, sound, programs, music, movies, games, etc.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Students who engage in illegal or unauthorized distribution of copyrighted materials using the school's information technology system will be subject to disciplinary and legal action, as appropriate.

Rules and Regulations & Standards of Conduct

Safety, Crime Awareness, & Harassment

Safety Policy

Contagious Illnesses: Notify your educator immediately if you should contract any condition that may be contagious.

OSHA Compliance

The United States Department of Labor of Occupational Safety and Health Administration requires the school to advise its students of the chemicals used in cosmetology and related training. During their training the student will learn about the importance of safety in the work place and how to use and follow the Safety Data Sheets (SDS) for chemicals used in cosmetology or related training. During each unit of study students are apprised of the various chemicals used and safe practices that apply. In addition, access to Safety Data Sheets for the chemicals used at the school is accessible in the administration office through digital records.

Crime Awareness and Campus Security /Drug Free Schools

The U.S. Department of Education Requires All Schools to Disclose the Following Information:

Crime Awareness and Drug Abuse Policy Report

In accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares this report for distribution to all current and prospective students and employees.

Crime Awareness/Prevention Information

Students and/or staff should report any crime activities that occur at the school to the Campus Director such as murder, rape, robbery, aggravated assault, burglary, motor vehicle theft and/or vandalism.

Local police are available to aid students at Evergreen Beauty College. The Campus Director and other school officials have the responsibility to assist any student in reporting campus crimes.

A school official will be present at all off-campus activities sponsored by the College. Students and/or staff should report any criminal activity occurring during off-campus activities to this school official. The school official will then aid any student in reporting the criminal activity to the local police. The school official will also document and report the incident to the Campus Director. In addition, a daily log is maintained on any crimes reported to the police or security department as applicable.

Campus security procedures will be described to all students and employees at orientation and periodically thereafter. At least annually students and employees of the College will receive an update of the most current crime statistics report as well as a review of the procedures, during a student meeting and/or staff/faculty meeting as appropriate.

Drug Free Campus

The College abides by the requirements set forth in the "Drug Free Campus Act." This act forbids the possession, use, or sale of alcoholic beverages or illegal drugs on campus by any student, faculty or staff member. Evergreen Beauty College has certified to the Department of Education that it operates a drug free campus.

The school fully supports the prevention of drug and alcohol abuse. Upon enrollment, students are provided with an informative pamphlet, which outlines the hazards of drug abuse. Drug Abuse is prohibited at all times by students and employees on the campus or as part of any its activities. Drug Abuse Defined: "The unlawful manufacture, distribution, possession or use of illicit controlled substances, including alcohol."

The College is a drug free environment and future professionals may be subject to randomize drug testing. Illegal drugs and alcoholic beverages are prohibited on or around the school premises and facilities.

It is against our policy:

1. For a student to attend class with the presence of a Controlled Substance or Alcohol in your body (as determined by a drug or alcohol test), including their presence as a drug metabolite, unless legally prescribed to her or him.

2. For a student to sell, use, purchase, manufacture or be in possession of an illegal Controlled Substance or drug paraphernalia, while on the College's time, conducting the College business, on the College property, attending class or while not on the College time, business or property.

3. For a student to sell, use, purchase, manufacture or be in possession of Controlled Substances, including prescription medications which are controlled substances, on the College time, business, property or while attending class, unless the prescription medication is legally prescribed to student or the employee..

4. For student to operate any equipment while under the influence of any drug, including prescription or over the counter medications, which render the student incapable of safely and adequately using the equipment or performing any other duties.

5. For a student to use alcohol, while on the College's time or on the College's business, or to report to attend class under the influence of alcohol.

6. To consume any alcoholic beverage or alcohol containing liquid within four hours of a scheduled class period.

7. For a student to refuse to submit a specimen for controlled substances or alcohol testing when requested by the college under this policy or student to obstruct or not fully cooperate with specimen collection or testing procedures.

8. For a student to have a verified positive drug test.

9. For a student to tamper with substitute or adulterate any specimen collected for drug or alcohol testing. Any sample reported by the laboratory as Substituted or Adulterated will be considered a "refusal to test" or a refusal to submit a valid sample.

Any violation will be subject to disciplinary actions including termination.

Hotline numbers and other Off Campus Resources are posted in the student break room and other areas throughout the campus and/or is available upon request. As a condition of employment, employees shall notify the institution of any criminal drug statute conviction for a violation which occurred in the workplace or at a related activity no later than five days after such conviction.

There is no on-campus drug or alcohol counseling, treatment, or rehabilitation program available.

Off-campus Services for Drug Abuse Information and Treatment, Crisis Intervention, Counseling and Mental Health include:

National Institute of Drug Abuse Hotline: 1-800-662-HELP

Care Unit Hospital Program: 1-800-854-0318

National Institute of Drug Abuse Workplace Helpline: 1-800-843-4971

The Center for Substance Abuse Prevention Helpline: 1-800-967-5752

National Clearinghouse of Alcohol and Drug Information:

Treatment & Referral Hotline: 1-800-662-HELP

Network of Colleges & Universities Committed to the Elimination of Drug & Alcohol Abuse: 1-202-357-6206

Penalties to be imposed on students and employees for drug violations occurring on campus

- Notification of the abuse to the proper authorities;
- Notification of the US Department of Education will take place within 30 days of an employee or students involvement in any criminal drug statute violation conviction which occurs on campus/workplace;
- Expulsion or termination will be considered based on the circumstances surrounding the violation.

Any action taken by the institution against a violation of the drug-free workplace policy will occur immediately upon administration obtaining such information.

Campus Definition/Locations Cover Under These Policies

Campus is defined as "any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose." There are no buildings or properties owned or controlled by the school's student organizations recognized by the institution. There are no off-campus housing facilities.

Note: Each campus identified herein, shall have crime statistics disclosed and reported to required parties separately.

Campus Access

No student will have access to the campus facility, other than the parking area, at any time unless supervised by a staff member. Any off-campus activities or events which are sponsored by the school are supervised by school

employees. Thus, the school will monitor and report any criminal activity at such events to local law enforcement authorities should they occur.

Annual Security Report
This policy and the Annual Crime Report(s) are disseminated annually in September (but must be disseminated by October 1 annually) to all current and prospective students and employees at the specified campus and/or as employee may periodically be assigned. In addition, this report is provided to all individuals during enrollment or employment orientation which is conducted with each start class or upon hiring of a new employee. At that time students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes.

Security Officials
The College does not employ campus security officials. The security of the campus is the direct responsibility of each employee and campus management. No such individuals have the authority to make arrests. Local police will be enlisted to support the requirements herein.

Reporting Responsibilities
All individuals are encouraged and requested to report immediately any known criminal offense or other emergency occurring on campus to the school administration office on the designated form. All individuals are also encouraged to promptly report all crimes to appropriate police agencies. The campus administrator will report all known criminal offenses to local law enforcement authorities upon receiving the report or upon obtaining knowledge of any criminal offense.

Timely Warning Requirement
The school will provide timely warning to the campus community of any applicable crimes that have been reported to the campus administration or local police agencies that are considered to represent a continuing threat to students and/or employees. Warning will be made via verbal announcement, text and/or via telephone as appropriate.

Additionally, the administration will provide timely warning to the local community in the event a crime or incident at the campus may impact community members adversely. Procedures related to timely warning are outlined in the Emergency Response and Evacuation Plan.

Personal Responsibilities Regarding Prevention
All students and employees are encouraged to be responsible for their own security and the security of others. See Related Policies and Procedures in the school's catalog including, Unlawful Discrimination and Harassment Policy and the Compliant/Grievance Policy.

Resources Available
Sexual assault prevention programs are discussed during new student/employee orientation which includes procedures directed toward personal protection, the prevention of crime, increasing awareness of rape, acquaintance rape, and/or other forcible and non-forcible sex offenses. To increase crime awareness and prevention, local law enforcement officers and/or faculty members are periodically invited to speak to the staff and students. Resources lists are available in the school's catalog, in local telephone directory, posted in the student break room, and/or in the Campus Director's office which may be obtained by a staff member.

The College does not provide on campus housing during enrollment, thus can make no changes in the living situation of the student. The College may however change the academic situation of a student who has been the target/victim of a crime including but not limited to harassment or sexual harassment or alleged sex offense if requested by the victim, and the change is reasonably available.

Harassment / Sexual Harassment

It is the policy of the College to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. The School has enacted

the Sexual Harassment Policies & Grievance Procedures (the "Policy") to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

The Policy can be found at the School's website at https://www.evergreenbeauty.edu/disclosures/ or obtained in person from the Title IX Coordinator (see below).

The School does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in the School's education programs or activities extends to admission. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to the School's Title IX coordinator, the U.S. Department of Education Office for Civil Rights, or both.

The School also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, disability, or age in its programs and activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies, including Title IX: Mr. Frank Trieu, Title IX Coordinator, 802 SE Everett Mall Way, Suite A, Everett, WA 98208, Phone: (425) (425) 531-7092, Email: frank@evergreenbeauty.edu

Inquiries or complaints concerning the School's compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education's Office for Civil Rights. U.S. Department of Education
915 Second Avenue, Room 3310, Seattle, WA 98174-1099, Phone: (206) 607-1600, Facsimile: (206) 607-1601, Email:OCR.Seattle@ed.gov

Evergreen Beauty College desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. The School will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training, and anti-discrimination training in their classrooms, at least once while the student is in school.

Sexual Harassment Grievance Procedure
Reports of sexual harassment should be made to the School's Title IX Coordinator or Deputy Title IX Coordinator. The School will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

The School will investigate all formal complaints of sexual harassment. A formal complaint must be in writing, filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent, and request that the School investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The School's Title IX Coordinator oversees the School's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if the School determines that the particular formal complaint is appropriate for such a process, the School will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The School retains the discretion to determine which cases are appropriate for voluntary resolution.

The School will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the hearing panel's written determination will include any disciplinary sanctions the Academy imposes on the respondent. The Policy provides that the parties have the right to appeal the hearing panel's determination under certain circumstances.

It is the express policy of the College that all Future professionals and faculty shall maintain an environment safe from harassment and sexual harassment. The College shall not tolerate any form of harassment in the workplace/classroom environment, or tolerate any such conduct that has the purpose or effect of interfering with an individual's work/school performance or creating an intimidating, hostile, or offensive work/school environment. The College recognizes that sexual harassment is a violation of state and federal law and this policy reaffirms our commitment that all employees and future professionals should be able to enjoy a work/school environment free from all forms of discrimination, including sexual harassment. Sexual harassment in the workplace by school personnel or by future professionals in the educational setting is grounds for severe disciplinary action.

Allegations of such behavior should be filed immediately with the director or owner of the College. Complaints of any allegations shall be maintained in a confidential manner. All complaints shall be investigated and reviewed with the intent to prevent reoccurrence of any future claims.

In the event a sex offense occurs on campus, the accuser has the option to take the following steps:

- Report the offense to the school's administration in the administration office.
- Preserve any evidence as may be necessary to prove criminal sexual assault.
- Request assistance, if desired, from an administrator in reporting the crime to local law enforcement.
- Report the crime to local enforcement agencies.
- Request a change in the academic situation if desired.
- Contact an appropriate agency in the community for counseling or other services that may be needed.
- The only on-campus services available to victims of sex offenses are described in this report. There is no on-campus counseling, mental health or other student services available.

Title IX Policy

Students, instructors, and staff are entitled to learn and work in an environment free of sexual harassment. Sexual Harassment is prohibited in any School-related activity. Sexual harassment is defined as unwelcomed sexual advances (including sexual assault), request for sexual favors, and/or physical, verbal, or written conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or a condition of an individual's employment, education, or participation in the School's programs or activities, or
- Submission to or rejection of such conduct by an individual is used as a basis for decisions, pertaining to an individual's employment, education or participation in the School's programs or activities, or
- Such speech or conduct is directed against another and is abusive or humiliating and persists after the objection of the person targeted by the speech or conduct, or
- Such conduct would be regarded by a reasonable person as creating an intimidating, hostile, or offensive environment that substantially interferes with an individual's work, education, or participation in the School's programs or activities.

If there are any concerns regarding violation of the Title IX policy, please contact the Title IX coordinator or Title IX deputy compliance coordinator noted in the addendum of the catalog. An expanded policy is also located https://www.evergreenbeauty.edu/disclosures/

Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the filesharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at (www.copyright.gov).

Disciplinary Action/Penalties for Violations of Rules and Regulations

On campus disciplinary action in the case of a student found to be in violation of any of the policies covered herein, as well as those covered in the Standards of Student Conduct shall be based on a full investigation of the facts. In the case of alleged criminal activity including but limited to sexual harassment or assault will be based on findings by the law enforcement agency investigation, facts pertaining to the crime and other related mitigating circumstances. The College's actions have the following provisions or conditions: 1. The accuser and the accused may have others present during a disciplinary proceeding; and 2. Both the accuser and the accused shall be informed of the final determination of the disciplinary proceeding and any sanction(s) imposed. Possible sanctions the school may impose following a final investigation determination may vary depending upon the final determination and may include suspension or expulsion.

Nothing in the policy prevents the student from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint.

Student Code of Conduct

All students and staff of the College have the right to a safe and peaceful environment in which to seek an education or to work. To this end, the College sets forth specific Standards of Student Conduct.

Campus Culture, Classroom Rules and Student Participation

1. Future professionals must participate in all planned curriculum or be subjected to being clocked out and sent home. Future professionals who refuse a guest without permission from an educator, may be clocked out for the day, and will receive the appropriate disciplinary action. Guest services are part of the planned curriculum.
2. Disruption, unnecessary conversation, or noise at school will not be tolerated and may result in the future professional being clocked out followed by disciplinary action.
3. Gum chewing is not allowed during school hours.
4. Eating is permitted during breaks but only in designated areas. Drinks are permitted during classes, but should be in a covered container.
5. No visitors are allowed in the classroom or break room unless authorized by the administration. Visitors are required to remain in the reception area.
6. Future professionals must clean up after themselves.
7. Each future professional must clean up their station, including the floor, immediately after each guest. Countertops at hair stations must remain free of clutter always.
8. Each future professional may be assigned to participate in managing the dispensary. The assigned activities mirror expectations in the salons/spas and are part of job-related training.
9. Future professionals must treat guests, classmates and faculty with respect; future professional will extend courtesy by communicating in respectful manner.

10. Future professionals may not enter the office without permission.
11. Future professionals shall be ready with appropriate tools in order take all appointments given and or to complete assignments given each day.
12. Additional materials for services must be approved by an educator. Products not issued by Evergreen Beauty College must be approved by the department educator (i.e. client or future professional use of their own products).
13. Support an environment of learning and free of disruption. Fighting and Abusive or Foul language will not be tolerated. Immediate disciplinary action may be taken in the event of foul language and/or fighting, and may result in suspension and/or termination.
14. Future professionals may not bring weapons onto the campus included, but not limited to guns, knives, club, bomb, etc.
15. A future professional must be able to perform all services and fully participate in activities or they may be clocked out and sent home for the day.

Future Professional Conduct

I commit myself to:

1. …be consistently positive, mature, and enthusiastic.
2. …convey my positive attitude through my body language, posture, and smile.
3. …understand that I must be in school on time and prepared as scheduled.
4. …cooperate with other students, staff and guests.
5. …accept personal responsibility for the appearance and cleanliness of the school facilities.
6. …work to my peak capacity, to take full advantage of all learning opportunities, and to apply what I have learned to ensure that my guests look and feel great.
7. …recognize that serving guests is a privilege, not a right.
8. …follow school policies and to respect the rules.
9. …complete the minimum practical services according to my respective departments in order to receive a diploma.
10. …take responsibility for the materials that are covered when I am absent from theory and practical classes. It is my responsibility to make arrangements with my educator to make up the material missed.
11. …take ownership in my education. When I have not taken or passed a test, I must take a make-up test. The time will be set by an educator. I must notify my educator if I know I will be absent. Passing for make-up tests is set at 76%
12. …be truthful in my statements.

Dress Code

The "Spirit of the Dress Code" is to draw attention to the hair, skin, nails, and simulate industry expectations. The College believe that dressing professionally each day is a key ingredient to your success. Dress each day as you would dress for an interview.

The following set of guidelines are intended to help each future professional establish their own personal image, while also developing a strong professional image as a future leader in the beauty industry. The College reserves the right to determine whether apparel satisfies the dress code. If at any time the staff finds a future professional out of dress code, the future professional will be asked to clock out to change and may return. Repeated dress code violations may lead to termination.

General Dress Code Guidelines - All future professionals are expected to wear:

- Solid BLACK clothing which completely covers the shoulders, cleavage, underarms, midriff and back.
- Future Professionals enrolled in the Barber Programs are required to wear a collared shirt, with a necktie or bow tie.
- A school issued name tag must be worn on the chest and must be visible at all times.
- Dresses, skirts, and/or long shirts (with leggings) must be no shorter than 2 inches above the knee. Professional Capri length pants must be at least mid-calf length.

- Accessories may be worn which are tasteful and professional and which enhance your nails, skin, or hair in the spirit of the professional beauty and wellness industry. Accessories and zippers, buttons, embellishments on garments shall be minimal, not distracting, and worn in such a manner as to not interfere with the future professional's ability to complete assignments.
- Earrings may be worn in the ears and must be tasteful and professional. Facial piercings are limited to two small studs (barbells are considered 2 studs) – no ring style piercings are allowed.
- Attire and accessories which are in line with common dress code practices in the Professional Salon/Spa Industry. Buttons, lapel pins, etc. must be school issued only.
- Clothing/Garments which are modest in design must be in excellent condition and free of holes, tears or stains.
- Shoes should be in excellent condition and fit well, to be safe and comfortable.
- A school issued lab coat or apron should be worn while clocked in.

Dress Code Restrictions:

- Shorts, hats, bandanas, hooded shirts/sweaters are not permitted.
- Sweat pants/shirts or athletic attire are not permitted.
- Low rise slacks are not permitted.
- Undergarments must not be visible at any time.
- No footwear which resembles bedroom slippers, Flip Flops or shoes which 'split the toe.'
- Coats and jackets worn in the school shall be solid BLACK and may only be worn in classrooms at the discretion of the educator. No coats or jackets can be worn in the student salon at any time.

Variations to the General Dress Code Guidelines:
A "splash of color" is allowed through accessories including: jewelry, ties, scarves/pocket squares, hair accessories, belts, watches, make-up, nail polish, socks, and shoes.

Personal Grooming
As leaders in the hair, skin and nail industry, we must maintain an impeccable level of personal grooming at all times. The College future professionals are required to meet the following personal grooming standards while on campus:

- All future professionals shall arrive at school fully groomed and professional in appearance (i.e. showered, hair done, and makeup applied). All personal grooming should be complete PRIOR to clocking in for the day.
- Hair shall be clean, dry, and appropriately styled each day.
- Makeup shall be tasteful, professional, and neatly done each day. Even a small amount of makeup can complete a professional appearance.
- Fingernails and toenails should be clean, well groomed, and an appropriate length. Nails should be free of chips if nail polish is worn.

Payment and Financial Obligations Policy

- All students and/or persons who have signed an enrollment agreement, addendum, and/or promissory note with the College are required to pay tuition in a timely manner.
- It is unfair to expect to receive an education for free as this elevates the costs of instruction to other students.
- Failure to keep your tuition payments current can result in your suspension and/or termination from enrollment at the school.
- All students who have applied for and request that eligible awards are paid on their behalf through various financial assistance programs and or local, state or tribal agencies are required to provide documentation on a timely basis and as requested.
- All laws, rules and regulations of outside agencies must be followed by applicants for assistance.

- The school has the right to ask all applicants for payment/financial assistance to provide proof of any information the applicant has claimed to be fact.
- Providing false information on an application is considered fraud and is punishable by law.
- Funds disbursed on behalf of or to a student are to be used for educationally related purposes only.
- Funds are required to be paid back according the agency or promissory note requirements, Refund/Return to Title IV Regulations and/or over payment regulations. Failure to pay according to terms and conditions may result in suspension or dismissal from the program of study, damaged credit and legal action amongst others.

Electronic Devices

Cell phones and personal devices, with permission, may be used in the classroom or on the student salon floor for learning at the direction of an educator. The use and the presence of devices must not be distracting. All other uses must be in the designated areas.

Hands-free devices such as headsets, blue tooth attachments, ear phones etc., shall not be worn unless in the respective areas where phone use is permitted, or approved by an educator.

Electronic Recording

Students shall receive approval from their educator and/or staff member prior to any recording (e.g., audio, video). The approval shall be received each time a recording takes place. In addition, student must notify all parties involved of recording and recording must be conspicuous (in plain view and obvious). Violations may result in disciplinary action, including termination.

Theft

The College does not tolerate future professional/employee theft. In the case of a future professional or employee caught stealing from the company, the consequences may result in:

- Termination
- Prosecution
- Recovery of all losses
- Civil lawsuit for the recovery of investigation costs and damages.

Penalties/Discipline

Any future professional found in violation of any of the above rules may be subject to disciplinary action which may include suspension or termination. Issues such as, but not limited to, safety, harassment, theft, violation of student conduct code, etc., may be processed through an expedited process which may lead directly include suspension, termination, and prosecution. Terminated/suspended future professionals may be accepted back in the school only at the discretion of the administration. Terminated/suspended future professionals may not return to school property during their time of termination/suspension, unless approved by the administration.

Separation of Enrollment and Refunds

Withdrawal and Termination Policy

Withdrawal Policy

Future professionals may voluntarily withdraw by filling out the appropriate form or submitting a letter to the Campus Director's office. A student's enrollment will be terminated if the future professional is not in attendance for more than 14 calendar days, unless the Future Professional is taking an approved leave of absence. Any refunds due will be calculated in accordance to College's policy. There are no temporary withdraws, only leave of absences. A Future Professional is considered to be withdrawn when one of two conditions occur:

1. The student "Officially" notifies the Campus Director that the student has the intent to withdraw. Such Notice is to be in writing.

2. Formal termination of the student shall occur 14 consecutive days after the student's last date of physical attendance (except in the case the student is on an approved Leave of Absence). Unofficial withdrawals for students are determined by the school through monitoring clock hours attendance at least every thirty (30) days.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA.

Termination Policy
Future professionals may be terminated for violations of rules, cheating, poor attendance, improper conduct, and/or failure to maintain satisfactory academic progress.

If a future professional wishes to appeal his/her termination (overturn), they may do so in writing within 30 calendar days. Once received, an Appeals Committee with be gathered comprised of a minimum of two of the following persons: President, director/instructor, and/or staff member. The appeal committee will issue a response within 30 calendar days of the receipt of the written appeal.

Transcripts
Transcripts may be requested by reaching out the Financial Aid Office. Unofficial transcripts may be requested, however all financial obligations shall be met prior to issuance of official transcripts. Only upon completion of the withdrawal requirements may a certified Final Transcript of Hours be forwarded to the State Regulating Agency. If withdrawal requirements are not met, no transcript shall be released. Graduates' Permanent Transcripts may be requested at the end of the program proving all exit paperwork and obligations are completed.

Official Withdraw
Official withdraw is either student initiated in writing, or school initiated because of conduct. The school will terminate a student's enrollment for a violation of policy, such as the student's attendance does not meet the minimum requirement, or did not return from a leave of absence.

Students who do not complete their program prior to course completion, should circumstances allow, shall:

- Complete all required exit paperwork
- Attend an exit interview
- Contact the Campus Director to satisfy all debt owed to the school or make satisfactory arrangements for debts to the school

Future professionals who withdraw or terminate prior to course completion will be charged a $150.00 withdrawal fee.

Personal items left at the school more than 14 days after withdrawing/termination, become property of the school.

A future professional who withdrawals from his/her contracted course or prior to completing his/her training will have a notice placed in his/her file as to their progress Satisfactory Academic Progress Status at the time of withdrawal. A future professional who applies for re-entry (re-enrollment) shall return in the same Satisfactory Academic Progress Status.

All financial obligations from prior periods of enrollment must be satisfied prior to re-entry. See related Re-entry Policy.

Transcripts are maintained according to regulatory time period requirements, not be less than six years after the time of attendance

Payments Received/Refund

Payments received will be assigned to the applicable student ledger. Credit balances will be paid directly to the

student unless otherwise requested prior by state, federal or government agencies, and scholarship organization.

Institutional Refund and Return to Title IV Funds Policies

Institutional Cancellation and Refund Policy:

Official cancellation or withdrawal shall occur on the earlier of dates of 1, 2, 3, 5, 7, 9, 10, 11 and 12.

1. An applicant not accepted by the College shall be entitled to a refund of all monies paid to the school.

2. If a future professional or guardian [in case of an underage future professional] cancels his/her enrollment within three (3) business days after signing the contract, the following conditions must be met in order for the future professional to receive a full refund.

A. A written notice mailed and postmarked within the three day (3) rule must be submitted to the school administration; OR
B. A written notice delivered in person to the school administrator within three (3) business days of enrollment.

In the event of dispute over timely notice, the burden of proof rests on the future professional.

3. If the future professional cancels his/her contract after the three (3) day period, but prior to starting the course, all monies except a registration fee of $100.00 will be returned.

4. The cost of the tool kit/textbooks and supplies are not included in the tuition adjustment computations. These items become the property of the future professional when issued. The College does not participate in a secondary market; items once opened from its original packaging are nonreturnable.

5. Future professionals who terminate, or is expelled, prior to course completion will be charged a $150.00 termination fee.

6. For all future professionals enrolled and in class, the following refund policy shall apply to students who enroll and begin classes beyond the three (3) day period after signing the enrollment agreement:

PERCENTAGE OF SCHEDULED ENROLLMENT TIME TO HOURS IN ACADEMIC YEAR:	TOTAL TUITION OWED*:
0.01% to 4.9%	20.0%
5.00% to 9.9%	30.0%
10.0% to 14.9%	40.0%
15.0% to 24.9%	45.0%
25.0% to 49.9%	70.0%
50.0% and over	100%

Scheduled enrollment time is defined as the scheduled time elapsed between the actual beginning of the course and the date of the future professional's last recorded day of attendance at the College. Scheduled enrollment time is not actual enrollment time. Refunds are calculated based on the student's last date of attendance. Any monies due the future professional will be refunded within 45 days of the formal notice of cancellation as defined in the item #2, or formal termination of the contract at the school's discretion, which may occur no more than 30 days from the last date of recorded attendance or in the event of a leave of absence from the documented date of return. This will apply through both an official or unofficial cancellation or withdrawal. The date of withdrawal determination for a future professional who do not return from a leave of absence will be a calculated as follows: the date that the school is notified of the future professional's departure is used as the termination date, or the scheduled date of return from the leave of absence, whichever is earlier. In an official cancellation or withdrawal, the cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school in person.

Note: Refund percentages are applied separately to each academic year. Once a student enters a new academic year (e.g., after completing 900 hours in Cosmetology), a new tuition segment begins and a new refund calculation applies to that portion of tuition.

**If balances are owed on the date of termination or withdraw, the future professional is responsible for the payment in full of the balance on that date*.

7. If the College is permanently closed, after the future professional has enrolled, and instruction has begun, the College will make arrangements. The future professional shall be entitled to appropriate pro-rata refund of tuition or participate in a Teach-Out Program. The institution will submit a list of all students who were enrolled at the time of school closure including the amount of each pro rata refund to its accrediting agency.

8. If a future professional suffers a catastrophic accident, a death in the family, or circumstances beyond ordinary and reasonable control of the future professional, the school may make a reasonable and fair settlement in the best interests of both parties, (i.e.: The College and the future professional and/or the family of the future professional).

9. If a future professional does not return from a leave of absence, the date of expiration shall be the earlier date of the date the future professional notifies the institution that they will not be returning or the last date of leave will be used as the termination date.

10. If a course is cancelled subsequent to a future professional's enrollment, and before instruction in the course and/or program has begun, the College shall at its option:

A. Provide a full refund of all applicable monies paid; or
B. Provide completion of the course.

11. If the College cancels a course/and program and ceases to offer instruction after the future professional has enrolled and instruction has begun, the school at its option:

A. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; OR
B. Provide completion of the course and/or program; OR
C. Participate in a Teach-Out Agreement; OR
D. Provide a full refund of all monies paid.

12. If the future professional does not notify the school that they are withdrawing, formal termination shall be based on monitoring of participation determined by the institution at least every 30 days. The refund will be based on the last date of attendance.

Collection Policy

Collection procedures reflect good taste and sound ethical business practices. Collection correspondence regarding cancellation and settlement from the school, banks, collection agencies, lawyers or any other third parties representing the institution will acknowledge the existence of the refund policy outlined in the enrollment agreement. If promissory notes or contracts for tuitions are sold or discounted to third parties, the third party will comply with the refund policy of the institution.

Return to Title IV Policy (Federal Financial Aid)

The law specifies how Evergreen Beauty College must determine the amount of Title IV program assistance that a student earns if a student withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants and Direct Stafford Loans.

When a Future Professional withdraws during your payment period (see award letter for payment periods) the amount of Title IV program assistance that the Future Professional has earned up to that point is determined by a specific formula. If the Future Professional received (or the student's school received on your behalf) less

assistance than the amount that the Future Professional earned, the student may be able to receive those additional funds. If the student received more assistance than the student earned, the excess funds must be returned by the school and/or the student.

Title IV funds will be returned in the following order, contingent on the school's participation upon these programs: Unsubsidized Stafford Loan, Subsidized Direct Stafford Loan, Direct PLUS (Parent), and finally Pell Grant.

The amount of assistance that the student has earned is determined on a pro rata basis. For example, if the student completed 30% of the student's payment period, the student earns 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period, the student earns all the assistance that the student was scheduled to receive for that period.

If the student did not receive all of the funds that the student earned, the student may be due a post withdrawal disbursement. If the post withdrawal disbursement includes loan funds, the student may choose to decline the loan funds so that the student does not incur additional debt. The school may automatically use all or a portion of the student's post-withdrawal disbursement (including loan funds, if the student accepted them) for tuition and fees. For all other school charges, the school needs the student's permission to use the post withdrawal disbursement. If the student does not give the school permission (which some schools ask for when you enroll), the student will be offered the funds.

There are some Title IV funds that the student was scheduled to receive that the student cannot earn once the student withdraws because of other eligibility requirement. For example, if the student is a first time, first- year undergraduate student and the student has not completed the first 30 days of the student's program before the student withdraws, the student will not earn any Direct Loan funds that the student would have received had the student remained enrolled past the 30th day.

If the student receives (or the school receives on the student's behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of the student's funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of the student's Title IV program funds.

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, the student must repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The amount of a grant overpayment that the student must repay is half of the unearned amount. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

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

Questions regarding Title IV Program

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Post Withdrawal Disbursement (PWD)

A PWD is due when the amount of Title IV aid earned is greater than the amount of Title IV aid disbursed. The actual amount of the PWD is the difference between the amount of Title IV aid earned and the amount of the

Title IV aid disbursed.

If outstanding charges exist on the future professional's account, the school may credit the future professional's account with all or a portion of the PWD. However, if Title IV loan funds are used to credit the future professional's account the college must first notify the future professional and provide the opportunity to cancel all or a portion of the loan.

Any amount of a PWD that is not credited to the future professional's account must be offered to the future professional within 30 days of the date that the college determined that the future professional withdrew. The offer must be made in writing and will also notify the future professional that no PWD will be made if the future professional does not respond within 14 days of the date that the college sent the notification. The notification will also inform the future professional that they may accept or decline some or all of the PWD that is not credited to the future professional's account.

Catalog Appendix

Physical & Safety Requirements

Cosmetologist & Cosmetologist Hybrid: Students must be able to manipulate comb, cutting instruments, blower, brush, etc. with the use of their hands, hold arms and hands above the client's head and walk around client's head and bend the knees and/or back while performing the service. Students should expect to work with various types of solution, beauty products and chemicals.

Hair Design & Hair Design Hybrid: Students must be able to manipulate comb, cutting instruments, blower, brush, etc. with the use of their hands, hold arms and hands above the client's head and walk around client's head and bend the knees and/or back while performing the service. Students should expect to work with various types of solution, beauty products and chemicals.

Barber & Barber Hybrid: Students must be able to manipulate comb, cutting instruments, blower, brush, etc. with the use of their hands, hold arms and hands above the client's head and walk around client's head and bend the knees and/or back while performing the service. Students should expect to work with various types of solution, beauty products and chemicals.

Manicurist & Manicurist Hybrid: Students must be able to manipulate nail tools while holding the client's hand and/or foot, bend over while seated, and perform massage manipulations with both hands. Students should expect to work with various types of solution, beauty products and chemicals.

Esthetician & Esthetician Hybrid: Student must be able to manipulate the face with their hands, apply and remove creams and lotions, and utilize skin instruments in a while standing and/or seated. Students should expect to work with various types of solution, beauty products and chemicals.

Master Esthetician and Master Esthetician Hybrid: Student must be able to manipulate the face with their hands, apply and remove creams and lotions, and utilize skin instruments in a while standing and/or seated. Student should be able to operate lasers and apply medium depth peels. Students should expect to work with various types of solution, beauty products and chemicals.

Instructor and Instructor Hybrid: Trainees must be able to complete the above-mentioned physical requirements in their field of study when learning how to instruct students. Trainees should be ready to work with various types of solution, beauty products and chemicals.

The expectation of the industry may encompass all the above, in addition to licensure. Individual employers may have other pre-requisites for employment as well.

Job Demand – Results for Washington

There are a number of different resources that are available for the student to research on the job demand, salary expectations, and employment outlook.

Many individuals ask how much they can reasonably make as a license professional (e.g. Cosmetologist, Hair Design, Barber, Esthetician, Master Esthetician, Manicurist and Instructor). The answer depends on an individual choices such as working full time/part time, as an employee/self-employed, commission/salary, etc.

The College makes no representation of any income resulting in undergoing our training.

The student must research and assess what they believe to be true based on their personal parameters.

The College encourages the student to research to make an informed decision.

Training Cost and Special Fees

The training cost and fees are effective as of 01/01/2026.

Cosmetologist/Cosmetologist Hybrid Course 1,600hrs
(WA Req: 1,600hrs)
Training costs may be paid with a minimum down of $1,000.00 and the balance due in 11 monthly payments.

Tuition*	$22,160.00
Equipment/Kit/Book/Others	2,079.41
Technology Fee	300.00
Registration Fee	100.00
Total	$24,639.41

Hair Design/Hair Design Hybrid Course 1,400hrs (WA Req: 1400hrs)
Training costs may be paid with a minimum down of $1,000.00 and the balance due in 8 monthly payments.

Tuition*	$19,800.00
Equipment/Kit/Book/Others	1,935.30
Technology Fee	300.00
Registration Fee	100.00
Total	$22,135.30

Barber/Barber Hybrid Course 1,000hrs
(WA Req: 1,000hrs)
Training costs may be paid with a minimum down of $1,000.00 and the balance due in 8 monthly payments.

Tuition*	$15,250.00
Equipment/Kit/Book/Others	2,203.32
Technology Fee	150.00
Registration Fee	100.00
Total	$17,703.32

Manicurist/Manicurist Hybrid Course 600hrs
(WA Req. 600hrs)
Training costs may be paid with a minimum down of $1,000.00 and the balance due in 5 monthly payments.

Tuition*	$9,150.00
Equipment/Kit/Book/Others	1,274.87
Technology Fee	150.00
Registration Fee	100.00
Total	$10,674.87

Esthetician/Esthetician Hybrid Course 750hrs
(WA Req. 750hrs)
Training costs may be paid with a minimum down of $1,000.00 and the balance due in 5 monthly payments.

Tuition*	$13,312.50
Equipment/Kit/Book/Others	1,921.45
Technology Fee	150.00
Registration Fee	100.00
Total	$15,483.95

Master Esthetician/Master Esthetician Hybrid Course 1,200hrs
(WA Req. 1,200hrs)
Training costs may be paid with a minimum down of $1,000.00 and the balance due in 10 monthly payments.

Tuition*	$19,800.00
Equipment/Kit/Book/Others	2,731.00
Technology Fee	300.00
Registration Fee	100.00
Total	$22,931.00

Instructor/ Instructor Hybrid Course 600hrs
(WA Req. 500hrs)
Training costs may be paid with a minimum down of $1,000.00 and the balance due in 5 monthly payments.

Tuition*	$8,850.00
Equipment/Kit/Book/Others	434.64
Technology Fee	150.00
Registration Fee	100.00
Total	$9,534.64

Payments may be paid by cash, check, money order, credit/debit card. The College participates in the Federal Student Financial Aid program (Title IV) and other student aid programs (collectively Financial Aid). Financial Aid is available for those who qualify.

Sales of Equipment/Kit/Books are subject to Local Sales Tax, which will be calculated based on the campus location. Students should be prepared to pay for state practical and testing fees of approximately $300.00 along with any state testing supplies.

Educational Supplies – Equipment/Kit/Book/Others

The following educational supplies are mandatory.
In each educational training program ("Program"), students are required to have the entirety of the corresponding Kit for the duration of their Program. Students may not opt out of purchasing or maintaining portions of the kit. Students are required to replace any portions of the kit, as needed, during their Program.

Textbooks (E-Book or physical book) Required by Program:

Cosmetologist Hybrid/Cosmetologist: CIMA for Cosmetology 14th (ISBN: 9780357873441) ExamReady (ISBN 9798214522869)

Hair Design Hybrid/Hair Design: CIMA for Cosmetology 14th (ISBN: 9780357873441)

Barber Hybrid/Barber: CIMA for Barbering 6th (ISBN: 9780357812587), ExamReady (ISBN 9798214523040)

Master Esthetician Hybrid/Master Esthetician: CIMA for Esthetics 12th (ISBN 9780357812563), CIMA for Advance Esthetics 2nd (ISBN 9780357812594)

Esthetician Hybrid/Esthetician: CIMA for Esthetics 12th (ISBN 9780357812563), ExamReady (ISBN 9798214522951)

Manicuring Hybrid/Manicuring: CIMA for Nails 8th (ISBN 9780357812570), ExamReady (ISBN 9798214523132)

Instructor Hybrid/Instructor: CIMA for Professional Educator, 4th (ISBN 9781337786867), Success Principles (ISBN 978-0063391017)

Educational Consumer Information

Important Consumer Information

Compliance with the code of Federal Regulations (CFR 668.6) governing the administration of Higher Education Act Title IV program funds requires the following disclosures for each school (OPE ID#) by program, SOC (Standard Occupational Classification) Code, and CIP (Classification of Instructional Program) Code. You may access occupational profiles for each occupation on line at https://nces.ed.gov/ipeds/cipcode

If you have any challenges, please contact the College, and the Campus Director will assist you.

Cosmetologist/Cosmetologist Hybrid (SOC 39-5012) (CIP 12.0401)
The occupation is "Licensed Cosmetologist"
The nature is operator in all phases of hair, skin, & nails as described by the Licensing Department of the State of Washington.
The level is job entry employment as a Cosmetologist.

Barber/Barber Hybrid (SOC 39-5011) (CIP 12.0402)
The occupation is "Licensed Barber"
The nature is operator in hair design as described by the Licensing Department of the State of Washington. The level is job entry employment as a Barber.

Manicurist/Manicurist Hybrid (SOC 39-5092) (CIP 12.0410)
The occupation is "Licensed Manicurist"
The nature is operator in all phases of manicuring and artificial nails as prescribed by the Licensing Department of the State of Washington.
The level is job entry employment as a Manicurist.

Esthetician/Esthetician Hybrid (SOC 39-5094) (CIP 12.0409)
The occupation is "Licensed Esthetician"
The nature is operator in limited phases of skin care as prescribed by the Licensing Department of the State of Washington.
The level is job entry employment as an Esthetician.

Master Esthetician/Master Esthetician Hybrid (SOC 39-5094) (CIP 12.0414)
The occupation is "Licensed Master Esthetician"
The nature is operator in limited phases of skin care, along with laser and medium depth peels, as prescribed by the Licensing Department of the State of Washington.
The level is job entry employment as an Esthetician.

Instructor/Instructor Hybrid [Vocational Education Teacher] (SOC 25-1194) (CIP 12.0413)
The occupation is "Licensed Instructor"
The nature is instructor in Cosmetology, Barbering, Manicuring, or Esthetics.
The level is job entry as an instructor of Cosmetologist, Barber, Manicurist, or Esthetician.

Hair Designer/Hair Design Hybrid (SOC 39-5012) (CIP 12.0407)
The occupation is "Licensed Hair Designer"
The nature is operator in all phases of hair as described by the Licensing Department of the State of Washington.
The level is job entry employment as a Hair Designer.

Chart of Consumer Information and Data as disclosed on the school's website and a paper copy is available upon request.

On-Time Graduation – The percentage of students who completed a program within the normal time to complete, which is described in the catalog, based on the student's schedule, and provided in the enrollment agreement for a student to complete the program without incurring additional charges.

Tuition, fees, books and supplies – charged to students for completing a program within normal time.

Placement Rate – for students completing a program, calculated according to methodology required by the school's accrediting agency.

Median Loan Debit – for students completing a program separated by Title IV, HEA Loans, Private Loans and Intuitional financing plans.

Consumer Information Chart Data Codes: N/D – No Data – No Students in the program for the reporting period, N/A –Not Applicable – New Campus with insufficient data to report, and D/P – Data Protected per U.S. Department of Education privacy concerns.

Consumer Information – Location and Assistance

- Financial Assistance**-** *Admissions, Website: Catalog*
- Enrollment Costs **-** *Website: Catalog*
- Cost of Attendance – *Financial Aid, Website*
- Kit and Supplies Disbursement **-** *Admissions, Website: Catalog*
- Student Loan Obligations, Counseling & Repayment**-** *Website*
- Graduation, Completion Rates, Placement- *Website: Catalog*
- Institution Accreditation and Licensing **–** *Website: Catalog*
- Satisfactory Progress Policy**-***Website: Catalog*
- FERPA (Family Educational Rights and Privacy Act) *Website: Catalog*
- Security Policies & Crime Statistics**-***Administration Office, Website: Annual Security Report*
- Student Body Diversity**-***Website*
- Transferability of Credit**-** *Website: Catalog*
- Cancellation and Refunds- *Website: Catalog, Enrollment Contract*
- Educational Programs/Course Outlines with course objectives **-** *Website: Catalog*
- Drug and Alcohol Abuse Prevention- *Orientation Material, Website*
- Voter Registration Application**-***Orientation Material, Website*
- Copyright Policy**-** *Website: Catalog*
- Additional information on Sex and Drug Abuse – *Website, Administration Office*
- Violence Against Women Act information– *Administration Office, Website*
- Emergency Evacuation and Lock Down Procedure – *Administration Office, Annual Security Report*
- Net Price Calculator – *Website*
- General Consumer Disclosure – *Website, Website: Catalog*
- Wage & Earnings – *Website and Catalog*
- Title IX Policy – *Website*
- Pre-Dispute Arbitration Agreement and Class Action Waiver – *Website, Catalog*

Outcome Rate Assessment

The 2024 outcome rates were calculated in accordance to the guidelines by the National Accrediting Commission of Career Arts and Sciences.

The completion, placement and licensure rates are reported on the cumulative of all related programs offered at main campus and all associated additional locations. In addition, the outcome rates also include cumulative of all related programs offered at the individual main campus or additional location. Programs are considered related, if the first four (4) digits of the programs' classification of instruction program (CIP) codes are identical. Cosmetology (CIP Code: 12.04), Hair Design (CIP Code: 12.04), Esthetics (CIP Code: 12.04), Master Esthetics (CIP Code: 12.04), Barber (CIP Code: 12.04), Instructor (CIP Code: 12.04).

Graduation rates are calculated based on the cohort of students that were scheduled to graduate that graduated. Placement rates are calculated based on the cohort of students that were eligible to count towards placement that were placed; students that did not provide/disclose to the college with placement information were not counted as placed. Licensure rate was calculated based on the cohort of students that took all parts of the required state exams that passed. Specific definitions and guidelines of the calculations can be attained by contacting the accrediting agency.

Cumulative of all related programs offered at Bellingham, Mount Vernon, Everett, Renton, Olympia and Yakima Campus are Graduation Rate (90%), Placement Rate (68%), and Licensure Rate (95%), rounded to the nearest percentage point. Cumulative of all related programs offered at Bellingham are Graduation Rate (90%), Placement Rate (78%), and Licensure Rate (93%), rounded to the nearest percentage point. Cumulative of all related programs offered at Mount Vernon are Graduation Rate (92%), Placement Rate (79%), and Licensure Rate (92%), rounded to the nearest percentage point. Cumulative of all related programs offered at Everett are Graduation Rate (89%), Placement Rate (66%), and Licensure Rate (98%), rounded to the nearest percentage point. Cumulative of all related programs offered at Renton are Graduation Rate (91%), Placement Rate (63%), and Licensure Rate (95%), rounded to the nearest percentage point. Cumulative of all related programs offered at Yakima are Graduation Rate (90%), Placement Rate (68%), and Licensure Rate (89%), rounded to the nearest percentage point.

Cumulative of all related programs offered at the North Seattle – Shoreline for Graduation Rate (87%), Placement Rate (76%), and Licensure Rate (95%), rounded to the nearest percentage point.

EVERGREEN BEAUTY COLLEGE

CAMPUS CRIME REPORT – MOUNT VERNON CAMPUS

509 S. 1ST Street, Mount Vernon, WA 98274

The Campus Director prepares this report to comply with the Jeanne Clery Campus Safety Act. Campus crime, arrest, and referral statistics include those reported to the Campus Director and local law enforcement agencies. Copies of the report may be obtained in the Campus Director's Office or by calling (425) 336-5123. All prospective employees may obtain a copy from the Campus Director or by calling (425) 336-5123.

To Report A Crime: Contact the Campus Director at (425) 336-5123 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the College buildings should be reported to the Campus Director.

Offense	On Campus			Public Property		
	2023	2024	2025	2023	2024	2025
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hazing	N/A	N/A	0	N/A	N/A	0
VAWA Offenses						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Arrests & Disciplinary Referrals						
Liquor Law Arrests	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0
Drug Law Arrests Referred for Disciplinary Action	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0

Hate Crimes – There were no Hate Crimes reported for 2023, 2024 or 2025.

Complete Annual Campus Security Report is available for review in the Administration Office or at https://www.evergreenbeauty.edu/disclosures/

EVERGREEN BEAUTY COLLEGE

CAMPUS CRIME REPORT – EVERETT CAMPUS

802 SE Everett Mall Way, Suite A, Everett, WA 98208

The Campus Director prepares this report to comply with the Jeanne Clery Campus Safety Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Campus crime, arrest, and referral statistics include those reported to the Campus Director and local law enforcement agencies. Copies of the report may be obtained in the Campus Director's Office or by calling (425) 336-5123. All prospective employees may obtain a copy from the Campus Director or by calling (425) 336-5123.

To Report A Crime: Contact the Campus Director at (425) 336-5123 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the College buildings should be reported to the Campus Director.

Offense	On Campus			Public Property		
	2023	2024	2025	2023	2024	2025
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	1	0	0
Arson	0	0	0	0	0	0
Hazing	N/A	N/A	0	N/A	N/A	0
VAWA Offenses						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Arrests & Disciplinary Referrals						
Liquor Law Arrests	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0
Drug Law Arrests Referred for Disciplinary Action	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0

Hate Crimes – There were no Hate Crimes reported for 2023, 2024 or 2025.

Complete Annual Campus Security Report is available for review in the Administration Office or at https://www.evergreenbeauty.edu/disclosures/

EVERGREEN BEAUTY COLLEGE

CAMPUS CRIME REPORT – NORTH SEATTLE - SHORELINE CAMPUS

18336 Aurora Ave N, Suite 103, North Seattle – Shoreline, WA 98133

The Campus Director prepares this report to comply with the Jeanne Clery Campus Safety Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Campus crime, arrest, and referral statistics include those reported to the Campus Director and local law enforcement agencies. Copies of the report may be obtained in the Campus Director's Office or by calling (425) 336-5123. All prospective employees may obtain a copy from the Campus Director or by calling (425) 336-5123.

To Report A Crime: Contact the Campus Director at (425) 336-5123 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the College buildings should be reported to the Campus Director.

Offense	On Campus			Public Property		
	2023	2024	2025	2023	2024	2025
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	1	0	0	0	0
Motor Vehicle Theft	0	0	0	1	0	0
Arson	0	0	0	0	0	0
Hazing	N/A	N/A	0	N/A	NA/	0
VAWA Offenses						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Arrests & Disciplinary Referrals						
Liquor Law Arrests	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0
Drug Law Arrests Referred for Disciplinary Action	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0

Hate Crimes – There were no Hate Crimes reported for 2023, 2024 or 2025.

Complete Annual Campus Security Report is available for review in the Administration Office or at https://www.evergreenbeauty.edu/disclosures/

EVERGREEN BEAUTY COLLEGE

CAMPUS CRIME REPORT – RENTON CAMPUS

1222 Bronson Way North, Renton, WA 98057

The Campus Director prepares this report to comply with the Jeanne Clery Campus Safety Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Campus crime, arrest, and referral statistics include those reported to the Campus Director and local law enforcement agencies. Copies of the report may be obtained in the Campus Director's Office or by calling (425) 336-5123. All prospective employees may obtain a copy from the Campus Director or by calling (425) 336-5123.

To Report A Crime: Contact the Campus Director at (425) 336-5123 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the College buildings should be reported to the Campus Director.

Offense	On Campus			Public Property		
	2023	2024	2025	2023	2024	2025
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	1	0	0	0	0
Motor Vehicle Theft	0	0	0	1	3	0
Arson	0	0	0	0	0	0
Hazing	N/A	N/A	0	N/A	N/A	0
VAWA Offenses						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Arrests & Disciplinary Referrals						
Liquor Law Arrests	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0
Drug Law Arrests Referred for Disciplinary Action	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0

Hate Crimes – There were no Hate Crimes reported for 2023, 2024 or 2025.

Complete Annual Campus Security Report is available for review in the Administration Office or at https://www.evergreenbeauty.edu/disclosures/

EVERGREEN BEAUTY COLLEGE
CAMPUS CRIME REPORT – YAKIMA CAMPUS
401 N. 1ST Street, Yakima, WA 98901

The Campus Director prepares this report to comply with the Jeanne Clery Campus Safety Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Campus crime, arrest, and referral statistics include those reported to the Campus Director and local law enforcement agencies. Copies of the report may be obtained in the Campus Director's Office or by calling (425) 336-5123. All prospective employees may obtain a copy from the Campus Director or by calling (425) 336-5123.
To Report A Crime: Contact the Campus Director at (425) 336-5123 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the College buildings should be reported to the Campus Director.

Offense	On Campus			Public Property		
	2023	2024	2025	2023	2024	2025
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	1	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hazing	N/A	N/A	0	N/A	N/A	0
VAWA Offenses						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Arrests & Disciplinary Referrals						
Liquor Law Arrests	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0
Drug Law Arrests Referred for Disciplinary Action	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0

Hate Crimes – There were no Hate Crimes reported for 2023, 2024 or 2025.

Complete Annual Campus Security Report is available for review in the Administration Office or at https://www.evergreenbeauty.edu/disclosures/

EVERGREEN BEAUTY COLLEGE
CAMPUS CRIME REPORT – BELLINGHAM CAMPUS
1414 Cornwall Ave., Bellingham, WA 98225

The Campus Director prepares this report to comply with the Jeanne Clery Campus Safety Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Campus crime, arrest, and referral statistics include those reported to the Campus Director and local law enforcement agencies. Copies of the report may be obtained in the Campus Director's Office or by calling (425) 336-5123. All prospective employees may obtain a copy from the Campus Director or by calling (425) 336-5123.

To Report A Crime: Contact the Campus Director at (425) 336-5123 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the College buildings should be reported to the Campus Director.

Offense	On Campus			Public Property		
	2023	2024	2025	2023	2024	2025
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hazing	N/A	N/A	0	N/A	N/A	0
VAWA Offenses						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Arrests & Disciplinary Referrals						
Liquor Law Arrests	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0
Drug Law Arrests Referred for Disciplinary Action	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0

Hate Crimes – There were no Hate Crimes reported for 2023, 2024 or 2025.

Complete Annual Campus Security Report is available for review in the Administration Office or at https://www.evergreenbeauty.edu/disclosures/

EVERGREEN BEAUTY COLLEGE
CAMPUS CRIME REPORT – OLYMPIA CAMPUS
2703 Capital Mall Drive SW, Olympia, WA 98502

The Campus Director prepares this report to comply with the Jeanne Clery Campus Safety Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Campus crime, arrest, and referral statistics include those reported to the Campus Director and local law enforcement agencies. Copies of the report may be obtained in the Campus Director's Office or by calling (425) 336-5123. All prospective employees may obtain a copy from the Campus Director or by calling (425) 336-5123.

To Report A Crime: Contact the Campus Director at (425) 336-5123 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the College buildings should be reported to the Campus Director.

Offense	On Campus			Public Property		
	2023	2024	2025	2023	2024	2025
Murder/Non-Negligent Manslaughter			0			0
Negligent Manslaughter			0			0
Rape			0			0
Fondling			0			0
Incest			0			0
Statutory Rape			0			0
Robbery			0			0
Aggravated Assault			0			0
Burglary			0			0
Motor Vehicle Theft			0			0
Arson			0			0
Hazing			0			0
VAWA Offenses						
Domestic Violence			0			0
Dating Violence			0			0
Stalking			0			
Arrests & Disciplinary Referrals						
Liquor Law Arrests			0			0
Liquor Law Violations Referred for Disciplinary Action			0			0
Drug Law Arrests			0			0
Drug Law Arrests Referred for Disciplinary Action			0			0
Illegal Weapons Possession Arrests			0			0
Illegal Weapons Possession Violations Referred for Disciplinary Action			0			0

Hate Crimes – There were no Hate Crimes reported for 2023, 2024 or 2025.

Complete Annual Campus Security Report is available for review in the Administration Office or at https://www.evergreenbeauty.edu/disclosures/

Program Start Dates

Programs and classes that currently are unscheduled, are not considered to be actively enrolling. Hybrid Programs Start and Completion dates are aligned with the traditional programs below.

EVERGREEN BEAUTY COLLEGE

Key
Morn - Morning Classes (M-F)
AFT - Afternoon Classes (M-F)
EVE - Night Classes (M-F)

Cosmetology Hybrid - 1600 (Bellingham, Mt. Vernon, Everett, N. Seattle, Renton, Olympia, Yakima)

Schedule	Start	Completion	Est Time Frame
Morn & AFT	January 12, 2026	March 15, 2027	14 months
Morn & AFT	February 9, 2026	April 1, 2027	14 months
Morn & AFT	March 9, 2026	May 6, 2027	14 months
Morn & AFT	April 6, 2026	June 4, 2027	14 months 1 week
Morn & AFT	May 4, 2026	July 6, 2027	14 months 1 week
Morn & AFT	June 8, 2026	August 10, 2027	14 months 1 week
Morn & AFT	July 6, 2026	September 2, 2027	14 months
Morn & AFT	August 3, 2026	October 1, 2027	14 months 1 week
Morn & AFT	August 31, 2026	November 2, 2027	14 months 1 week
Morn & AFT	October 5, 2026	December 6, 2027	14 months 1 week
Morn & AFT	November 2, 2026	January 11, 2028	14 months 2 weeks
Morn & AFT	November 30, 2026	February 7, 2028	14 months 2 weeks
Morn & AFT	January 11, 2027	March 14, 2028	14 months 1 week

Cosmetology Hybrid - 1600 (N. Seattle)

Schedule	Start	Completion	Est Time Frame
EVE	March 9, 2026	May 6, 2027	14 months
EVE	June 8, 2026	August 10, 2027	14 months 1 week
EVE	August 31, 2026	November 2, 2027	14 months 1 week
EVE	November 30, 2026	February 7, 2028	14 months 2 weeks

Barbering Hybrid - 1000 (N. Seattle)

Schedule	Start	Completion	Est Time Frame
AFT/EVE	March 9, 2026	November 24, 2026	8 months 3 weeks
AFT/EVE	June 8, 2026	March 3, 2027	8 months 4 weeks
AFT/EVE	August 31, 2026	May 26, 2027	8 months 4 weeks
AFT/EVE	November 30, 2026	August 17, 2027	8 months 4 weeks

Manicurist Hybrid - 600 (Everett)

Schedule	Start	Completion	Est Time Frame
AFT	January 12, 2026	June 15, 2026	5 months 1 week
EVE	March 9, 2026	August 11, 2026	5 months 1 week
AFT	April 6, 2026	September 9, 2026	5 months 1 week
EVE	June 8, 2026	November 10, 2026	5 months 1 week
AFT	July 6, 2026	December 8, 2026	5 months 1 week
EVE	August 31, 2026	February 10, 2027	5 months 2 weeks
AFT	October 5, 2026	March 16, 2027	5 months 2 weeks
EVE	November 30, 2026	May 10, 2027	5 months 2 weeks
AFT	January 11, 2027	June 14, 2027	5 months 1 week

Manicurist Hybrid - 600 (Renton)

Schedule	Start	Completion	Est Time Frame
AFT	January 12, 2026	June 15, 2026	5 months 1 week
Morn	February 9, 2026	July 14, 2026	5 months 1 week
EVE	March 9, 2026	August 11, 2026	5 months 1 week
AFT	April 6, 2026	September 9, 2026	5 months 1 week
EVE	June 8, 2026	November 10, 2026	5 months 1 week
AFT	July 6, 2026	December 8, 2026	5 months 1 week
Morn	August 3, 2026	January 13, 2027	5 months 2 weeks
EVE	August 31, 2026	February 10, 2027	5 months 2 weeks
AFT	October 5, 2026	March 16, 2027	5 months 2 weeks
EVE	November 30, 2026	May 10, 2027	5 months 2 weeks
AFT	January 11, 2027	June 14, 2027	5 months 1 week
Morn	February 8, 2027	July 13, 2027	5 months 1 week

Manicurist Hybrid - 600 (Olympia)

Schedule	Start	Completion	Est Time Frame
AFT	January 12, 2026	June 15, 2026	5 months 1 week
Morn	February 9, 2026	July 14, 2026	5 months 1 week
AFT	July 6, 2026	December 8, 2026	5 months 1 week
Morn	August 3, 2026	January 13, 2027	5 months 2 weeks
AFT	January 11, 2027	June 14, 2027	5 months 1 week
Morn	February 8, 2027	July 13, 2027	5 months 1 week

Esthetics Hybrid - 750 (Everett/Renton/Olympia)

Schedule	Start	Completion	Est Time Frame
AFT	January 12, 2026	July 27, 2026	6 months 2 weeks
Morn	February 9, 2026	August 25, 2026	6 months 2 weeks
AFT	March 9, 2026	September 21, 2026	6 months 2 weeks
Morn	April 6, 2026	October 19, 2026	6 months 2 weeks
AFT	830-123	November 16, 2026	6 months 2 weeks
Morn	June 8, 2026	December 21, 2026	6 months 2 weeks
AFT	July 6, 2026	January 25, 2027	6 months 3 weeks
Morn	August 3, 2026	February 22, 2027	6 months 3 weeks
AFT	August 31, 2026	March 22, 2027	6 months 3 weeks
Morn	October 5, 2026	April 23, 2027	6 months 3 weeks
AFT	November 2, 2026	May 21, 2027	6 months 3 weeks
Morn	November 30, 2026	June 22, 2027	6 months 3 weeks
AFT	January 11, 2027	July 23, 2027	6 months 2 weeks

Esthetics Hybrid - 750 (Bellingham/Mt. Vernon/N. Seattle/Yakima)

Schedule	Start	Completion	Est Time Frame
AFT	January 12, 2026	July 27, 2026	
Morn	April 6, 2026	October 19, 2026	6 months 2 weeks
AFT	July 6, 2026	January 25, 2027	6 months 3 weeks
Morn	October 5, 2026	April 23, 2027	6 months 3 weeks
AFT	January 11, 2027	July 23, 2027	6 months 2 weeks

Esthetics Hybrid - 750 (Mt. Vernon)

Schedule	Start	Completion	Est Time Frame
EVE	June 8, 2026	December 21, 2026	6 months 2 weeks
EVE	November 30, 2026	June 22, 2027	6 months 3 weeks

Esthetics Hybrid - 750 (Everett/Renton)

Schedule	Start	Completion	Est Time Frame
EVE	March 9, 2026	September 21, 2026	6 months 2 weeks
EVE	June 8, 2026	December 21, 2026	6 months 2 weeks
EVE	August 31, 2026	March 22, 2027	6 months 3 weeks
EVE	November 30, 2026	June 22, 2027	6 months 3 weeks

Instructor Training Hybrid - 600 (Everett/Renton)

Schedule	Start	Completion	Est Time Frame
M/T/W	January 12, 2026	June 15, 2026	5 months 1 week
M/T/W	April 6, 2026	September 9, 2026	5 months 1 week
M/T/W	July 6, 2026	December 8, 2026	5 months 1 week
M/T/W	October 5, 2026	March 16, 2027	5 months 1 week
M/T/W	January 11, 2027	June 14, 2027	5 months 2 weeks

Instructor Training Hybrid - 600 (Yakima)

Schedule	Start	Completion	Est Time Frame
M/T/W	January 12, 2026	June 15, 2026	5 months 1 week
M/T/W	April 6, 2026	September 9, 2026	5 months 1 week
M/T/W	July 6, 2026	December 8, 2026	5 months 1 week

Scheduled Hours

Bellingham, Mount Vernon*, Everett*, North Seattle – Shoreline* , Renton*, Olympia and Yakima Campus
Operating Hours: Monday – Saturday from 8:00 AM – 9:30 PM

Schedule 1: 8:30 AM - 12:30PM
Schedule 2: 1:30 PM- 5:30 PM
Schedule 3: 5:30 PM – 9:30 PM*

Each scheduled class day, a student is scheduled for 4 hours onsite and 2 hours of distance education, which is a total of 6 hours per day. Distance Education hours are accumulated on weekly basis, Monday – Sunday. For example, if you have classes for 5 days a week, you would be scheduled for a total of 10 distance education hours. You must complete those 10 hours by the end of Sunday.

*Available for only specific programs at specific campuses

ADA Compliance Coordinator

Across All Campuses: Lauren Geller, Director of Compliance, (425) 531-7092, lauren.geller@evergreenbeauty.edu, 802 SE Everett Mall Way, Suite A, Everett, WA 98208

Students can reach out to the local campus level to the Campus Directors, who assist as the ADA Compliance Coordinator at their respective campuses, are:

Bellingham Campus: Sarah Herb, 1414 Cornwall Avenue, Bellingham, WA 98225
(360) 389--5213, sarah.herb@evergreenbeauty.edu

Mount Vernon Campus: Jenevieve Wilson, , 509 S. 1st Street, Mount Vernon, WA 98274
(425) 336-5123 x 208, jenevieve.hunt@evergreenbeauty.edu

Everett Campus: Jenevieve Wilson, 802 SE Everett Mall Way, Everett, WA 98208
(425) 336-5123 x 208, jenevieve.hunt@evergreenbeauty.edu

North Seattle - Shoreline Campus: Courtney Verble, 18336 Aurora Ave N, Suite 103, North Seattle - Shoreline, WA 98133 (425) 336-5123 x 602 Courtney.Verble@evergreenbeauty.edu

Renton Campus: Kylie Pears, 1222 Bronson Way North – Suite 230, Renton, WA 98057
(425) 243-3272, Kylie.Harris@evergreenbeauty.edu

Yakima Campus: Kyle Cutter, 401 North 1st Street, Yakima, WA 98901
(425) 336-5123, kyle.cutter@evergreenbeauty.edu

Olympia Campus: Jordan Hanson, 2703 Capital Mall Drive SW, Olympia, WA 98502
(360) 266-5788, jordan.hanson@evergreenbeauty.edu

Title IX Coordinator and Deputy Coordinators

Title IX Coordinator: Frank Trieu frank@evergreenbeauty.edu (425) 531-7092

The Campus Directors, who serve as Title IX Deputy Coordinators at their respective campuses, are:

Bellingham Campus: Sarah Herb, 1414 Cornwall Avenue, Bellingham, WA 98225
(360) 389--5213, sarah.herb@evergreenbeauty.edu

Mount Vernon Campus: Jenevieve Wilson, , 509 S. 1st Street, Mount Vernon, WA 98274
(425) 336-5123 x 208, jenevieve.hunt@evergreenbeauty.edu

Everett Campus: Jenevieve Wilson, 802 SE Everett Mall Way, Everett, WA 98208
(425) 336-5123 x 208, jenevieve.wilson@evergreenbeauty.edu

North Seattle - Shoreline Campus: Courtney Verble, 18336 Aurora Ave N, Suite 103, North Seattle - Shoreline, WA 98133 (425) 336-5123 x 602 Courtney.Verble@evergreenbeauty.edu

Renton Campus: Kylie Pears, 1222 Bronson Way North – Suite 230, Renton, WA 98057
(425) 243-3272, Kylie.Harris@evergreenbeauty.edu

Yakima Campus: Kyle Cutter, 401 North 1st Street, Yakima, WA 98901
(425) 336-5123, Kyle.Cutter@evergreenbeauty.edu

Olympia Campus: Jordan Hanson, 2703 Capital Mall Drive SW, Olympia, WA 98502
(360) 266-5788, jordan.hanson@evergreenbeauty.edu

Administrative Staff

Founder	Thi Trieu (B) (M) (E) (O) (R) (S) (Y)
President	Joe Trieu (B) (M) (E) (O) (R) (S) (Y)
VP of Finance	Theresa Tran (B) (M) (E) (O) (R) (S) (Y)
VP of Business Development	Frank Trieu (B) (M) (E) (O) (R) (S) (Y))
VP of Operations	Lauren Geller ((B) (M) (E) (O) (R) (S) (Y)
Talent Manager	Maria Tucker (B) (M) (E) (O) (R) (S) (Y)
Director of Financial Aid	Sarah Burkett (B) (M) (E) (O) (R) (S) (Y)
Director of Admission	Mike Girgus (B) (M) (E) (O) (R) (S) (Y)
Director of IT	Paul Trieu (B) (M) (E) (O) (R) (S) (Y)
Campus Directors	Sarah Herb (B)
	Jenevieve Wilson (M)
	Jenevieve Wilson (E)
	Courtney Verble (S)
	Kylie Pears (R)
	Kyle Cutter (Y)
	Jordan Hanson (O)

Faculty Member - Licensed Educators

Angel Gray (Y)
Alyssa Alonso (M)
Amber Roberts (R)
Arianna Gentry (E)
Ashley Tangaro (B)
Ashley Tieger (O)
Ashley Scharboneau (O)
Brandon Bunker(S)
Bee Blozis (E)
Chansri Vongpanya (O)
Dawn Maynard (M)
Edith Perez (Y)
Emilie Salas (E)
Francis Trieu (B) (E) (R) (S) (Y) (M) (O)
Jenevieve Wilson (E)
Jessica Taylor (E)
Jacob Kasey (S)
Janine Ayre (R)
Janell Yanefski (S)
Jody Thongulay (R)
Kassandra Escobar (M)
Kelly Williams (B)
Kim Lango (E)
Kyle Cutter (Y)
Kyle Renee Kennebrew (R)
Kylie Pears (R)
Lauren Geller (B) (E) (S) (R) (Y) (M) (O)
Lauren Zahradnik (M)
LaKrista Buckley (B)
Lisa Maggard (Y)
Lisa Potruff (E)
Maile Inova Hudson (R)
Makena Miller r (M)
Marrah Diamond (R)
Melanie Sauer (B)
Megan Winternheimer (R)
Mimi Beltran-Hanson (S)
Mina Hagins (E)
Mollie Kohn (M)
Nicole Finney (O)
Noemi Cabrera (E)
Peyton Quarnstrom (R)
Rayna Abu-Dayyah {S)
Rod Fender (B) (E) (R) (S) (Y) (M) (O)
Sara Bredwell (Y)
Sarah Herb (B)
Shannon Bedard (B)
Shanaia Soto (O)
Tamanda Nyasulu (B) (E) (R) (S) (Y) (M) (O)
Tiffany Newman (E) (S)
Thi Trieu (B) (E) (R) (S) (Y) (M) (O)

*Campus: (B) Bellingham (M) Mount Vernon (E) Everett (S) North Seattle - Shoreline (R) Renton (Y) Yakima (O) Olympia