



SCHOOL CATALOG 2025-2026

CATALOG DISCLOSURES

Original Publication Date: June 6, 2021

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The information contained in this catalog was accurate at the time of publication. However, any details in the catalog—such as tuition, fees, costs, class schedules, the student calendar, program outlines, course descriptions,

curricula, faculty, advisory committees, student services, administrative policies, program objectives, and career opportunities for graduates—may change without notice after publication. This edition includes updates to new courses and course changes. Students who leave the school and return at a later date will need to adhere to the catalog edition in effect at the time of their re-enrollment.

This catalog is published to inform students and others about Main Charactor Beauty Academy(MCBA) , including academic courses, policies, calendar, tuition, fees, administration, and faculty. While the information is current and accurate as of the publication date, MCBA, cannot guarantee that changes will not occur and that may impact this information.

MCBA, expects all students to read and understand the information published in this catalog and any subsequent addenda identified as part of this catalog. Failure to read and understand this catalog does not exempt any student from complying with the requirements and regulations published herein. It is the responsibility of each student to stay informed about the current graduation requirements for their program.

MCBA reserves the right to make changes to the information published in this catalog during its term, including modifications to existing or new programs, rescheduling or consolidating classes, changing instructors, and relocating facilities within a reasonable distance. Such changes will be documented in a catalog addendum, which should be considered an integral part of this catalog.

In this catalog, the terms “Student,” “I,” “me,” and “my” refer to the person who has applied, been accepted, or is attending Main Charactor Beauty Academy educational courses described herein.

The terms “Main Charactor Beauty Academy ,” “MCBA,” “Institute,” or “School” refer to Main Charactor Beauty Academy.

Reservation of Rights

The Institute reserves the right to:

- Modify existing or new programs by addition, deletion, or variation.
- Reschedule or consolidate classes.
- Change instructors by replacement or substitution.
- Relocate facilities within a reasonable distance.
- Change, modify, replace, remove, or add student kits, partnerships, and vendors

The information contained in this catalog is subject to change as deemed necessary, without written notification.

- Adding new policies, changing, or removing school policies.

WELCOME MESSAGE

Dear Students,

Thank you for choosing Main Charactor Beauty Academy, a school that provides relevant education and creates a future of certainty for our students at **Main Charactor™ Beauty Academy**

Mission

At Main Charactor™ Beauty Academy, our mission is to **revolutionize beauty education** by fusing artistry, integrity, and resilience. We exist to empower students to rewrite their life's script, master their craft with confidence, and graduate as professionals who are untouchable in standards, unstoppable in ambition, and unshaken in character.

Vision

We envision a world where beauty education transcends the ordinary — where every student becomes the Main Character™ of their own story. Our Academy is not just a school, but a **stage and a sanctuary**, preparing graduates to lead with sovereignty, elevate the industry, and create lives of certainty, abundance, and artistry.

Core Values

- **Sovereignty** – We own our craft, our crown, and our future.
- **Resilience** – Every challenge becomes fuel, every setback a step toward mastery.
- **Integrity** – Our work, our education, and our business ethics are untouchable.
- **Creativity** – We see beauty as power, expression as freedom, and innovation as our gift.
- **Community** – We are family. We rise together, support each other, and celebrate self-expression.
- **Excellence** – We demand high standards in artistry, professionalism, and personal growth

Declaration

Main Character™ Beauty Academy is not just a place to learn. It is a **movement**.

A revolution of beauty, business, and self-mastery.

A runway where dreams are rehearsed.

A sanctuary where brokenness transforms into strength.

A stage where every graduate claims their crown, steps into their spotlight, and rewrites their life's script.

Welcome to North Dakota's source of beauty professionals!

Leticia Ortiz

Main Character Beauty Academy!

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1. School Overview

Mission:

Main Charactor Beauty Academy (MBCA) trains ethical, confident beauty professionals through exceptional instruction and real-world experience in a supportive, inclusive environment.

Licensing: Licensed by the North Dakota State Board of Cosmetology

Accreditation: MBCA is not federally accredited.

Location: 11 East Broadway Suite #101, Williston, ND 58801.

Programs:

- Cosmetology (1500 hours)
- Esthetics (600- or 650-hours MT)
- Student Instructor (160-960 hours)

School Leadership:

- Leticia Ortiz-Kirkwood - Founder/ Owner and Educator
- Deborah Matus -School Director and Executive Administrator
- Jessica Fieseler -Director of Education & Educator
- Alexandra Gallegos –Lead Programs Manager & Educator.
- Nortoria Faulk- Assistant administrator

Admissions

Congratulations on Your Decision to Pursue an Education in the Beauty Profession!

At the Main Charactor Beauty Academy (MCBA), our programs are highly specialized, and our Admissions Staff is here to guide you through the enrollment process and provide detailed information about our programs.

Applicants Must:

- Hold a high school diploma or GED
- Complete interview and enrollment agreement
- Submit ID, Birth certificate, Transcripts, and \$100 non-refundable application fee
- Finalize Financial Plan
- Provide Documentation if requesting disability accommodations before enrollment.

NOTE: MCBA does not admit international "Ability of Benefit" students.

Attendance & Time Management

Minimum Required Attendance: 90% cumulative average.

Absences:

- Must be called in to the Administrator by 8:30 am
- Doctors' note required to excuse missed hours (Excused Absences do not count as earned hours)
- Leaving midday requires documentation upon return
- Failure to notify the school directly (Not Just Instructors) is considered unexcused.

Tardiness :

- Arrival after 10:00 am results in denial of entry
- Three consecutive tardies or five absences in 30 days = 1- week suspension (all hours unexcused)
- Consecutively leaving school early will also = 1-week suspension with all hours unexcused

NO CALL / NO SHOW:

- 1ST offense: Verbal Warning
- 2nd offense: 3-day suspension
- 3rd offense: Termination of the program.

Lunch & Break Time Policy

Outside Lunch Period: Lunch is typically scheduled between 12:00 PM and 1:00 PM, depending on clinical services. Students are required **to clock out for a 30-minute lunch**, with an additional 15-minute grace period. Students should be ready **for class to resume at the 45-minute mark**.

Confirm with the instructor and the front desk.

Check the appointment book with the front desk to ensure no client bookings under their name

Policy Violation: Violations will result in being sent home for the day.

OVER-CONTRACT FEES:

\$100 /day past contracted graduation date.

Grievance Reporting Process:

Informal Resolution:

- Step 1: Discuss the issue informally with any **MCBA staff** member. This is the initial step to seek a resolution.
- Step 2: If the informal discussion does not resolve the issue, the student should then speak with the school director. For cases involving discrimination or sexual harassment, students are encouraged to report

directly to the school director.

Formal Grievance:

- Step 1: If the informal resolution does not yield satisfactory results, the student may submit a formal grievance in writing to the school President.

Content of Formal Grievance:

The written complaint should include:

1. A clear statement of the problem or complaint.
2. Facts and details of the situation.
3. Pertinent dates and names, and positions of involved parties.
4. The complaint must be signed and dated.

Withdrawal:

Students may withdraw their complaint at any time during the process by submitting a written Withdrawal to the school director.

Leave of Absence (LOA)

- Maximum 180 days per calendar year.

- Students must submit a written request to the Director of Education.
- The request should include the reason for the LOA, the duration, and the student's signature.
- The request must be approved by the school Director. Approval may take up to 10 days from
- The request date.
- The standard LOA period granted is between 2 weeks and 30 days. For extensions beyond this period, students must request additional time a week before the end of the initial LOA.
- Emergencies- If a student cannot submit a written request in advance due to an emergency, their emergency contact can inform the school. Documentation of the LOA will be noted and filed upon the student's return.
- Extension of Contract and LOA will extend the student's contract by the same number of days taken off.
- Reasons for LOA: Students must provide documentation (e.g., a doctor's note) if the LOA is for medical reasons.
- Extenuating Circumstances: Other significant circumstances, as determined & approved by the Main Character Beauty Academy.
- The institute may include immediate relative deaths, and may also be considered for an LOA.
- LOA extends students' contracts by the same number of approved days.
- Emergency LOA may be granted if the student is incapacitated and the emergency contact notifies the school.
- Repeated or extended LOA may require re-enrollment and new fees.

Winter Weather Allowance:

- Students outside Williston city limits request up to 5 days for hazardous road conditions.
- Call by 8:30 and provide proof of unsafe travel via email if absent.

Dress code & Appearance :

Required Uniform: Cosmetology- All Black Scrubs.

Esthetics - Lilac Scrubs.

Fridays – Students may wear Jeans with black or white tops (no prints) for a fee of \$2.00

Shoes- For all students, only allow them to wear black or white shoes.

Appearance:

- Hair and makeup must be done before arrival
- Name tag must be worn at all times.
- No Midriff, cleavage, undergarments, or unapproved sweatshirts
- On special occasions, for example, during graduation celebrations, students must dress in professional attire.

Non- compliance = SENT Home.

Student Conduct, Discipline, and Professionalism

Code of Conduct Expectations:

- Act respectfully and professionally with peers, staff, and clients.
- No gossip, bullying, disrespect, or refusal to complete the task.
- No sleeping in class, eating during theory/clinic, or cellphone use (unless permitted by staff)
- Refusing to service a client or participate in coursework = **disciplinary write-up and dismissal for the day.**

Serious Offenses Include:

- Recording others without consent = Immediate expulsion
- Use of other possession of drugs or alcohol =expulsion
- Theft or tampering with school property = expulsion
- Violence, threats, or harassment of any kind suspension or expulsion.

Disciplinary Policy:

- Little chat (Documented)
- Verbal warning (Documented)
- Written warning (D)
- Suspension (1 to 7 days)
- Expulsion (includes failure from suspension or repeated violations) at the admins'/directors' discretion.
- **Refusal to sign a warning = IMMEDIATE SUSPENSION**

Financial Policies & Kits.

- Tuition must be paid in full to graduate or receive a diploma.
- Student Kits are non-refundable once paid.
- Any Kit items requiring specialty training or certification are not redeemable after withdrawal or expulsion.
- Expelled or withdrawn students must return any restricted-use -used items from Kits.
- Unpaid fees, no transcripts, or graduation.
- Items left at the school will be stored for 30 days. After 30 days, unclaimed items become the property of the school.

Main Charactor Beauty of Academy Fees

Additional Clock Hours Fee: \$100 per day

Late Payment Fee \$15

Returned Check Fee \$35

Re-enrollment Fee \$500

Cancellation of enrollment fee- \$150

Graduation Requirements

To graduate, students must.

- Complete all required Hours
- Maintain a 2.0 GPA or higher
- Pass final written and practical exams with at least 75%
- Fulfill all financial and attendance obligations
- Complete the exit Survey
- No diploma, transcript, or graduation ceremony if any fees are owed.

Disability Accommodation Policy

- Disclosure and documentation must be provided before enrollment
- Reasonable accommodation will be considered
- MCBA (Main charactor of beauty Academy) reserves the right to decline enrollment if needs exceed what can be reasonably provided.

Institutional Policies

- Communication from staff or administration will be directed to the student only.
- Parents/ guardians of adult students will not be granted any communication unless a court order is provided.
- MCBA reserves the right to communicate with parents/legal parties if it chooses to for safety or legal reasons.
- Students may appear in school media and are required to attend promotional or school events.
- MCBA may modify partnerships with vendors, schedules, or program content at any time.
- Policies are enforced to protect the school's integrity, safety, and legal compliance.

Refunds and Re-enrollment

Refund Scale (Tuition)

0-4.9% _____ 20%

5-9.9% _____ 30%
10-14.9% _____ 40%
15-24.9 _____ 45%
25-49.9% _____ 70%
Over 50% - _____ 100% NO REFUND

TUITION AND FEES

Tuition is charged per program.

Courses	Total Clock Hours	Application Fee *	Total Tuition	Student Kit	Total Program Tuition costs, <i>without application fee</i>
Cosmetology	1,500	\$100	\$ 18,599	\$ 3,630	\$ 22,229.00
Esthetics	600	\$100	\$ 10,000	\$ 2,405	\$ 12,404.73
Esthetics (MT hours)	650 (600 + 50 Additional)	\$100	\$10,750	\$ 2,405	\$ 13,154.73

Non- Non-Refundable:

- Kit, Application fee, Re-enrollment fee (\$500), Certification class fees

Withdrawals:

- Students who withdraw or are expelled are charged for scheduled hours completed, and any fees owed must be paid.

Curriculum

PIVOT POINT® International Curriculum

The PIVOT POINT® International curriculum is a globally recognized education system designed to cultivate creativity, technical skill, and industry readiness in future beauty professionals. Developed by leading experts with over 60 years of experience, this innovative curriculum combines hands-on training with interactive digital learning tools to help students master cosmetology, barbering, esthetics, and related disciplines.

Pivot Point's student-centered approach emphasizes critical thinking, modern techniques, and real-world application to ensure graduates are confident, capable, and competitive in the beauty industry. Through its global network, Pivot Point sets the standard for beauty education, empowering learners to build successful and sustainable careers.

Hours of Operation

- **Office Hours:** Monday - Friday, 9:00 AM – 4:30 pm

Student Schedule: Monday - Friday, 9:00 AM – 4:30 pm

- Students are not allowed to clock in for other classmates. If a student is caught doing such behavior, the student will be suspended.

Administrative personnel are available on campus during office hours. Students are encouraged to schedule an appointment if possible.

Academic Calendar: Please note that academic calendar dates are subject to change based on class capacity and instructor availability. The following start and graduation dates are for the 2024-2025 academic year. The enrollment cutoff is one month before the start date. For availability, please contact the Admissions Department.

Esthetics Program: 600 Clock Hours

Esthetics MT Program: 650 Clock Hours

Cosmetology & MT Program: 1500 Clock Hours

Scheduled Date	Start	Scheduled Date	Graduation
January 6 th 2025		May 15, 2025	
April 7 th 2025		August 1 st 2025	
July 7 th 2025		October 31 st 2025	
October 6 th , 2025		February 12 th 2026	

Scheduled Start Date	Scheduled Date	Graduation
January 6 th 2025	December 10 th 2025	
April 7 th 2025	March 12 th 2026	
July 7 th 2025	July 10 th 2026	
October 6 th 2025	August 21 st 2026	

Holidays

Hair Society Institute observes the following holidays and will not hold class on the scheduled dates*:

Martin Luther King Day	January 19 th , 2026
President's Day	February 16 th 2026
Spring break	May 1 st /May 9 th 2025
Memorial Day	May 25 th 2026
Juneteenth	June 19 th -2026
Independence Day	July 4 th - ,2026
Labor Day	Sept. 1 st 2025
Columbus Day	October 13 th -2025

Veteran's Day	November 11 th -2025
Thanksgiving Day	November 27 th -28 th 2025
Christmas Break	December 23 rd /January 6 th 2026

PROGRAM INFORMATION

Cosmetology & Cosmetology MT Program

Program Objective

Upon completion of the cosmetology course requirements, graduates will be able to:

1. Demonstrate personal integrity with self-confidence and a positive attitude.
2. Exhibit effective communication skills, visual poise, and proper grooming.
3. Apply effective employer-employee skills, including dependability and time management.
4. Perform all cosmetology skills at or above a basic level.
5. Apply learned theory, technical information, and related knowledge to ensure sound judgments, decisions, and procedures.

The cosmetology program is designed to prepare students for the state licensing exam and entry into the beauty industry.

Program Description

The cosmetology course meets the minimum requirements set by the State Board of North Dakota and complies with North Dakota licensing regulations. The scheduled duration for this course is 11 months, with students attending full-time.

- **Phase I:** Initial basic training.
- **Phase II:** Building on the basics.
- **Phase III:** Becoming self-sufficient and increasing speed.

The course includes instruction on nail care, skin care, shampooing, hair cutting, hair styling, perm waving, chemical relaxation, curl reformation, hair coloring, and other tasks related to overall grooming and personal appearance.

Program Length

The Cosmetology & Cosmetology MT program consists of 1,500 clock hours and takes approximately 11 months to complete. Graduates will receive a Diploma upon completion.

Equipment and Supplies

Students are not permitted to remove any tools, supplies, or equipment from the school premises without permission from the Director, and it must be signed and approved

First Day of School

On the first day of school, students will go over orientation and the school catalog. Cosmetology students are required to wear all black outfits, with hair and makeup done before class begins, as per the dress code policy. Students will receive a name tag, which must always be worn on campus.

Required Supplies for Class:

- Notebook
- Pencils/Pens
- Tablet/Laptop to access the online curriculum (Chromebooks are not compatible)
- \$15 check issued to "North Dakota State Board of Cosmetology" for Student Registration on the first day of school.

North Dakota Instruction Requirements: Cosmetologists in North Dakota must complete a minimum of 1,500 clock hours of instruction as stipulated by the North Dakota Administrative Code Chapter 32-04-01 Cosmetology Schools.

32-04-01-26.1. Cosmetology & Cosmetology MT course curriculum.

The hours of the cosmetology course curriculum must include the following:

Cleaning, disinfecting, and safety.....	150 hours
Haircutting and styling.....	450 hours
Manicuring.....	100 hours
Skin care and Esthetics.....	100 hours
Chemical services	300 hours
Study of theory and law.....	400 hours
Business management, interpersonal skills, ethics, and related subjects.....	150 hours
Total minimum hours.....	1,500 hours

Main Character Beauty Academy instruction meets these requirements

Esthetician & Esthetician MT Program

Program Description

Upon completion of the Esthetician course requirements, the graduate will be able to

1. Display personal integrity with self-confidence and a positive attitude.
2. Display effective communication skills, visual poise, and proper grooming.
3. Display effective employer-employee skills such as dependability and time management.
4. Perform all Esthetician skills at or above a basic level
5. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

Program Length

The Esthetics Diploma Program is 600 Clock Hours and takes 18 weeks to complete. Upon successful completion of the program, graduates will receive a Diploma.

Students who intend to work in Montana upon graduation may elect to enroll for an additional 50 hours (about 4 days) at a prorated rate. This 650-hour program can be completed in 20 weeks (about 4 and a half months).

Program Objective

The Esthetician program is designed to prepare students for the state licensing exam and for entry into the skin care industry.

Program Requirements

The hour requirements below must be met by each student in each category for the earned hours to be accepted by the applicable regulatory agency for examination.

32-04-01-27. Esthetician Course Curriculum

The esthetician course curriculum must adhere to the following guidelines:

- **General Esthetician Program:** 600 clock hours of training.
- **Montana Esthetician Program:** 650 clock hours of training.

Clinical Services

Students are not permitted to render clinical services until they have completed 20% of the total required hours of instruction.

Curriculum Breakdown

- **Cleaning, Disinfecting, and Safety:** 75 hours (about 6 days)
- **Body Treatment, Facials, Hair Removal, and Makeup:** 340 hours (about 2 weeks)
- **Study of Theory and Law:** 75 hours (about 6 days)
- **Related Subjects:** 60 hours (about 5 days)
- **Unassigned Hours:** 50 hours (600-hour program) / 100 hours (650-hour MT program)

Total Minimum Hours

- **General Esthetician Program:** 600 hours (about 3 and a half weeks)
- **Montana Esthetician Program:** 650 hours (about 4 weeks)

Academic Policies

North Dakota Licensure: The Student Instructor program it requires the institution to identify programs by classification of instructional programs

Clock Hours

Main Charactor Beauty Academy operates on a clock-hour system, as mandated by the state board of North Dakota. Students can expect a commitment of approximately 37.5 hours per week, with the understanding that this may adjust based on holidays and student commitment to the program.

Academic Integrity Policy

Integrity is fundamental to the educational experience at Main charactor Beauty Academy . All students, faculty, and staff are expected to uphold the highest standards of honesty and ethics.

Policy Overview:

- **Cheating and Plagiarism:** These actions are strictly prohibited. Any instances of cheating, plagiarism, or other dishonest behaviors will result in appropriate disciplinary measures.
- **Self-Expression:** While self-expression is valued, it must be conducted respectfully and in a manner that does not harm others. Disagreements and challenges to traditions should be voiced in a civil and respectful manner.

Workplace Integrity:

Integrity in the educational setting is asking for on-the-job training. Practicing honesty and openness with peers and avoiding exploitation are essential. Both integrity and honesty are interconnected and crucial for a positive educational environment.

Academic Dishonesty, Cheating, and Plagiarism

Definitions:

- **Cheating:** Any attempt to give or obtain aid or information illicitly for academic requirements, including exams. This also includes falsifying reports and documents.
- **Plagiarism:** Using ideas, phrases, sentences, or larger portions from another writer or speaker without proper acknowledgment. This includes unauthorized copying of software and violations of copyright laws.
- Utilizing images or content from classmates, colleagues, and other beauty professionals and claiming them as your work is unethical.

Policy on Handling Incidents:

- **Instructor Action:** An instructor can only act on evidence of cheating or plagiarism that they directly observe or have documented evidence of. Action cannot be based solely on reports from others.

Examples of Academic Misconduct:

1. Plagiarism:

- Submitting assignments downloaded from the internet.
- Commissioning someone else to produce work without acknowledgment.
- Copying from textbooks, journal articles, or websites without proper citation.
- Reproducing original artwork, designs, films, sound, or performances as your own.
- Copying software, databases, webpages, or multimedia presentations without credit.

2. Cheating:

- Cheating during examinations.
- Colluding with others to submit work.
- Copying someone else's program or multimedia presentation without acknowledging their work.

Proper Referencing Techniques:

- **Essays/Assignments:** Use quotation marks for direct quotes and provide proper citations within the text and bibliography.
- **Computer Software:** Acknowledge sources in credits or acknowledgements, e.g., 'program design – A. Brown'.
- **Artifacts:** Include captions, e.g., 'original photograph by Cartier-Bresson'.
- **Original Work:** When basing work on existing designs, cite sources, e.g., 'after Rodin'.
- **Appropriation:** If using another artist's style or images deliberately, inform your faculty and acknowledge this strategy.
- **Group Projects:** List all group members and specify individual contributions.
- **Examinations:** Avoid copying others' work or unacknowledged quotes.

Key Points:

- Always provide proper attribution for ideas and work that are not your own.
- Referencing is an essential part of academic work and helps avoid plagiarism.
- Understand and follow these guidelines to maintain academic integrity and avoid misconduct.

This policy ensures that all students understand the importance of academic integrity and the proper methods for referencing and acknowledging sources in their work.

Grading Scale and Policy

Evaluation

- **Assessment Areas:** Students are evaluated regularly on theory, practical, and clinical work.
- **Evaluation Method:** Grades are determined on a standard percentile basis and correspond to letter grades.
- **Exams:**
 - **Requirement:** Students must take and pass all exams as outlined in the course curriculum.
 - **Timing:** Exams (both practical and written) may be timed to measure the student's efficiency against industry standards.
- **Grade Availability:** Grades are updated weekly.
- **Assignment Completion:** All assignments must be completed within the deadlines set by the instructor.
- **Final Grade Calculation:**
 - Based on the average of all exam scores (including the final exam), participation in practical hours, clinical performance, and final written and practical exams.
 - **Minimum Passing Requirement:** Students must achieve at least a 75% overall grade and a 75% on final exams to pass the program.

Grading Scale

- **A (93-100%):** Excellent
- **B (85-92%):** Above Average
- **C (75-84%):** Average
- **D (67-74%):** Unsatisfactory
- **F (0-66%):** Fail

Note: Adherence to these grading policies and appointment regulations is crucial for maintaining professional standards and ensuring successful completion of the program.

Test Retakes

- **Written Assessments:** If a student scores below 75% on a written assessment, they have the option to retake the test. The retake test score will be recorded as the official score on the student's progress report at the instructor's discretion

Final Exams

- **Format:** Students will take a multiple-choice final exam designed to mirror the North Dakota licensure exams.
- Instructors may instruct students to complete a presentation as a final project

Satisfactory Academic Progress (SAP) Policy

Main Character Beauty Academy requires students to maintain Satisfactory Academic Progress (SAP) according to the following criteria:

Qualitative Standards:

- **Academic Average:** Maintain a cumulative academic average of at least 75% ("C") on exams, work projects (clinic), and other required coursework.

Quantitative Standards:

- **Attendance:** Maintain a cumulative attendance level of at least 90% of the actual hours indicated on the enrollment contract.
- **Completion Time Frame:** Complete the program within a maximum time frame of 111% of the course length as defined in the catalog. For instance, a student enrolled in a 600-hour/18-week program must complete it within 19 weeks. Exceeding this time frame will result in termination.

Transfer Hours:

- **Inclusion in Time Frame:** Hours transferred from another institution that are accepted towards the student's program will be counted as both attempted and completed hours when determining the maximum time frame.

Evaluation Periods:

- **Ongoing Assessment:** Students must meet the minimum academic and attendance requirements for each evaluation period. Failure to meet these requirements at any evaluation point will result in not meeting the SAP standards.

Remedies for Non-Compliance:

- **Academic Warning:** Issued to students not meeting SAP criteria, providing them with a chance to improve.
- **Academic Probation:** A more formal status indicating that students are at risk of not meeting SAP standards and must improve within a specified period.
- **Restricted Class Load:** Students may be limited in their course load until they improve their academic standing.
- **Termination:** If the student fails to improve after receiving warnings or probation, they may be terminated from the program. Students must adhere to these standards to continue their education and make satisfactory academic progress.

Campus Policies

Campus Safety and Security

- **Emergency Reporting:** In the event of a crime in progress, accident, or any emergency, all students, instructors, and staff must immediately report the situation to local law enforcement by dialing 911.
- **Campus Access:** Only **Main Charactor Beauty Academy** students and staff are permitted access to the campus facilities unless explicit permission has been granted by school staff. This helps ensure the safety of students, their belongings, and the school's resources.

Fire Emergency

- **Alarm Response:** When the fire alarm sounds, it indicates a fire or other emergency requiring evacuation. Everyone must immediately leave the building using the nearest exit.
- **Re-entry Policy:** Students should not re-enter the building until authorized by a MCBA official.
- **Safety Measures:** Exit routes are clearly posted in all student areas, and fire extinguishers are strategically placed for emergency use.

Summary

- **Safety and Security:** Promptly report any emergencies to 911 and adhere to campus access restrictions.
- **Locker Usage:** Store non-essential items in assigned lockers to keep the campus secure.
- **Fire Procedures:** Follow evacuation procedures promptly and wait for authorization before re-entering the building.

Parking Policy

- **Parking Areas:** Public parking lots are available for students at no cost. Students must park only in designated areas.
- **Street Parking:** Street parking is not allowed for students.
- **Responsibility:** The school is not responsible for parking violations or fines incurred by students.

Cellphone Use

- **During Service and Theory:** Cellphones may not be used while providing services or during theory classes.
- **Emergency Use:** In case of an emergency, students must excuse themselves and seek permission before answering phone calls.
- **Policy Violation:** If a student violates this policy, their phone will be confiscated for the remainder of the day.

Tobacco & Electronic Cigarette Policy

Objective:

- To maintain a healthy and clean environment for all members of **Main Charactor Beauty Academy** community.

Prohibited Areas:

- The use of tobacco, smoking, and electronic cigarettes is prohibited in all MCBA facilities.

Specific Locations:

- This includes but is not limited to:
 - Classrooms
 - Laboratories
 - Library
 - Instructor offices
 - Administrative offices
 - Dining facilities
 - Front of the school building

- Any other facility owned or controlled by the Institute

Disciplinary Actions:

- Administrators may implement disciplinary action for violations of this policy by students.
- instructors or staff.
- Underage Violations:
- Students under the age of 21 participating in the illegal use of tobacco or electronic cigarettes
- On campus will be sent home immediately.

Compensation:

- No compensation will be provided for missed hours.

Further Action:

- Disciplinary measures will be taken as deemed appropriate.
- Policy Enforcement:
- Tobacco and e-cigarette use are strictly prohibited in all Institute facilities.
- Disciplinary Measures:
- Violations may result in disciplinary action, with immediate dismissal and no compensation for underage students engaging in illegal use.

Alcohol and Drug Use

Objective:

- **The Main Character Beauty Academy** is committed to the health and well-being of its entire community, including students, instructors, employees, and administrators. As an institution, we adhere to local, state, and federal laws concerning substance use and possession.

Policies:

Fit Condition Requirement

School Activities:

- All members of the school community must be in a fit condition to perform their duties
- effectively. Being under the influence of alcohol or drugs during school hours or while participating in school events is strictly prohibited.

Impaired Behavior-suspicion of Impairment

- If a student is suspected of being under the influence, indicated by suspicious
- odors or impaired behavior, they may be sent home pending disciplinary action.

After Hours Contact: -faculty contact

- Students are advised not to contact faculty members after school hours if they are
- intoxicated.

Consequences:

- Students sent home for suspected violations will not receive hours for that day and will be marked absent.
- Continued violations of this policy may lead to expulsion.

Emergency Protocols:

- The student's emergency contact will be called to escort them home. If no
- Emergency contact is available; law enforcement may be contacted to assist.

Prohibition:

- Alcohol and drug use are prohibited during school hours and events.
- Students must be in a condition to perform their duties effectively.

Consequences for Violations:

- Includes being sent home, marked absent, potential expulsion, and emergency
- contact or police involvement.

Anti-Hazing Policy

- Hazing at Main Character Beauty Academy is defined as any action, whether physical, mental or emotional.

Visitor Policy

Classroom Access:

- Visitors are not permitted in the classrooms unless prior approval is granted by the administrative
- staff.

Encouraged Visits:

- Spouses and family members of students or student applicants are encouraged to tour the
- Main Character Beauty Academy
- No visitors allowed without prior approval.

Family Visits:

- Family members and spouses are welcome to tour the school with an administrator.

School Closures

- **General Policy:** Main Charactor Beauty Academy generally remains open during weather-related conditions. However, in severe weather or other emergencies affecting local businesses and government offices, the school may close.
- **Closure Notification:** Closures will be announced on the school's Facebook page.
- **Attendance Impact:** Official closures do not affect scheduled hours or absences. Students who choose not to attend on days the school is open will be marked absent.
- **Library:** Borrow materials responsibly, return on time, and settle any fees before graduation.
- **Parking:** Use designated parking lots and avoid street parking; the school isn't liable for violations.
- **Cellphones:** Avoid cellphone use during service and theory, with emergency exceptions; violations result in confiscation.
- **Closures:** Check the Facebook page for updates on closures; absences on open days will be recorded.

These policies ensure smooth operation and maintain the safety and efficiency of the Main Charactor Beauty Academy campus.

Administrative Leave Policy

Purpose: To outline the procedure and implications for school closures for administrative purposes.

Administrative Closure:

- **Right to Close:** The Main Charactor Beauty Academy reserves the right to close the school for administrative reasons as deemed necessary.
- **Scheduled Hours:** Any changes to scheduled hours due to administrative closures will be adjusted accordingly.
- **Impact on Fees:** These adjustments will not affect any "over contract" fees. Students will not incur additional fees for hours missed during administrative leave.
- **Closure Authority:** The school may close for administrative reasons, and addendum to the contract will be made.
- **Fee Implications:** No additional "over contract" fees will be applied due to administrative closures.
- Equipment or supplies necessary for post-graduation practice.

Main Charactor Beauty Academy have the right to change and administer policies and procedures according to the school's needs. This flexibility allows the school to adapt to changing circumstances, regulatory requirements, and the needs of students and staff.

