

* Policies

During your attendance at Rosel School of Cosmetology, you are in training. It is imperative that you always do your best and project a spirit of cooperation and personal enthusiasm. The following rules must be followed to facilitate your potential to learn and grow.

- Upon arriving at school, students must sign their full name in the SIGN-IN-BOOK.
- Please do not have someone else sign your name for you. This is an official book, and
- Only your signature will be valid. PLEASE SIGN IN ACCURATELY, TO THE NEAREST HALF HOUR. Have an instructor sign you out when you leave school.
- To receive credit, students are required to attend school at least THREE hours a day.
- Prior permission must be obtained to leave the school at any time except during lunch breaks.
- Any student remaining in school more than FIVE hours in a single day is required to take a lunch break and will have half an hour subtracted from their total daily hours for lunch break
- Students are always responsible for securing their own equipment, supplies and books. If any of these items are lost or stolen, the student is fully responsible for their replacement at his or her own expense. This includes all kit items that are given to the student at the beginning of the course.
- Maintaining sanitation is necessary throughout the day. This includes your assigned sanitation duties, as well as keeping your own materials, station and chair sanitized.
- No smoking, eating or drinking are allowed in the clinic floor or in the classroom. Smoking is permitted OUTSIDE of the school only, and all cigarette butts must be placed in trash receptacles.
- Students may receive personal calls only in cases of emergencies or urgent matters. Personal calls may be received only on the student phone line. The phone number for this line is (773) 508-5751. Students may call out only on the pay phone.
- The school is not responsible for your equipment, books or personal property. Keep your material cases and lockers secured at all times. Lockers must be kept clean, as they are subject to inspection at any time. Any unlabeled lockers will be opened, cleaned out, and given to other students, so make sure your name is on your locker. **LOST OR STOLEN BOOKS AND/OR EQUIPMENT WILL NOT BE REPLACED BY THE SCHOOL!**
- There will be unannounced box inspections for all equipment and supplies. Students missing any equipment will be given one week to replace the missing item(s). Failure to do so will prevent the student from servicing any clients until the item(s) is replaced.
- Students may service fellow students. However, if a perm, color or any other chemical service is to be given, the student must pay \$4.00 for perms, color, bleach, or chemical relaxer, and \$3.00 for scalp treatment cream.
- Tuition payments must be made in a timely manner as agreed upon at the time of your enrollment. All tuition and personal charges must be paid BEFORE 1500 hours are completed, or your graduation diploma and license application will not be granted to you.
- All students must pass the final exams(theory and practical),with a score of 85% or higher before they are allowed to file for the State Board Exam.
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- Students performing services for clients or fellow students are always responsible for proper cleaning and sanitation of the table/area for the next client.
- All used towels must be placed into the large, blue, closed container near the back of the school, or into the smaller container near the front of the school. NEVER leave towels on top of your work stations or on top of the containers.
- Any water, liquid or chemical that spills onto the floor during a shampoo or other service must be mopped up immediately.
- Talking or cheating will not be tolerated during examinations.
- All financial and issues and questions must be directed toward Rosel or the financial aid officer.
- Students are required to participate in fire drills. A fire drill will take place two times a year.
- Children under the age of 16 are not allowed in school. If a child is brought to the school, the school is not responsible for any injury or accident that may occur, which the child has caused or been involved in. Any student who brings his or her child to school is responsible for all damage to property or equipment caused by the child and will be asked to sign a liability waiver form.