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2023-2024 COURSE catalog



UNIVERSITY  
OF SPA & COSMETOLOGY ARTS

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## OUR mission

Founded in 1978, the University of Spa & Cosmetology Arts (USCA) offers you a state-of-the-art learning environment with fully equipped classrooms and superior teachers. Our students learn in an atmosphere of professionalism and graduate knowing they have been trained to meet the highest standards of their profession. Over the years we have graduated more than 3,000 students. Some of these students are working in Springfield and the surrounding areas; others are working in places as far away as Canada and New Zealand.

The mission of USCA is to provide our students with the knowledge and training necessary for their chosen program of cosmetology, classic barbering, esthology, nail technology or teaching. By learning in an atmosphere of professionalism and excellence, USCA students will build a foundation to help prepare them for a successful and satisfying career. We also strive to teach teamwork and respect as well as emphasize the need for continued personal and professional growth in order to meet the highest standards of their profession.



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Employment of barbers, hairstylists, and cosmetologists is projected to grow 8% from 2018 to 2028, faster than the average for all occupations, which could lead to a greater demand for hairdressers, stylists, barbers and cosmetologists over the next decade.

- United States Department of Labor

## PROGRAMS

All programs include Theory (classroom study and discussion), Practical (applying your knowledge by practicing your skills), and Clinic (working on clients in a salon-type setting to use your skills in a learning process). All USCA programs prepare students to take the required state licensing exam in order to be employed in their chosen field.

**COSMETOLOGY** - Explore the latest styles and techniques of hair cutting and styling, skin care, make-up, nail care, hair color, perming, ethnic hair design, as well as business management and building a clientele.

**CLASSIC BARBERING** – Learn the latest in men’s cuts including pompadours, tapers, and fades. You will also learn color chemistry and grey coverage, shaving techniques, skin care, business management, sterilization and sanitation.

**ESTHIOLOGY** - Along with skin care training that will include skin analysis, treatment and facial techniques, you will learn the skillful and artistic application of cosmetics, healthful and healing body treatments and business practice knowledge.

**NAIL TECHNOLOGY** - Manicuring and pedicuring are just the beginning. You will also learn nail care, application of a variety of artificial nail systems, as well as basic nail art techniques and skills to help you develop a clientele that will lead to a successful career.

**TEACHER TRAINING** - These courses are designed to prepare you to effectively pass along your professional skills and knowledge to future beauty professionals, with instruction in basic principles of teaching, psychology, business experience and supervised teaching experiences.

## COSMETOLOGY

As a graduate in Cosmetology, you are prepared for a variety of careers including hairstylist, hair colorist, salon manager, salon owner, esthetician, nail technician, platform artist – all in an exciting and growing beauty industry!

### HAIRDRESSING

475 clock hours

#### Haircutting

Fundamentals of Haircutting

Blunt Cutting

Graduation Cutting

Combination Cutting

#### Hairstyling

Wet Setting

Blow Outs

Thermal Styling

Long Hair Styling

Ethnic Hair Design

### CHEMICALS & HAIR TREATMENTS

500 clock hours

Shampoo and Conditioning

Scalp Treatments

### Permanent Waving

Fundamentals of Perm Waving

Sectioning and Wrapping

Processing for Perm Waving

Fundamentals - Chem. Reforming

Sectioning and Processing

Contemporary Wrap Techniques

### Hair Coloring

Temporary Hair Color

Semi-Permanent Hair Color

Permanent Hair Color

Highlighting Techniques

Dimensional Color

Corrective Hair Color

### RELATED ELECTIVES

35 clock hours

Seminars/Special Subjects



# COSMETOLOGY

## SANITATION & MANAGEMENT

200 clock hours  
Personal and Public Hygiene  
Sanitation & Disinfection  
State Laws and Statutes  
Obtaining & Maintaining Employment  
Building a Clientele  
Professional Relationships  
Salon Retailing  
Business Management  
Government Relations

## ESTHETICS

85 clock hours  
Skin Analysis  
Cleansing the Skin  
Anatomy  
Facial Manipulations  
Skin Disorders  
Introduction to Cosmetics  
Applying Various Cosmetics  
Product Knowledge

## NAIL TECHNOLOGY

55 clock hours  
Fundamentals of Manicuring  
Fundamentals of Pedicuring  
Manicuring Procedures  
Pedicuring Procedures  
Application of Nail Enhancements

## BASIC TRAINING

150 clock hours  
Tools & Their Uses  
Understanding Chemicals  
Hygiene & Sanitation  
Rules & Laws



## Length OF THE COURSE

**Full time = 1,500 clock hours**

There is a limited contract time of 55 weeks. Students may graduate sooner (but not sooner than eight months).

**Part time = 1,500 clock hours**

There is a limited contract time of 110 weeks.

# CLASSIC BARBERING

With a Barber license, you can begin a career as a barber apprentice, barber, or barbershop owner or manager. According to the Bureau of Labor Statistics, the number of barber jobs will grow by 19% from 2020 to 2030, and once you complete this Classic Barbering program, you'll be ready!

## GENERAL THEORY

150 clock hours  
Barber History  
Bacteriology  
Infection Control  
Implements, Tools, and Equipment  
Anatomy and Physiology  
Chemistry, Electricity, and Light Therapy  
Properties, Disorders, and Treatment of the Hair, Skin, and Scalp  
Facial and Scalp Massage  
Shaving and Facial Hair Design  
Haircutting and Styling  
Chemical Texture Services; Hair Color and Lightening  
Barbershop Management; IL Law and Rules



## CLASSIC BARBERING

### THEORY AND PRACTICAL APPLICATION

1,500 clock hours

Bacterial and Infection Control

Haircutting and Styling

Shaving and Facial Hair Design

Chemical Texture Services; Hair Coloring and Lightening

Facial and Scalp Massage; Electricity and Light Therapy

Barbershop Management; IL Law and Rules

Properties, Disorders, and Treatment of the Hair, Skin, and Scalp

Chemistry

Anatomy and Physiology

Implements, Tools, and Equipment

Barber History

### Length OF THE COURSE

Full time = 750 clock hours

There is a limited contract time of 27.5 weeks. Students may graduate sooner (but not sooner than 18 weeks).

### Length OF THE COURSE

Full time = 1,500 hours

There is a limited contract time of 55 weeks. Students may graduate sooner (but not sooner than nine months).

## ESTHIOLOGY

When you graduate from the Esthiology program, you are ready to begin your career as a professional esthetician, make-up artist, salon or spa manager, salon or spa owner, cosmetics company representative or platform artist.

### BASIC TRAINING

75 clock hours

History of Skin Care

Personal Hygiene

Professional Ethics

Sanitation & Disinfection

Intro to Skin Analysis

### PRACTICES & PROCEDURES

500 clock hours

Non-Therapeutic Massage

Nutrition & Health of the Skin

Skin Analysis

Cleansing the Skin

Mask Therapy & Facial Treatments

Facial Treatments w/o Machines

Facial Treatments w/Machines

Electricity, Machines & Apparatus

Hair Removal

Professional Make-up Techniques

Product Knowledge for Esthetics

### SCIENTIFIC CONCEPTS

150 clock hours

Cells, Metabolism, Systems

Bacteriology

Physiology

Human Anatomy

Chemistry

Disorders of the Skin

Special Esthetics Procedures

### BUSINESS PRACTICES

25 clock hours

Illinois Law & Rules of the Act

OSHA Standards



## nail TECHNOLOGY

As a licensed Nail Technician, you are licensed and prepared for a career as a salon nail technician, manicurist, pedicurist, sculptured nail artist, salon owner or manager, or platform artist nail specialist.

### GENERAL THEORY

- 50 clock hours
- History of Nail Care
- Personal Hygiene
- Professional Ethics
- Sanitation & Disinfection
- Bacteriology
- Disorders of the Nail
- OSHA-SDS
- Chemicals & Their Uses
- Technical Application of Chemicals

- 30 clock hours
- Illinois Law, Nail Tech Rules
- OSHA Standards
- Workers Comp Act

### RELATED CONCEPTS

- 15 clock hours
- Cells, Metabolism, Body Systems
- Theory of Massage
- People Skills

### PRACTICES & PROCEDURES

- 255 clock hours
- Fabric Procedures
- Sculpturing Procedures & types
- Cured Gel Procedures
- Manicures
- Pedicures
- Hand, Arm & Foot Massage
- Product Knowledge for Nails
- Basic Nail Art

**Length OF THE COURSE**

**Full time = 500 hours**  
Contract Time = 18 weeks & 5 days

**Part time = 500 hours**  
Contract Time = 37 weeks & 3 days

**Full time = 1000 hours**  
Contract Time = 37 weeks & 3 days

**Part time = 1000 hours**  
Contract Time = 73 weeks & 5 days

## Length OF THE COURSE

**Full time = 350 hours**  
There is a limited contract time of 13 weeks and 1 day. Students may graduate sooner (but not sooner than 8 weeks).

**Part time = 350 hours**  
There is a limited contract time of 26 weeks and 3 days.

## TEACHER training PROGRAMS

As a Teacher, you are licensed not only in your original area of licensure, but you are also licensed to work as a Teacher in your area of qualification. Your other career choices include salon manager or owner, or school manager or owner.

### TEACHER TRAINING

- 500 clock hours
- Educational Psychology = 20
- Teaching Methods = 20
- Application of Teaching Methods = 150
- Business Methods = 50
- Supervised Student Teaching = 260

### TEACHER TRAINING\*

- 1000 clock hours
- Post-Graduate Teacher Training = 500\*
- \*plus the subjects listed in the 500 hr. course

Admission requirements for the Teacher Training courses are the same as for other USCA programs, except a valid Illinois license in your original area of licensure is required. For transfer students into the Teacher Training programs, no credit for hours is given.

## FACILITY & equipment

USCA is located in a facility that was designed to promote learning and practice of professional skills, in Springfield's very busy west side, near Veterans Parkway and Wabash Avenue. Our students have the advantage of spacious, professionally designed clinic areas and quiet classrooms, with the latest equipment for all areas of study.

The student equipment and textbooks are up-to-date, and provide the student with everything they will need for their course of study. The usual class size averages 22 students per teacher. Free parking is provided for students and clients.

USCA is equipped with surveillance equipment to protect the property belonging to USCA. It is not a monitoring device for a student's personal property. Requests to review video tapes will be honored to aid in police investigations or a required court subpoena.



## accreditation & MEMBERSHIPS

USCA is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), a nationally recognized agency for private cosmetology schools. NACCAS is located at 3015 Colvin St., Alexandria VA 22314 (phone 703.600.7600).

USCA is approved by the Department of Education for participation in federal Title IV student financial aid programs, including Pell Grant and Federal Direct Loans.

USCA is licensed by the Illinois Department of Professional Regulation to operate as a cosmetology school offering cosmetology, classic barbering, esthology and nail education. This license was first issued in 1931 and was transferred to the present owners in 1978. The Illinois Dept. of Professional Regulation is located at 320 W. Washington, Springfield, IL 62786 (phone 217.785.0820) and also in Chicago.

USCA is a member of Illinois Association of Cosmetology Schools (IACS), American Association of Cosmetology Schools (AACS), National Association of School Financial Aid Administrators (NASFAA), and Greater Springfield Chamber of Commerce.

## ENROLLMENT procedures

Are you ready to begin? If you are interested in enrolling or in visiting the school before you make your decision, you should call and arrange a visit. An interview with the school's admissions and financial aid counselor is recommended. You can submit your enrollment application through our website, [www.uscart.com](http://www.uscart.com). You will be contacted so a visit can be arranged.

## student ACTIVITIES

Student activities include social events, charity fundraisers, community involvement, field trips and guest artists. USCA celebrates Constitution Day on or near September 17 of each year. For more information visit [constitutionday.com](http://constitutionday.com).





Employment of manicurists and pedicurists is expected to grow at a rate of 11% through 2031, which is faster than average for all occupations in the United States.

- United States Department of Labor

## ADMISSION requirements

The school's programs are open to graduates of high school or holders of a GED or completers of homeschooling at the secondary level as defined by state law and can provide a secondary school completion credential. The school does not accept Ability to Benefit students at this time. All foreign high school diplomas must be translated, by a third party servicer, and verified that the diploma is the academic equivalent to a US high school diploma. Transfer students must also meet these requirements. Cosmetology and Classic Barbering are the only programs in

which transfer hours are accepted. In order to have transfer hours considered for the Cosmetology or Classic Barbering program, an applicant for enrollment must have a completed official transcript of hours and grades from their previous school(s). Acceptance of Cosmetology or Classic Barbering transfer hours are made on an individual basis, and transfer hours, if accepted are limited to 600 clock hours for Cosmetology and 500 clock hours for Classic Barbering. However, a licensed Cosmetologist may transfer in 1,000 clock hours for the Classic Barbering program; a licensed

Barber may transfer in 1,000 clock hours for the Cosmetology program; a licensed Nail technician may transfer 55 clock hours for the Cosmetology program and a licensed Esthetician may transfer 85 clock hours for the Cosmetology program. Admission requirements for the Teacher Training courses are the same as for other USCA programs, except a valid Illinois license in your original area of licensure is required. For transfer students into the Teacher Training programs, no credit for hours is given. Any student, who wishes to return after withdrawal from classes,

should begin by contacting the Director of Admissions & Financial Aid to request re-admission. This applies to all courses. Re-admission of students who have dropped will be on a space available basis, with priority given to new students rather than returning students. Re-admittance for withdrawn students from the University of Spa & Cosmetology Arts will require the completion of a new enrollment application, the signing of a new enrollment agreement and a personal interview with the Director of Admissions & Financial Aid.

## CLASS start DATES\*

### USCA START DATES FOR NEW CLASSES

2023			2024		
JANUARY	24	(25)	2023	JANUARY	23 (24) 2024
MARCH	7	(8)	2023	MARCH	5 (6) 2024
APRIL	18	(19)	2023	APRIL	16 (17) 2024
JUNE	6	(7)	2023	JUNE	4 (5) 2024
JULY	25	(26)	2023	JULY	23 (24) 2024
SEPTEMBER	12	(13)	2023	SEPTEMBER	10 (11) 2024
OCTOBER	24	(25)	2023	OCTOBER	22 (23) 2024
DECEMBER	5	(6)	2023	DECEMBER	3 (4) 2024

\*Dates in parentheses represent class start dates for full-time Esthiology and full-time Nail Technology.

### CLASSIC BARBERING START DATES FOR NEW CLASSES

2023			2024		
JANUARY	23	2023	JANUARY	22	2024
MARCH	6	2023	MARCH	4	2024
APRIL	17	2023	APRIL	15	2024
JUNE	5	2023	JUNE	3	2024
JULY	24	2023	JULY	22	2024
SEPTEMBER	11	2023	SEPTEMBER	9	2024
OCTOBER	24	2023	OCTOBER	21	2024
DECEMBER	4	2023	DECEMBER	2	2024

## SCHOOL schedules

### FULL TIME (Days)

30 clock hours per week

#### Cosmetology & Teacher Training Courses

Tuesday – Friday

8:30am – 4:30pm

Saturdays (optional)

8:30am – 4pm

#### Esthiology & Nail Technology Courses

Wednesday – Friday

8:30am – 4:30pm

Saturdays (required)

8:00am – 4:00pm

### PART TIME (Evenings, Saturday)

15 clock hours per week

Tuesday & Thursday

5:30pm – 9:30pm

Saturdays (required)

8:30am – 4pm

### CLASSIC BARBERING SCHEDULE

Monday 8am – 4pm

Tuesday – Thursday 3pm – 8pm

Saturday 8am – 4pm

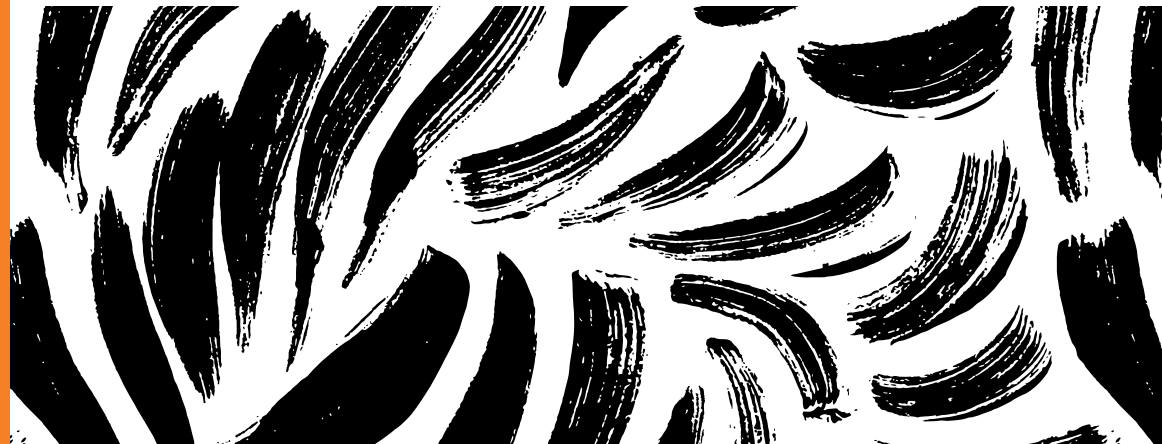
## school HOLIDAYS

The following holidays are observed, with the school being closed for the day. Additional dates may be added to facilitate scheduling when a holiday falls near a weekend.

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day

## INTERNSHIPS

In 1997, the State of Illinois approved internship hours for cosmetology students. A student may obtain up to 10% of their program hours (150 for cosmetology, 150 for classic barbering, 75 for esthiology, 35 for nail technology), by training under a licensed sponsor in an approved salon. The student, sponsor, and sponsor's salon must meet certain standards in order to participate in the program.



## TUITION

Prices are effective June 2022

### COSMETOLOGY

Registration Fee	\$ 100
Student Equipment and Books	\$ 900
Tuition, 1500 clock hours	\$ 19,750
<b>Total Tuition and Fees</b>	<b>\$ 20,750</b>

### CLASSIC BARBERING

Registration fee	\$ 100
Student Equipment and Books	\$ 900
Tuition, 1,500 clock hours	\$ 12,750
<b>Total Tuition and Fees</b>	<b>\$ 13,750</b>

### ESTHIOLOGY

Registration Fee	\$ 100
Student Equipment and Books	\$ 725
Tuition, 750 clock hours	\$ 10,175
<b>Total Tuition and Fees</b>	<b>\$ 11,000</b>

### NAIL TECHNOLOGY

Registration Fee	\$ 100
Student Equipment and Books	\$ 475
Tuition, 350 clock hours	\$ 3,900
<b>Total Tuition and Fees</b>	<b>\$ 4,475</b>

### TEACHER TRAINING (500 clock hours)

Registration Fee	\$ 100
Book	\$ 150
Tuition	\$ 1,850
<b>Total Tuition and Fees</b>	<b>\$ 2,100</b>

### TEACHER TRAINING (1000 clock hours)

Registration Fee	\$ 100
Book	\$ 150
Tuition	\$ 2,825
<b>Total Tuition and Fees</b>	<b>\$ 3,075</b>



## TUITION IN monthly PAYMENTS

Prices are effective January 2022

### COSMETOLOGY

FT - 1st pmt \$2,600;
11 pmts at \$1,650 / month
PT - 1st pmt \$2,600;
22 pmts at \$825 / month

### CLASSIC BARBERING

FT – 1st pmt \$2,200
11 pmts at \$1,050/month

### ESTHIOLOGY

FT - 1st pmt \$2,300;
6 pmts at \$1,450 / month

### NAIL TECHNOLOGY

FT - 1st pmt \$1,550;
3 pmts at \$975 / month
PT - 1st pmt \$1,550;
6 pmts at \$487.50 / month

### TEACHER TRAINING

500 HOURS: 1st pmt \$525;
3 pmts at \$525 / month
1000 HOURS: 1st pmt \$615;
4 pmts at \$615 / month

## EQUAL opportunity STATEMENT

USCA does not discriminate on the basis of color, race, creed, age, religion, sex, or ethnic origin in any admissions, grading, placement, or hiring practice. USCA does not recruit students currently attending or admitted to another school offering a similar program of study.

## FINANCIAL aid

### THE APPLICATION PROCESS

Financial aid is available for those who qualify. Eligibility for federal financial aid depends on many things, including income, family size, and cost of education. Since no two students have exactly the same situation, we encourage you to call or visit with any questions you have, and to let us assist you in preparing your FAFSA (Free Application For Federal Student Aid). All information given for financial aid is confidential. You will be asked to provide two-year's prior tax return, for yourself (if you are independent), yourself & spouse (if married), or yourself & parents (if you are a dependent student).

The financial aid office is open weekdays from 8:30 am to 4:00 pm, and at other times by appointment. The Director of Financial Aid is Katie Davidsmeier (phone 217.753.8990).





## PELL grants

Based on financial need and cost of education, the Pell Grant is an award used for educational purposes, and is not repaid if the student completes their program.

## STUDENT loans

**DIRECT SUBSIDIZED LOANS** are loans made to undergraduate students for educational purposes, up to a limit of \$3,500 for first year students and \$4,500 for second year students, and are subject to the student's eligibility. Interest is paid by the government while the student is enrolled at least halftime; payments begin six months after the student graduates or stops attending at least half-time.

**DIRECT UNSUBSIDIZED LOANS** are loans made to students for educational purposes. Interest is an expense to the student, but payment of interest may be deferred until the student leaves school. Payments begin six months after the student graduates or stops attending at least half-time.

**PLUS LOANS (PARENT LOANS TO UNDERGRADUATE STUDENTS)** are loans made to the parents of a dependent student for educational purposes; financial need is based on the cost of education and other available aid for the family. Repayment begins immediately following the release to the school of the second half of the student loan (usually four to five months into the student's program); payments are usually around \$50 - \$100 per month.

## TITLE IV RETURN policy

A new regulation effective in October 2000 requires federal Title IV funds (grants as well as loans) to be returned by the school and the student if the student drops from their program of study. The school is required to determine the amount of return due according to the federal guidelines. In many cases, this will leave the student with a balance due to the school that is not covered by federal funds because they have been returned to the Department of Education.

## access TO RECORDS

Students have the right to see any information in their file during regular school hours, by making an appointment with the Director of Admissions and Financial Aid. This right applies to parents per FERPA guidelines. Graduates must submit a written request for an appointment with the Director of Admissions and Financial Aid. Information from a student's file will only be released upon written authorization from the student, or to parents per FERPA guidelines, or when the request is for legal or accreditation purposes. All transcript requests must be made in writing. Students may not receive a transcript if they have a tuition or fees balance due to the school. We do not publish any student directory information.

## COUNSELING

Although we cannot guarantee placement as an incentive for a student to enroll, USCA offers placement assistance to its students. We maintain records, and post notices, for area salons looking for qualified stylists and technicians, and we will work toward placing graduates in the salon they prefer. Salon owners and managers are regularly scheduled to make presentations to our students, to demonstrate skills and speak about their salon's career opportunities. Career counseling, as well as academic and individual counseling, is available to students. Students who would like accommodations are responsible for self-identification to the school Director of Operations. Students are responsible for obtaining special needs documentation from a professional who is qualified to assess their particular disability. The cost of the evaluation must be assumed by the student, not the post-secondary institution. Students at a post-secondary school are responsible for their own success. As reported in our most recent accreditation annual report, out of 160 students scheduled to graduate in 2021, 118 graduated within 150% of the scheduled course time, or 74%. A four-year average graduation rate for all USCA programs, 2018-2021 is 73%. Out of 110 graduates who took the exam in 2021, 97 passed, or 88%. A four-year average for 2018-2021, for all USCA programs, was 89%. Out of 118 graduates in 2021, 89 responded to surveys that they had found a job in their field, or 71%. Others did not respond to the survey. A four-year average for 2018-2021, is 77%. The institution's accrediting agency requires that any adjustments made to its student outcomes rates due to the COVID-19 pandemic must be disclosed. As student achievement at this institution has not been significantly impacted by the pandemic, the outcome rates reported do not reflect any such adjustments related to COVID-19.



## GRADING system

The grading system is based on an A-B-C-D-F system. A score of 93-100% is an A; 86-92% is a B; 77-85% is a C; 70-76% is a D; below 70% is an F. Theory grades are determined by averaging test results; Practical grades are determined by the number of clinic and practical tasks completed correctly in accordance with criteria set forth by the school, proportional to the number of weeks of attendance scheduled or number of hours earned. The passing grade for the final exam is 85%. Progress reports are maintained by the school and are reported to the students at regular intervals. A statement of hours earned is updated for each student at the end of each month.

## ATTENDANCE policies

1. Absences or tardies should be called into the admissions office at least 30 minutes before your regular clock in time.
2. Students must clock in at the beginning and end of each school day. Students who do not clock in when they first arrive will only get credit from the time when they actually clock in. Students who leave and don't clock out will only get credit up to their last scan. Students are required to clock in and out for their lunch break. Failure to clock out as well as in for lunch will result in a penalty of one clock hour for the day.
3. Students should be in attendance until their scheduled leave time. If a student needs to leave early, he/she must tell a teacher before 10:00am. Students may not leave if they are assigned a client or assigned duty, unless they have a Doctor's excuse or special permission from the Director. No students are allowed to leave once sanitation is posted. Violations will result in extra tasks.
4. Medical leave of absence must be accompanied by a doctor's note, and must state the expected start/end date and be a minimum of seven consecutive days.
5. Students who falsify time records will be suspended or expelled.
6. Students who are absent without notice to the business office for a period of two weeks will be subject to being dropped from school. Re-instatement or re-enrollment under this circumstance will be subject to the school's policy on re-enrollment.
7. Students are allowed a grace period of absences (funerals, bereavement, sick, family emergency, weddings, etc.) equal to a maximum of 10% of the enrollment period. For example, the Cosmetology program is 1500 hours in length. If a student misses more than 150 hours, the student is considered to be over contract and will incur a charge of \$200 a week for full time students or \$100 for part time students for every additional week after their contract end date. Excessive absences may result in suspension or termination.

The future for cosmetologists is looking very bright indeed, says the U.S. Bureau of Labor Statistics. The demand for cosmetologists is expected to grow by 16% between 2018 and 2028. This growth is expected to be the result of an increasing population, which will in turn lead to greater demand for the services of cosmetologists. The demand for hair coloring and other specialized hair services has increased in recent years, particularly among baby boomers trying to maintain a youthful appearance and young people seeking to remain fashionable. This trend will no doubt continue, leading to a favorable job outlook for cosmetologists.

- Professional Beauty Association

## textbooks USED IN EACH PROGRAM

### COSMETOLOGY

Milady Cosmetology & Foundations, 14th Edition Textbook Package 2022  
ISBN: 9780357871492

### CLASSIC BARBERING

Milady Standard Professional Barbering 6th Edition  
ISBN: 9781305100558

### ESTHIOLOGY

Milady Standard Foundations with Standard Esthetics: Fundamentals, 1st Edition 2020  
ISBN: 9780357263792

### NAIL TECHNOLOGY

Milady Standard Nail Technology with Standard Foundations, 8th Edition 2021  
ISBN: 9781285080475

### TEACHER TRAINING

Milady Professional Educator, 4th Edition 2022  
ISBN: 9781337786836

Any student receiving federal Pell Grant may opt out of the normal way the school provides for the student to purchase books and supplies by the 7th day of class. This student would then purchase identical books and supplies at their own cost. Please inform Admissions (about textbooks) if you would like to purchase your own books and supplies.

## graduation REQUIREMENTS

Students are eligible for the State Licensing Exam for their chosen profession (cosmetologist, classic barbering, esthetician, nail tech, or teacher) after completion of: all required hours in the course, as described in the curriculum listings in this catalog; all required clinic/practical tasks as described in the curriculum; a passing grade of 85% or better on the school's final theory and practical exams; a minimum cumulative grade point average of 70% on all theory tests. Also, all tuition and fees must be paid, including any overtime charges. Upon graduation, the student will receive a diploma.

## STANDARDS & SCHOOL policies

1. Students must dress according to the Dress Code outlined in the Orientation Manual.
2. Students must have professional looking hair, make-up and nails finished before arriving and clocking in each day. Students should be odor-free, with the exception of light perfume.
3. Absences or tardies should be called into the admissions office at least 30 minutes before your regular clock in time.
4. Students must clock in at the beginning and end of each school day. Students who do not clock in when they first arrive will only get credit from the time when they actually clock in. Students who leave and don't clock out will only get credit up to their last scan. Students are required to clock in and out for their lunch break.
5. Students should be in attendance until their scheduled leave time. If a student needs to leave early, he/she must tell a teacher before 10:00am. Students may not leave if they are assigned a client or assigned duty, unless they have a Doctor's excuse or special permission from the Director. No students are allowed to leave once sanitation is posted. Violations will result in extra tasks.
6. Medical leave of absence must be accompanied by a doctor's note, and must state the expected start/end date.
7. Students who falsify time records will be suspended or expelled.





- 8. Students may only use cell phones on scheduled breaks/lunch and only in break areas. You may not leave class or clinic floor to answer a call. Phones must be on vibrate; ring tones are not allowed. For each violation after the first one, a penalty of one task will be added to a student's task card. For emergency purposes, you may give out the Admissions office phone number, 217.753.8990.
- 9. No weapons of any kind are allowed in the school. Students found with weapons in the building or grounds will be suspended or expelled.
- 10. Food and drinks are permitted only in the student break room or in student classrooms when authorized by a teacher. Students must clean up after themselves.
- 11. Students are responsible for their own equipment and personal property. Students who misuse or steal school or a fellow classmate's property will be suspended or expelled.
- 12. Students must mentally and physically participate in all classes, lectures, demonstrations, practice sessions and field trips, and are expected to maintain a sober state of mind without the use of alcohol, non-prescription drugs or marijuana.
- 13. Students must complete all required tasks, assignments and tests. To accommodate students, make up test days are scheduled. Students must complete make up work at this scheduled time. Making up time can be completed on the program's optional day.
- 14. Every student must treat clients, teachers & students with respect and courtesy at all times. Negative attitudes/disrespectful communication can result in being suspended for the day and a penalty of ten tasks. Repeated occurrences can result in expulsion. Physical confrontations can result in immediate expulsion for all involved.
- 15. Any physical contact by a student to another student or staff that results in a complaint being filed with school management will be grounds for suspension from school for one week. A repeat of a similar incident, or any retaliation or intimidation will result in expulsion. This rule is a part of the school's Sexual Harassment Policy.
- 16. Any student who refuses a service or is away from the school when a client arrives, or changes an appointment without permission from a teacher, will be dismissed for the day and suspended for the next school day. In lieu of the next day suspension, 10 extra tasks may be given.
- 17. All work on students is to be done under the supervision of a teacher within the classroom setting.

- 18. Students must sanitize their work area and remove hair immediately after each service. Assigned sanitation must be completed each night before leaving. Not doing sanitation or signing another student's sanitation off that was not done will result in a penalty of five extra tasks the first offense and 10 extra tasks thereafter.
- 19. All graduation requirements must be completed by the time application for Boards is sent.
- 20. Students are not permitted to have purses or bags up at the front desk. Students may not loiter or stand in the reception area or behind the front desk at any time, unless they are assigned to the front desk that day.
- 21. The use of electronic cigarettes / vaping is not permitted in the building. Smoking is permitted in the assigned smoking area by the pond.
- 22. Students are not permitted to use the intercom at any time, unless they are assigned front desk duty. Students may only use the intercom system when paging another student for his/her client. Violations may result in suspension for the rest of day and following day.
- 23. Any violation of these rules or policies can lead to extra tasks, counseling, probation, written warnings, suspension, or expulsion.

## STATE & NATIONAL Wages

The U.S. Department of Labor provides current (2022) job information at [careerinfonet.org](https://www.careerinfonet.org). This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

Job Position / SOC Code	National Median Hourly/Yearly Wage
Cosmetologists (Hairdressers) / 39-5012	\$16.01 / \$33,290
Barber / 39-5011	\$16.82 / \$34,990
Estheticians (Skin Care Specialist) / 39-5094	\$18.30 / \$38,060
Manicurists / Pedicurists / 39-5092	\$14.97 / \$31,130



## enrollment AGREEMENT AND CONTRACT REFUND POLICY

Payments that are late are subject to a \$25.00 late fee. Student understands they are responsible for tuition & fees if eligibility changes for grants, loans or scholarships.

USCA (University of Spa & Cosmetology Arts) hereby sells, and the undersigned student purchases, subject to the terms & conditions set herein, a course consisting of classroom training and practical training. The total tuition and fees include the equipment and books required of the student as listed in the current student catalog. The course of instruction is intended to qualify the student for the Illinois State Licensing exam in the profession they have chosen. Upon satisfactory completion of the course, the student will receive a diploma from the University of Spa & Cosmetology Arts.

1. Student agrees to attend classes regularly as scheduled, and to prepare all lessons and perform all duties related to

their course of instruction, and to abide by the rules and regulations of the school.

2. Graduation requirements: Students are eligible for the State Licensing Exam for their chosen profession (cosmetologist, classic barbering, esthetician, nail tech, or teacher) after completion of: all the required hours in the course, as described in the curriculum listings in the catalog; all required clinic/practical tasks as described in the curriculum, a passing grade of 85% or better on the school's final theory and practical exams; a minimum cumulative grade point average of 70% on all theory tests. Also, all tuition and fees must be paid, including overtime charges. Upon graduation, student will receive a diploma.

3. If additional time is required beyond the specified term of this agreement, the student will be charged \$200 per week (full-time) or \$100 per week (part-time), for any week, or portion thereof, payable weekly or monthly in advance.

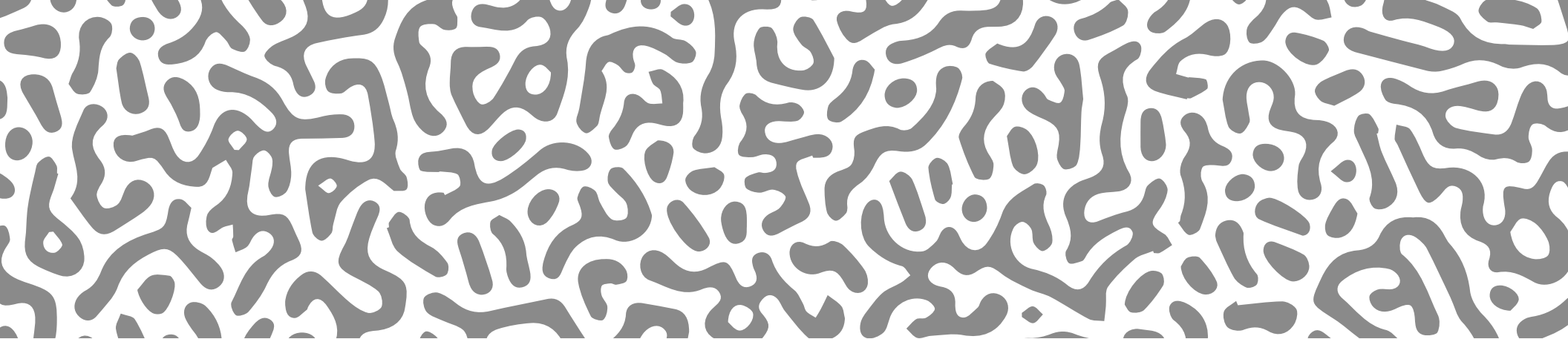
4. Upon successful completion of the course, students are advised that the school is prohibited from guaranteeing placement; however, USCA provides placement assistance and guidance at any time during or following enrollment and graduation.

ANY HOLDER OF THIS CREDIT CONTRACT IS SUBJECT TO ALL THE CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER. This is a legally binding agreement when signed by the student and accepted by the school.

**BUYERS RIGHT TO CANCEL:** You have the right to cancel this enrollment agreement until midnight of the fifth business day of signing by delivering notice in writing to the administrator/owner of the school; if notice is not given prior to signing, the student then has ten days to cancel and receive a refund of all monies paid.

Complaints against this school may be registered with the Illinois Department of Financial and Professional Regulation

CHICAGO:	SPRINGFIELD:
100 W. Randolph St.	320 W. Washington
Chicago, IL 60601	Springfield, IL 62786
1.312.917.4570	1.217.785.0877



5. As reported in our most recent accreditation annual report, out of 112 students scheduled to graduate in 2020, 83 graduated within 150% of the scheduled course time, or 74%. Out of the 112 students scheduled to graduate in 2020, 29 students did not complete the program. A four-year average graduation rate for all USCA programs, 2017-2020 is 69%. Out of 81 graduates who took the exam in 2020, 77 passed, or 95%. A four-year average for 2017-2020, for all USCA programs, was 96%. Out of 83 graduates in 2020, 68 responded to surveys that they had found a job in their field, or 82%. Others did not respond to the survey. A four-year average for 2017-2020, is 81%. The institution's accrediting agency requires that any adjustments made to its student outcomes rates due to the COVID-19 pandemic must be disclosed. As student achievement at this institution has not been significantly impacted by the pandemic, the outcome rates reported do not reflect any such adjustments related to COVID-19.

6. An internship program is offered to students who meet the requirements of the school and the state regulations. Intern hours may count for up to 10% of

a students program hours. Internship only applies to cosmetology, classic barbering, esthiology and nails.

**7. REFUND AND SETTLEMENT POLICY:**

A. If a student (or in the case of a minor, his/her parent or guardian) cancels his/her enrollment and demands his/her money back in writing within five business days of signing the enrollment agreement whether or not training has begun, all money paid will be refunded. The cancellation date will be determined by the postmark on written notification, or the date said notice is delivered to the school administrator/owner. An applicant who is not accepted for enrollment shall be entitled to a refund of all monies paid.

B. If a student cancels enrollment after five business days after signing, but prior to the beginning of class, he/she shall be entitled to a refund of all money paid, less the registration fee in the amount of \$100. If a student cancels enrollment after five business days of signing, but prior to the completion of the first day of class, he/she shall be entitled to a refund of all money paid less the registration fee and the cost of books and equipment that have been provided.

C. If a student cancels enrollment in writing after the first day of class attendance, but prior to completing 5% of the course, the school shall retain or receive: the registration fee, the cost of books and equipment which have been provided, and an amount not to exceed 10% of tuition or \$300.00, whichever is less.

D. Refund schedule for refunds after student has attended classes (not including registration fee and cost of books and equipment):

Percentage of attendance time to total time of course	Amount of tuition school shall retain or receive
0.01% to 4.9%	10% retained/received
5% to 9.9%	30% retained/received
10% to 14.9%	40% retained/received
15% to 24.9%	45% retained/received
25% to 49.9%	70% retained/received
50% or more	100% retained/received

E. Attendance time is defined as the scheduled hours between the actual starting date and the date of the student's last day of physical attendance in the school.

F. Refunds to students who terminate will be made within thirty days of formal cancellation by the student, as defined in section 7A, or formal termination by the school. Formal termination by the school shall occur no more than thirty days from the last day of physical attendance, or, in the case of a leave of absence, the earlier of the specified date of return, or the date the student notifies the school that they will not be returning.

G. If a student terminates, the equipment and books are the property of the student, provided said kits and books have been paid for prior to termination. Amount of tuition & fees retained is applied first to tuition, and last to kits and books. The cost of equipment and books are itemized separately in the enrollment agreement and school catalog, and are not included in the refund calculation above (except as provided in section 7A).

H. A student's cancellation or written withdrawal must be given to the Director of Admissions & Financial Aid.





I. The school will mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the date of notification.

J. If a school is permanently closed and is no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition, fees, and other charges. Students may complete the course through a pre-arranged teach out agreement with another institution, the school will not cover the difference in fees. The school will provide a student with an official transcript. If a course is cancelled subsequent to a student's enrollment the school shall provide a full refund of all money paid. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the student shall be entitled to a pro-rata refund of tuition, fees, and other charges. Students may complete the program through a pre-arranged teach out agreement with another institution, the school will not cover the difference in fees. The school will provide a student with an official transcript. The school may make refunds which exceed those required by the statute 225 ILCS 410/3B-13.

K. If a student is using Federal Title IV program funds for tuition, student is advised that regulations may require a portion of any grant or loan money used to be returned if a student drops from school; this may cause the student to be responsible for tuition that the school has earned, which has not been paid or retained from Title IV funds.

8. Students may be suspended or expelled for violation of the rules and regulations of the school. Unofficial withdrawals will be determined by the institution by monitoring attendance every two weeks.

9. A transcript of hours for a student who has terminated will only be released if the student has paid an amount equal to earned tuition and fees, as calculated pursuant to the terms in section 7 of this agreement. A transcript of hours will not be released for any student who owes tuition and fees to the school. All student equipment and books remain the property of the school until the earned tuition and fees have been paid. A student who withdraws from or drops out of a school, by written notice of cancellation or otherwise, shall not be entitled to any transcript of completed hours following the expiration of the 7-year period that began on the student's first day of attendance at the school. A \$2 fee will be charged for each transcript after the first free transcript that the school is required to provide.

10. The student's rights under this contract may not be assigned to any other person. It is clearly understood that the school may assign or sell its rights and payments under this contract; such assignments however, will not relieve the school of any responsibilities under this agreement.

11. This institution practices no discrimination in its admission, grading, graduation, hiring, or placement policies on the basis of race, religion, sex, creed, ethnic origin, age or color.

12. This contract embodies the whole agreement between the parties, and the purchaser agrees that no representation, warranty, or guaranty has been made to him which is not expressly set forth herein. If any part of provision hereof in contrary to the provisions of law in any state where this contract is executed, the remaining provisions shall be binding and effective nevertheless.

## OWNERS & staff

JOHN & GAIL LORENZINI

NICK LORENZINI

JAMIE KAUFFMAN Director of Operations

KATIE DAVIDSMEIER  
Director of Admissions & Financial Aid

CAROLYN BLACK Teacher

TAMMY ESKEW Teacher

JAMIE FAIRLESS Teacher

TARA HERIFORD Teacher

KAOLIN (DIXIE) HILL Teacher

RHIANNON KAHL Teacher

WHITNEY MCDONALD Teacher

LEIGH PAGEL Clinic Floor Manager

RACHELLE SHEPHERD Teacher

MEL VESPA Teacher

MIKE WAHL Teacher

MEG MARRON Substitute Teacher

NICOLE LACY Financial Aid Administrator

JANAYA OCHOA Financial Aid Administrator

ADMISSIONS AND FINANCIAL AID OFFICE  
217.753.8990

## salon AFFILIATION

The owners of USCA also own full-service salons (BJ Grand Salon & Spa) in the Illinois city of Springfield at two locations.

The owners also sponsor advanced educational programs throughout the area and are approved sponsors of continuing education for the cosmetology profession.

