



2019, 2020 Catalog



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## GENERAL INFORMATION

TRUE COLORS  
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Truecolorscenter.com

## PRIVATELY OWNED AND OPERATED COSMETOLOGY SCHOOL ENROLLING YEAR ROUND

*Proud to be the 2012  
Wyoming School of the Year  
Matrix "Spread the Love"  
Program*



Find us on  
**Facebook**

FACULTY

Discover  
Your  
True  
Colors

**SCHOOL OWNER**

**Mae Huson - Owner**

- Licensed Cosmetologist since 1991
- Licensed Cosmetology Instructor since 2008

**FACULTY**

**Kacy Bell**

- Licensed Cosmetologist—2011
- Licensed Cosmetology Instructor —2012
- Independent Contractor - 2014

**Carol Dube**

- Licensed Cosmetologist—2002
- Licensed Cosmetology Instructor—2014
- Salon Owner —2014

# ☰ True Colors Cosmetology School

## 2019 - 2020 COURSE INFORMATION

### Course Schedule

**Cosmetologist can enroll at the beginning of any course!**

#### Hairstylist

- February 18, 2019
- May 6, 2019
- July 22, 2019
- October 7, 2019
- January 6, 2020
- March 23, 2020
- June 8, 2020
- August 24, 2020
- November 9, 2020

#### Esthetician

- January 14, 2019
- April 1, 2019
- June 17, 2019
- September 2, 2019
- November 18, 2019
- February 17, 2020
- May 4, 2020
- July 20, 2020
- October 5, 2020

#### Nail Technician

- February 4, 2019
- April 22, 2019
- July 8, 2019
- September 23, 2019
- December 9, 2019
- March 9, 2020
- May 5, 2020
- August 10, 2020
- October 26, 2020

### Tuition Menu

#### Cosmetology Program

1600 clock hours

\$13,000

(Basic Training Eleven Weeks—  
Then the Student can make their own schedule)

#### Hairstylists Program

1000 clock hours

\$9,000

(Basic Training Six Weeks-  
Then the Student can make their own schedule)

#### Esthetician Program

600 clock hours

\$7,000

(Basic Training Three Weeks-  
Then the Student can make their own schedule)

#### Nail Tech Program

400 clock hours

\$5,000

(Basic Training Two Weeks-  
Then the Student can make their own schedule)

**Clock Hours: 60 minutes equals one clock hour**

**\$1500.00**

**Deposit required at the time of enrollment  
In-house Financing Available Upon Approval**

### **Instructor Program**

#### Licensed Professionals

#### **Open Enrollment**

**Schedule is optional according  
to work schedule.**

**Tuition: \$5000.00**

**Hours: 500**

### **Waxing Tech Program**

#### Licensed Hairstylist and Nail Techs ONLY

**3 days  
9am-12pm (Mandatory Theory)**

**Remaining 115 hours is optional  
according to work schedule.**

**Tuition: \$2,000.00**

**Hours: 125**

Prices are subject to change without notice. Once enrollment form is signed the price will remain as stated.



## TUITION COURSE BREAKDOWN

### Cosmetology Program

Registration Fee	<u>\$1,500.00</u>
Student Kit and Books	<u>\$1,500.00</u>
Course Tuition	<u>\$10,000.00</u>
<b>Total Course Tuition</b>	<b><u>\$13,000.00</u></b>

### Hairstylists Program

Registration Fee	<u>\$1,500.00</u>
Student Kit and Books	<u>\$1,000.00</u>
Course Tuition	<u>\$6,500.00</u>
<b>Total Course Tuition</b>	<b><u>\$9,000.00</u></b>

### Esthetician Program

Registration Fee	<u>\$1,500.00</u>
Student Kit and Books	<u>\$500.00</u>
Course Tuition	<u>\$5,000.00</u>
<b>Total Course Tuition</b>	<b><u>\$7,000.00</u></b>

### Nail Tech Program

Registration Fee	<u>\$1,500.00</u>
Student Kit and Books	<u>\$500.00</u>
Course Tuition	<u>\$3,000.00</u>
<b>Total Course Tuition</b>	<b><u>\$5,000.00</u></b>

### Transfer Student

Registration Fee	<u>\$1,500.00</u>
Student Kit and Books	<u>\$500.00</u>
Course Tuition	<u>\$10.00 an hour</u>
<b>Total Course Tuition</b>	<b><u>hours needed</u></b>



## COURSE DESCRIPTION

### **Cosmetology** -

In the Cosmetology course you will learn all things encompassed in the Hairstylist Course , Esthetics Course and the Nail Technician Course .

### **Hairstylist** -

This course uses Matrix professional products and encompasses hair color, hair lightening ,permanent waving, permanent straightening and a variety of cutting techniques using shears, a razor and clippers.

Each student will be taught to style the hair into a finished style with Matrix Styling products using a professional blow-dryer, flat iron or Marcel iron.

### **Esthetics** -

The esthetics course encompasses skin care , makeup application and full body waxing .

Each students will learn how to give a relaxing professional facial with Bioelements professional products, educate their clients about how to care for their skin and suggest an at home skin care regiment .

They will also learn how to apply daytime, nighttime and special occasion makeup. They will learn how to shape the eyebrow specific to each face. And they will be taught the specialty service of full body waxing.

### **Nail Technician** -

They will learn with OPI professional products how to apply artificial enhancements using acrylic and gel.

They will also learn how to give relaxing OPI Spa Pedicure and Manicure .

They will be taught the application of OPI gel polish , the newest trend.

### **Obtaining a License** -

Every Student enrolled in True Colors Cosmetology School will be trained and prepared extensively for the Wyoming State Board Examination.

After passing the examination they will be a licensed professional of the Beauty Industry . This License can be transferred to any state with the states approval.



## ATTENDANCE POLICY

**FLEX HOURS:** Students are allowed 4% of personal time during the course period without incurring overtime charges. This will include illness, weather, family issues, etc. If a student is going to be absent, they must give a written request to an instructor for approval at least two days before the absence unless it is due to illness or any unforeseen emergency. If a student misses more than the allotted 4% of personal time they will be charged a fee of \$25 for each hour of make up time.

COURSE	REQUIRED HOURS	4% PERSONAL TIME
Nail Technician	400	16 hours
Esthetics	600	24 hours
Hair Styling	1000	40 hours
Cosmetology	1600	64 hours

**OVERTIME CHARGES:** Students who incur overtime charges can pay monthly or full payment will be due upon course completion during student's Exit Interview.

**ABSENCES AND TARDINESS:** Students who are going too late or absent must call or text appointed staff members before **9:00 AM**. **Failure to notify school staff** that you are going to be absent will result in disciplinary action. Late arrival has until 11:00 AM to check-in. If you can't make it by that point, you must call in and speak directly to a staff member so they can clear your schedule.

### Standards of Progress

Pivot Point Curriculum is used for all courses at the training center. Progress reports are issued on a monthly schedule and updated on a weekly basis according to the training center syllabus.

Grades will be issued for

- Chapter tests
- Completed Workbook
- Clinic Floor Services
- Mock Boards

Final GPA will be an average of all grades

76% is considered passing

Make up assignments and retakes are the students responsibility.

Students will be given written and verbal warnings to complete missing assignments





## ENROLLMENT AND RECORDS

### Enrollment Requirements

#### **INFORMATION TO BE INCLUDED**

(Copies to be sent with this form to State Board of Cosmetology)

- \_\_\_\_\_ Certification of Education (High School Diploma or GED Certificate)
- \_\_\_\_\_ Picture ID
- \_\_\_\_\_ Social Security Card
- \_\_\_\_\_ Lawful Presence (Birth Certificate/Passport)
- \_\_\_\_\_ Compass Test/Work Keys
- \_\_\_\_\_ Work History (Instructor Only)
- \_\_\_\_\_ Hairstylist/Nail Tech License (Wax Training Only)

### Student Records

- Course Files and records are kept confidential and not available to anyone outside of the course staff, administration, the student, Department of Veteran Affairs and state agencies acting on their behalf.
- True Colors requires a signed consent for permission to obtain and release information
- Course and Student files will be kept in the administrators office in a lockable file cabinet.
- All files include registration, progress reports, financial contracts and enrollment agreements per student enrolled.



## STUDENT CONDUCT

### CODE OF CONDUCT

Our code of conduct is a set policy that aims to preserve a just and positive behavior among the student body. For this reason, True Colors Code of Conduct and Ethics provides behavioral guidelines that are in effect at all times—including whenever a student is representing True Colors on or off campus. Examples that violate professional judgment and behavior, which may result in disciplinary action are, but not limited to:

1. Inflicting damage to cosmetology equipment or facility;
2. Being academically dishonest;
3. Undertaking unauthorized actions in the name of True Colors Training Center;
4. Tampering with computer equipment, including unauthorized access. i.e., using front desk computer without Instructor's permission, for personal or Internet use;
5. Forging, altering or misuse of cosmetology program documents or client records;
6. Theft from True Colors Training Center or other classmates will result in immediate dismissal from program;
7. Any student suspected of being under the influence of prescription or non-prescription drugs and/or alcohol, possessing or distributing narcotics or other controlled drugs substances will be dismissed and immediately referred drug/alcohol testing at his/her own expense. Positive testing or repeated incidents will result in immediate termination;
8. Student's performance and actions place a client, classmate or faculty's welfare at risk;
9. Student exhibits behavior that is disruptive or obstructive to the teaching and learning environment;
10. Student displays behavior that is disrespectful toward clients, classmates, and/or facility.
11. Student becomes disrespectful, complains insistently, or talks negatively in front of clients, classmates and/or faculty.
12. Students are REQUIRED to become friends with True Colors Face book during their enrollment.



## STUDENT CONDUCT

13. Participation in all activities is mandatory when receiving school hours. These opportunities will be provided to you throughout the program, which will take your learning experience beyond the text book.

14. Hanging out or "hovering over" other students who are working on the front desk, dispensary or working on other clients, even if you know them, is distracting and prohibited unless approved by an instructor for learning purposes. If you know another student's client, we encourage you to respond courteously and then return to your own work.

15. Students, who are not scheduled with a client, need to keep busy working on mannequin apps, textbook work, or viewing educational videos.

16. All students will help with everyday up keep of the school. i.e., trash, laundry, straightening of equipment and shelves, cleaning, sweeping, and mopping of all rooms.

17. Student kits are required to stay within the facility. Cosmetology tools are for school use only.

18. Any person who practices manicuring, esthetics or hair styling for compensation, or who carries on any business practice governed by this act, without the applicable license when a license is required, is guilty of a misdemeanor punishable, upon conviction, by a fine of not more than \$750. No student with fewer hours than designated for certification shall be permitted to practice cosmetology and related field, on patrons.

[Reported by: Wyoming State Board of Cosmetology]

## DISCIPLINARY POLICY

**CODE of CONDUCT VIOLATIONS:** At the Instructor's discretion, any infraction against the terms outlined in the *Enrollment Agreement* or *Student Handbook* will be recorded in the student's file and handled in the following manner:

- (1) Verbal Notice - Disciplinary Report
- (2) Written Notice - Disciplinary Report
- (3) Two-Day Suspension- Disciplinary Report
- (4) Dismissal

**GROUNDS FOR TERMINATION:** Each student shall abide by the terms outlined in the True Colors Training Center enrollment agreement and student handbook. Violation of the terms of the enrollment agreement or student handbook may result in immediate termination from True Colors Training Center.

**IN-SCHOOL SUSPENSION:** True Colors ethical and professional policies will be followed at all times. It is at the discretion of the training center staff to assign in school suspension when necessary.

**TUITION PAYMENT:** True Colors Training Center currently offers a self-financing program with application approval. For more information, contact the Business Office. Tuition must be paid in full (unless other arrangements have been made) by the mandatory Orientation Meeting, which is scheduled two weeks prior to program start date. **Prices are subject to change without notice. Once the enrollment agreement is signed the price will remain as stated.**

**REFUND POLICY AND DROP OUT POLICY:** Once True Colors Enrollment Agreement is signed, **tuition fee becomes 100% NONREFUNDABLE.**

**EXEMPT:** Students approved for the Department of Veteran Affairs benefits that withdraw, are dismissed, or fail to complete the course for any reason will be refunded tuition and fees based on exact pro-rata days attended, (less ten percent of the pro rata amount) A registration fee, not to exceed ten dollars may be retained. Proof of eligibility for, or receipt of, VA benefits may be required.

**CONDITIONS FOR REENTRANCE:** Consideration for reentrance will be a case by case basis. Must be approved in writing by the owners of True Colors.



## FACILITY AND EQUIPMENT

### Facility Description

Wyoming Board of Cosmetology requirements have been met.

#### Includes

- 2100 square feet
- Clinic Floor
- Classroom
- Dispensary
- Facial Room
- Restrooms
- Admin Office
- Laundry Facility

### Equipment and Tools

- Pivot Point Curriculum
- Projector and Power Point material
- Videos and DVD's
- Mannequin Demonstration
- Cutting and Styling Tools
- Product Knowledge
- Models and Patrons
- Student Text Books
- Student Study Guides
- Student Exam Review



## TRANSFER AND COMPLETION

### Students Transferring to True Colors

- Prior training must be evaluated and credit given as appropriate. The length of the course or program must be shortened appropriately.
- All states have certain requirements and procedures that must be followed to have an accurate transfer.
- Approved kit and books must be approved by True Colors before course start date.

### Students Transferring From True Colors

- There is a \$100.00 finance charge for all hours and applications to be submitted to the State Board prior to course completion.
- Exit Interview and all monies owed to True Colors must be completed before course record is submitted to The Wyoming Board of Cosmetology

### Course Completion Policy

- Diplomas are issued at the completion of enrolled course. This signifies that you are certified in the program completed and a state exam must be taken in order to be a licensed professional by the Wyoming Board of Cosmetology.
- Family and friends are welcome to attend your certificate recognition, which is scheduled according to the graduation date.

**True Colors, LLC**

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## Mission Statement

*Investing in the beauty industry by  
inspiring excellence in our  
profession, through partnering  
with our community.*

# Discover Your True Colors