



Student Catalog

Volume 5 February 2026

Walk with Scissors, A Nathan Walk Cosmetology Academy

135 E. Emaus Street Middletown, PA 17057

Telephone: 717.908.6365

www.walkwithscissors.com

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. This catalog is updated as needed.

Table of Contents

Contents	Page
Welcome.....	
.....3	
Our Mission.....	
.....4	
Our Vision.....	
.....4	
Our Core Values.....	
.....4	
Community Outreach.....	
.....4	
Academy’s Philosophy	
.....5	
Annual Report Disclosure.....	
.....5	
Course of Objectives.....	
.....5	
Admissions Requirements.....	
.....5	
Areas of Study.....	
.....6	
Schedule.....	
.....6-7	
Career Opportunities.....	
.....7	
Cosmetology Program.....	
.....7-12	

Cosmetology Teacher

Program.....1

2-15

Graduating Requirements.....

.....15-16

Satisfactory Academic Progress Policy & Procedure.....16-18

Leave of Absence Policy.....

.....18-19

Rules & Regulations.....

.....19-20

Cancellation & Refund Policy.....

.....21-22

Student Services.....

.....22

Probation, Disciplinary and Reinstatement Policy.....23

Complaint/Grievance Policy.....

.....23-24

Academy Closing Days (Current).....

.....24

*Monthly Calendar inserts follow

* Walk with Scissors Cosmetology Academy is a licensed Cosmetology School certified through the Pennsylvania Board of Cosmetology.

PA State Board of Cosmetology – 2525 N. 7th St, Harrisburg, PA 17110 – (833) 367-2762

Accredited by: National Accrediting Commission of Career Arts & Sciences (NACCAS) – 3015 Colvin St, Alexandria, VA 22314 – (703) 600-7600

List of Administration & Faculty:

- School Director
- Admissions/Finance Director
- Lead Educator
- Program Educators
- Receptionist



Welcome to the Walk with Scissors Cosmetology Academy

You have selected one of the finest schools to prepare yourself for a career that is both personally and financially rewarding. At Walk with Scissors Cosmetology Academy, we ensure our education is passionate and rigorous; we expect excellence from each of our students. The main goal of our Staff and Instructors is to make sure our students graduate with the technical skills and professionalism needed to succeed in the industry they chose. You will find that we provide a creative environment for learning and experience, and we hope that you take full advantage of all that we have to offer.

We look forward to counting you amongst our successful alumni. Remember, where you will go depends on where you begin.

Yours in Service,

Nathan Walk – Owner/Educator
Richard Walk - Owner

Our mission

At Walk with Scissors Cosmetology Academy, we prepare our students for a career in the field of Cosmetology and Cosmetology Education. We offer the quality of education to succeed in the Cosmetology industry. We are committed to offering the highest standard of education to our students by customizing their individual learning strategies for every aspiring Cosmetologist and Cosmetology Instructor. We are focused on developing advanced practical skillsets that are necessary for success in this growing industry. We ensure that upon graduation, our students will have a thorough understanding of professionalism, communication, customer service, and both business and interpersonal skills. We provide a state-of-the-art facility, with in-depth theory practices, live model programs for beginning students and updated technology for lecture and hands-on work. We guarantee to create an environment of trust and respect for all. We believe in individuality, creativity, self-expression, and inclusion for all. Our Cosmetology students will receive advanced training to work in salons that specialize in hair, skin and nails while our Cosmetology Teacher students will receive top-notch instruction and experience to work in Cosmetology Education at Cosmetology schools and/or Vendor training opportunities.

Our Vision

Our Vision at Walk with Scissors Cosmetology Academy is to provide placement for each of our graduates. We look to build professional relationships with salons/spas for interview practices, guest speaking, demonstrations, and career events. Our graduates will complete school with a full understanding of the industry and express passion and confidence in all aspects of cosmetology. We are committed to strengthening a team of eager stylists, educators, mentors, and management.

Our Core Values

Teamwork- We believe teamwork empowers our individual strengths.

Respect- Respect guides the way that we operate at all levels.

Integrity- Ensure honesty and fairness in all our actions.

Value People- We will treat all people with courtesy, dignity, and respect.

Honesty- We are truthful and open in our interactions with each other.

Community Outreach

At Walk with Scissors Cosmetology Academy, we are focused on being involved with the community to ensure the best experiences for both our students and those around us. We build strong relationships

with local Salon/Spa/Shop owners on a privately owned/corporate level. We have connections for career placement with salons in major cities if a student decides to relocate after graduation. We work closely with local school districts with trade-school placement and volunteer services in hair and makeup for school dances, plays, musicals and events. We provide affordable haircare, skincare and nailcare services to the public in return which this helps to build the confidence and skillset practices within our learners.

Annual Report Disclosure

2024 Graduation Rate – 90.48%

2024 Placement Rate – 91.18%

2024 Licensure Rate – 91.89%

Academy's Philosophy

Walk with Scissors Cosmetology Academy is dedicated to training students in the theory and practical skillsets necessary to become a licensed cosmetologist in the state of Pennsylvania. The Academy believes in developing students' motivation, commitment, and integrity in order for them to become successful in their chosen industry. The Academy will make every effort to ensure that all students receive a well-balanced training and support/guidance responding to the needs of the industry.

Course of Objectives

The ultimate goal at Walk with Scissors Cosmetology Academy is to provide excellence in training that enables graduates to function to their fullest potential in today's full-service salons and spas as well as to prepare students to pass the Pennsylvania State Board Examination. In order for these to be achieved, students are trained in the basics of every service performed in all aspects of cosmetology. It is also our aspiration that all students will be immersed with hands-on practices with various techniques and business skill training.

Admissions

Are you ready to begin?

If you are eager about the prospect of training and education at Walk with Scissors Cosmetology Academy, here is all you have to do to get started.

Admissions Policy

Walk with Scissors Cosmetology Academy does not discriminate in its employment, admission, instruction, or graduation policies based on sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study.

1. All prospective students must provide valid proof of prior education. This includes a copy of high school diploma, high school transcript showing High School completion, GED or College Transcript demonstrating successful completion of at least a 2-year program that is acceptable for full credit towards a bachelor's degree or state certificate demonstrating passage of a state-authorized examination that the state recognizes as the equivalent of a high school diploma (a certificate of attendance or completion does not meet this requirement). Foreign education credentials must be translated into English and verified by a qualified outside agency to confirm the academic equivalence to a United States High School diploma. Home schooled students are eligible for admissions provided that their secondary schooling was completed in a home school that state law treats as a home or private school. If the state or local school board issues a secondary credential for home schooling, this must be provided.

Walk with Scissors Cosmetology Academy does not accept Ability-to-Benefit students.

2. Submit valid/unexpired photo Identification card with proof of age. This includes a U.S. Driver's License or state-issued Identification card, U.S. Passport, or U.S. permanent resident card. Students must be at least 16 years of age to enroll.
3. Complete the enrollment agreement along with a \$50 non-refundable application fee (unless the application fee is waived for self-pay option as part of the promotion).
4. The kit payment must be paid at time of enrollment (unless the kit payment is waived for self-pay option as part of the promotion).
5. Students enrolling for the Cosmetology Teacher Program must meet state enrollment requirements by holding a current Cosmetology License.

Re-Entry

Students whose enrollment has been terminated, voluntarily or involuntarily, must wait 3 months before applying for consideration of re-entry. A letter must be submitted to the Academy Director stating the re-entry request with reasons for consideration. Walk with Scissors, A Nathan Walk Cosmetology School reserves the right to waive the 3-month waiting period when extenuating circumstances occur.

Credit for Previous Training

Walk with Scissors Cosmetology Academy does not accept clock hours for transfer students. Hours will be accepted for qualifying re-entry students.

Facilities

Walk with Scissors Cosmetology Academy campus is located in the heart of Middletown, Pennsylvania. The historic building that was once a church has on-site parking available for students and guests. As well as a nearby park/street for parking. There are two buildings on the property which make up the Classroom, Snack Bar, Student Clinic Floor, Dispensary, Shampoo Lounge, Reception Lounge/Lobby, Office, and Storage. There are 5 Shampoo Bowls, 22 Styling Stations, Tables/Desks/Bar Space and Chairs for Lecture, and 4 restrooms (2) of which are handicap accessible. Our Dispensary will store the supplies needed for classroom and clinical purposes. There are 8 available hair/hood dryers, 4 manicure tables for nail practices, 4 facial beds to for practicing of skincare services.

Areas of study

Your training will encompass three types of learning: Academic knowledge and experience, the foundation of your lessons in education; Practical skillsets, the application of your knowledge and experiences hands-on. Professional business skills, which is vital for your success in the industry. Each Phase of your education will emphasize different learning strategies and approaches.

- **Cosmetology (1,250 hours)**
Explore the latest styles and techniques in haircutting, coloring, basic/advanced haircutting, hair coloring skills, chemical applications, hairstyling, updos, creativity, skincare, nailcare and makeup artistry.
- **Cosmetology Teacher (500 hours)**
Learn fundamental teaching methods associated with progressive education and successful coaching.

Schedule

Basic Cosmetology

Full-time

Monday through Friday
9:00AM - 5:00PM

Part-Time

Monday through Friday
5:30PM - 9:30PM

Cosmetology Teacher

Full-Time

Monday through Friday
9:00AM - 5:00PM

Part-Time

Monday through Friday

20 hours weekly schedule that is assigned between the hours of 9:00AM to 9:30PM. Students shall confirm their individual schedules with the Academy Director.

Career Opportunities

- **Salon Industry**
Hair Stylist, Hair Designer, Master Hair Sculpting, Hair Colorist, Permanent Waving/Chemical Texturizing Specialist, Skincare Specialist, Nail Technician, Makeup Artist, Brand Ambassador, Plat Form Artist, Editorial/Runway Hair and Makeup Artist, Sales Representative/ District Sales Consultant and much more.
- **Education and Other Fields**
Educator/Instructor, Freelance Educator, Manufacturer Educator, Consultant/Trainer, Freelance Makeup Artistry, Stylist or Makeup Artist for film, theater, fashion print, Distributor Educator, Salon Educational Owner and much more.

The programs at Walk with Scissors Cosmetology Academy provide instruction in theory knowledge/practical skills and are designed to develop skillsets required for licensure and career placement. Teaching methods include lecture, discussion, questions and answer, slide presentations, demonstration, problem solving, individualized instruction and student presentation.

Students are graded on the basis of classroom and homework assignments, lesson tests, technical assessments, live model and guest services, technical worksheets, and practical skillsets.

All courses are taught in English.

Cosmetology Program (1,250 hours)

This is the beginning of something exciting!

Express your creativity and passion in haircare, skincare, nailcare and makeup artistry. Our cosmetology course incorporates 1,250 hours of extensive theory knowledge and hands-on learning to provide you with a complete understanding of beauty and wellness. The curriculum layout is designed to keep you engaged throughout the entire program. Each phase focuses on several main lessons, recapping the knowledge on infection control, shampooing/conditioning experience, haircutting and body positioning, basic air forming and styling skillsets. Whether you are a full-time or part-time student, you will spend your daily routine during class time in theory for half of day/evening and practical for the other half day/evening classes.

Phase 1 – 6 : Is filled with lessons and hands-on practices. These phases are consistently on rotation 1-6. This way any new student can begin classes according to their start date. Phases will change every four weeks for full-time students and every eight weeks for part-time students. Full-time (new student) can start every first Monday of the month according to the yearly calendar- or (Tuesday) if a holiday falls on that date. Part-time (new student) can start every first Monday of every other month according to the yearly calendar- or (Tuesday) if a holiday falls on that date.

Phase 7 – 9 (Full Clinic): Once students have completed phases 1-6, they will get ready to launch their career with an in-depth workshop training in advanced skills, master customer service, consultation, time management, social media promotion, portfolio building and daily focus on guest services; rebooking, retailing, referrals, and additional service sales. Students main focus is to provide legendary customer service, complete technical worksheets, participate in workshops and clinic floor engagements.

Hours Requirements

Full-Time/37.5 hours a week, 1,250 hours, 8 ½ Months

Part-Time/20 hours a week, 1,250 hours, 16 Months

Theory Curriculum: 300 hours

Bonus Theory Curriculum Approximate: 150 hours (Skincare, Nailcare, Clipper/Fade)

Practice/Knowledge Recap and Clinic Floor Curriculum/Workshops Approximate: 800+ hours

Totaling Program Complete Hours: 1,250 hours

PHASE 1

You will focus on the fundamentals of shampooing and conditioning, haircutting techniques and body positioning, hairstyling, hair designing, structure of hair and related sciences, infection control and first aid. Lectures, demonstrations, workshops, and live model/guest assessments to help concentrate on developing skills and accuracy. You will learn the legendary customer service skillsets it takes to become wildly successful.

Weeks 1-4: Full-Time

Weeks 1-8: Part-Time

Approximate Theory Time: 75 hours

Approximate Practical Time: 75 hours
Approximate Total: 150 hours

PHASE 2

Apply your knowledge on the science behind color theory, hair color, highlighting/lightening techniques, tools/essentials, science of chemical use and permanent waving services. You will expand your skillset with shampooing/conditioning, haircutting, hairstyling, hair design and infection control. You will gain great experience with customer service, consultation skills, live model/guest assessments and attracting your ideal clients.

Weeks 1-4: Full-Time
Weeks 1-8: Part-Time

Approximate Theory Time: 75 hours
Approximate Practical Time: 75 hours
Approximate Total: 150 hours

PHASE 3

This phase you will understand the chemistry of chemical hair relaxing, curl reformation, product selection and essentials. You will learn ways to control the hair through rollers, pincurls, fingerwaves, updos, braids, air forming styles and designs. While understanding the basics of haircutting, proper body positioning and finished styling. In guest services, you will understand the importance of maximizing your average ticket and build confidence with live model assessments and guests.

Weeks 1-4: Full-Time
Weeks 1-8: Part-Time

Approximate Theory Time: 75 hours
Approximate Practical Time: 75 hours
Approximate Total: 150 hours

PHASE 4

Get ready to launch your passion with in-depth training in long hair design, formal/bridal/runway/updos, air forming practices and haircutting. You will learn the building blocks of the human body and overall anatomy. This phase will introduce you to skin theory, skin disorders and diseases, skin care services such as facials, hair removal and waxing. You will build your confidence with live model assessment to practice customer service skills, time management, self-promotion, goal setting and building professional relationships with guests/models. You will review the steps of basic haircutting, proper body positioning and finished styling.

Weeks 1-4: Full-Time
Weeks 1-8: Part-Time

Approximate Theory Time: 75 hours
Approximate Practical Time: 75 hours
Approximate Total: 150 hours

PHASE 5

In this phase you will create many different looks with makeup artistry. You will learn about the makeup products and design, day makeup, evening makeup and dark skin evening makeup application.

You will expand your knowledge on skin tones, (warm, cool, and neutral shades), makeup selection and assessment. During this phase you will get on-hands training and practice in nailcare services such as basic manicure/pedicure, acrylic overlay, gel overlay and polish application. You will recap the basics of haircutting, proper body positioning and finished styling.

Weeks 1-4: Full-Time

Weeks 1-8: Part-Time

Approximate Theory Time: 50 hours

Approximate Practical Time: 100 hours

Approximate Total: 150 hours

PHASE 6

You will focus on State Board of Cosmetology Laws and Regulations. Having a thorough understanding of the Pennsylvania State Law will help you understand the foundation of the industry. You will be provided with theory knowledge based on the State Board of Cosmetology. You must take and pass several example tests (cosmetology exams) prior to completing the rotation of 1-6 phases. This will ensure you are ready to take the state exam and to take your next step to the student clinic floor. During this phase you will demonstrate short haircutting skills, such as scissor over comb, clipper cuts, temp fade, bald fade, and flat top. Mastering these services will expand your expertise and skillsets. Along with wig theory, hair additions, hair pieces and wig making is a main focus in this phase as well. You will learn these hair addition lessons and create something in class. You will continue practice with the basics of haircutting, proper body positioning and finished styling.

Weeks 1-4: Full-Time

Weeks 1-8: Part-Time

Approximate Theory Time: 50 hours

Approximate Practical Time: 100 hours

Approximate Total: 150 hours

PHASE 7 (Clinic)

Apply your knowledge through clinic experiences while you increase your skillset, time management, portfolio, guest services, consultation and daily focus with technical worksheet practices and advanced workshops. Your main focus is to provide legendary customer service and focus on solutions for guests needs and wants. You will be provided to keep track of your rebooks, retail, referrals, and additional service sales. Gain experience and knowledge in workshops provided on the clinic floor; hair designing, advanced haircutting, creative updos, balayage, ombre and color melts.

Weeks 1-4: Full-Time

Weeks 1-8: Part-Time

Approximate Theory Time: 25 hours

Approximate Practical Time: 125 hours

Approximate Total: 150 hours

PHASE 8 (Clinic)

Focus on your daily clinic experiences while you increase your skillset, time management, portfolio, guest services, consultation and daily focus with technical worksheet practices and advanced workshops. Your main focus is to provide legendary customer service and focus on solutions for guests needs and wants. You will be provided to keep track of your rebooks, retail, referrals, and additional service sales. Gain experience and knowledge in workshops provided on the clinic floor; skincare, nailcare short haircutting, clipper cuts and double process toning.

Weeks 1-4: Full-Time

Weeks 1-8: Part-Time

Approximate Theory Time: 25 hours

Approximate Practical Time: 125 hours

Approximate Total: 150 hours

PHASE 9 (Clinic/Overflow)

Get ready and launch your career with daily clinic experiences while you increase your skillset, time management, portfolio, guest services, consultation and daily focus with technical worksheet practices and advanced workshops. Your main focus is to provide legendary customer service and focus on solutions for guests needs and wants. You will be required to keep track of your rebooks, retail, referrals, and additional service sales. Gain experience and knowledge in workshops provided on the clinic floor; hair design, braiding, chemical services, highlighting, skincare and nailcare services.

Weeks 1-4: Full-Time

Weeks 1-8: Part-Time

Approximate Theory Time: 25 hours

Approximate Practical Time: 125 hours

Approximate Total: 150 hours

Hours Requirements

Basic Cosmetology at Walk with Scissors Cosmetology Academy is the art and science of enhancing beauty for ALL. Our program includes instruction in the care of hair, nails, and skin. Students will learn hair design, color, chemical hair relaxing, haircutting, styling and will apply this knowledge to mannequins, live models, and guests. The care of healthy nails. Manicure, pedicure, and table set-up is also taught. Skincare, facial waxing, and makeup is the finishing experience of the Walk with Scissors Cosmetology Academy Experience.

Program Goals

The Basic Cosmetology program at Walk with Scissors Cosmetology Academy prepares students to become licensed Cosmetologists in the state of Pennsylvania. The program included both theory and practice experience which together compromise the skills required for licensure.

Program Content

Course units required by the Pennsylvania State Board of Cosmetology and the number of hours associated with each are listed below:

Hours

Theory/Classroom Instruction: 75 hours

Orientation and Equipment Education, Cosmetology and its History, Career Opportunities, Life Skills Management, Communicating for Success, State Law and Regulations, Professional Image, First Aid, Chemistry, Anatomy and Physiology, Electricity.

Professional Practices

Bacteriology/Decontamination/Infection Control: 75 hours

Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and Safety.

Shampoo/Rinses/Scalp Treatments: 75 hours

Shampooing, Conditioning, Rinsing, Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry. Product Knowledge, Use and Safety.

Hairstyling: 150 hours

Principles and Techniques of Wet Styling, Blow Drying, Waving, Finger Waving, Dressing of Hair, Braiding, Hair Extensions, Enhancements, Wigs, Product Knowledge, Use and Safety.

Haircutting: 200 hours

Principles and Techniques of Sectioning, Removing Length or Bulk with Razor/Guard, Scissors/Shears, Clippers, and Trimmers.

Hair Coloring/Lightening: 125 hours

Principles and Techniques of Temporary, Semi Permanently, Demi Permanently, Permanent Color, Lightening/Bleaching, Tinting, Toning, Frosting, Highlighting, Special Effects Coloring and Color Corrections.

Sciences

Chemical/Rearranging/Texture Services: 200 hours

Principles and Techniques of Sectioning, Wrapping, Processing, Curling, and Relaxing.

Manicuring/Pedicuring/Nail Extension: 120 hours

Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring, and Advanced Nail Techniques.

Facials/Skincare: 120 hours

Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin, Theory of Massage, Facial Treatments, Cosmetic Applications, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy.

Small Business/Retail Sales/Career/Employment Information: 50 hours

Fundamentals of Business Management, Opening a Salon, Business Planning, Written Agreements, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communication, Public/Human, Relations, Insurance, Salon Safety, Seeking Employment, On the Job and Professional Ethics.

Instructor Discretion: 60 hours

To be Applied by the Instructor to Strengthen Student Performance and Ability, Or Other Related Training.

Totaling: 1,250 hours

Instructional Methods

Methods of Instruction include discussion, question and answer, demonstration, cooperative learning, problem-solving, study guides, slide show presentation, lecture, group work, individualized instruction, quizzes, exams, practical assessments, technical worksheets, and student presentations.

Grading Procedures

Your Progress at Walk with Scissors Cosmetology Academy will be evaluated on the basis of classroom work, homework assignments, study guides, lesson tests/challenges, exams, technical assessment, rubrics, live model assignments, daily clinic practical experiences, technical worksheets. Academic Advisement (report card) is given at the end of each phase.

Grading Scale:

85 – 100
84 and BELOW

SATISFACTORY
UNSATISFACTORY

Cosmetology Teacher Program (500 hours)

Are You Ready To Take Your Career To The Next Level?

Get ready for a career in coaching. If you are creative, love to inspire, takes on leadership and passionate about what you do then may it is time to become licensed to educate. The Cosmetology Teacher Program consists of both advanced training/knowledge, and hands-on experience/presentations. Your training includes the study of adult learning styles, education techniques, presentation skills, inclusion, creation, and security. The understanding and application of laws and regulations/rules governing cosmetology in the state of Pennsylvania are the foundation of both the theory knowledge and practical skills of the program. This program is offered to already cosmetology licensed individuals.

Program Goals

Our overall goal is that Teachers at Walk with Scissors Cosmetology Academy demonstrate a passion/drive for education and a desire to contribute to the professional and interpersonal development of others. Through an extensive theory curriculum and hands-on practical knowledge, student trainees are prepared to become a licensed Cosmetologist Instructors in the state of Pennsylvania.

Program Content

Course units are required by the Pennsylvania State Board of Cosmetology and the number of associated hours are listed below. The Cosmetology Teacher Program consists of a minimum of 500 hours of instruction in theory and practical application.

Hours

Sciences: 300 hours

Teaching techniques for subjects related to cosmetology curriculum, The teaching plan and learning environment, Basic learning styles and principles, Effective classroom management and supervision, Basic methods of teaching, Program review, Development, Lesson planning, Educational aids and technology in the classroom, Effective presentation.

Student Teaching: 100 hours

Lesson Planning, Demonstration, Classroom Presentations, Teaching Study, and Testing Students.

Salon Management Theory: 75 hours

Student clinic floor, Practical skills training, student clinic philosophy, high tech, high touch safety the essences of teamwork, excellence in customer service, building a successful clientele and team, supervising multiple students.

Professional Practices: 25 hours

Principles and techniques of hair designing, wet-setting, air forming, waving, curling, finger-waving, dressing of hair, braiding, hair extensions, enhancements, wigs, product knowledge, use, and safety.

Totaling: 500 hours

Hours Requirements

Our Cosmetology Teacher Program consists of 500 hours of extensive classroom knowledge, and hands-on training/skillsets combined. Students completing the Teacher program will receive the education necessary to become licensed as a Cosmetology educator.

- Guidance in teaching strategies and techniques.
- Instruction in preparation of lesson topics and lesson planning.
- Direction in planning/preparation of classroom lectures, presentations, visual aids.
 - Guidance in career placement, planning, interviewing and development.
- Instruction in preparation of quizzes, tests, examinations, assessments, and the Pennsylvania Laws/Regulations and administrative rules.
 - Direction in conducting theoretical classes, prepared lesson plans, and activities
 - Preparation in giving examinations and rubric practical assessments
 - Guidance in providing and performing practical demonstrations

Full-Time/37.5 hours a week, 500 hours, 3 ½ Months

Part-Time/20 hours a week, 500 hours, 6 ½ Months

(20 hours weekly schedule that is assigned between the hours of 9:00PM to 9:30PM. Students shall confirm their individual schedules with the Academy Director).

PHASE A

During this phase you will learn the qualities/responsibilities of a mindful teacher. You will understand the challenges of modern teaching, and qualifications for teaching. Your knowledge building will come from your learning connections which will give you the insight on lesson planning building, making a 5-star connection, setting the stage for learning, and engaging thinking. You will learn the fundamentals it takes to be able to plan out a lesson plan and presentation skills.

Weeks 1-4: Full-Time

Weeks 1-8: Part-Time

Approximate Sciences/Theory Time: 88 hours

Approximate Student Teaching Time: 30 hours

Salon Management Theory Time: 22 hours

Professional Practices Time: 10 hours

Approximate Total: 150 hours

PHASE B

In this phase, you will be able to develop learning outcomes, the benefits of using a lesson plan, managing the physical space, dealing with classroom disruptions, promoting responsibility, and demonstration. Your source of resources and advanced knowledge comes from the learning connections. You will build different lesson plans, learn how to deal with classroom disruptions through role-play and interactive activities, instructional duties, and demonstration assessment.

Weeks 1-4: Full-Time

Weeks 1-8: Part-Time

Approximate Sciences/Theory Time: 88 hours

Approximate Student Teaching Time: 30 hours

Salon Management Theory Time: 22 hours

Professional Practices Time: 10 hours

Approximate Total: 150 hours

PHASE C

Get ready to launch your organizational and public speaking skills. Your lessons will cover the material necessary to become a master educator. Lessons consists of assessment, questioning, instructional support materials, communicating expectations, frame the content, exchanging ideas, probe with questions and affirm understanding. Your learning connections will help link the lessons and hands-on demonstration skills.

Weeks 1-4: Full-Time

Weeks 1-8: Part-Time

Approximate Sciences/Theory Time: 88 hours

Approximate Student Teaching Time: 30 hours

Salon Management Theory Time: 22 hours

Professional Practices Time: 10 hours

Approximate Total: 150 hours

PHASE D

Your excitement for education and ability to inspire is growing. This phase you will learn lessons such as feedback, scoring and grading, standardized achievement tests and licensure, checklist and planning organizers, presentation skills, challenging teaching scenarios, and special learning needs. Your learning connections will help build the confidence it takes to be able to manage a classroom.

Weeks 1-4: Full-Time

Weeks 1-8: Part-Time

Approximate Sciences/Theory Time: 88 hours

Approximate Student Teaching Time: 30 hours

Salon Management Theory Time: 22 hours

Professional Practices Time: 10 hours

Approximate Total: 50-150 hours

Depending on when the Teacher start date begins, they will complete all phases. The phases are designed to consistently be on rotation so any student can begin in any phase beginning.

Instructional Methods

Methods of Instruction include lecture, discussion, question/answer, learning connections, eBook, study guide, slide show presentations, teach back, cooperative learning, problem solving, demonstration, individualized instruction, student presentations.

Grading Procedures

Grading Scale:

85 – 100
84 and BELOW

SATISFACTORY
UNSATISFACTORY

Licensure Procedure

The PA State Board of Cosmetology requires 1,250 hours of education. In Pennsylvania, students may take their state board examination once they reach 900 hours. The student is obligated to pay for criminal background (required by Pennsylvania), their License application and their state board exam through Pearson-Vue. However, a student cannot receive their license until the entire 1,250 hours is completed.

Graduation Requirements

To receive a certificate of completion from Walk with Scissors, A Nathan Walk Cosmetology Academy students must:

1. Meet the minimum program requirements of the state licensing entity.
2. Complete the required hours in their course of study.
3. Satisfy all financial obligations unless other arrangements have been made.

Job Placement:

Upon completion of graduation, Walk with Scissors Cosmetology Academy does not guarantee job placement. There are multiple resources available to assist with placement, including:

- job posting board
- referrals
- salon visitations
- salon presentations

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Walk with Scissors Cosmetology Academy does not accept clock hours for transfer students. Hours will be accepted for qualifying re-entry students.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluations periods:

- | | |
|--------|--|
| weeks) | Full-Time Cosmetology - 1 st evaluation will be at 450 actual hours (12 |
| weeks) | 2 nd evaluation will be at 900 actual hours (24 |
| weeks) | Part-Time Cosmetology – 1 st evaluation will be at 450 actual hours (23 |
| weeks) | 2 nd evaluation will be at 900 actual hours (45 |

Full-Time Cosmetology Teacher – 1st evaluation will be at 250 actual hours (8 weeks)

Part-Time Cosmetology Teacher – 1st evaluation will be at 250 actual hours (15 weeks)

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 118% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 37.5 hrs/wk) - 1250 Hours		40 Weeks	1475
Cosmetology (Part time, 20 hrs/wk) – 1250 Hours		74 Weeks	1475
Cosmetology Teacher (Full time, 37.5 hrs/wk) – 500 Hours		16 Weeks	590
Cosmetology Teacher (Part time, 20 hrs/wk) – 500 Hours		30 Weeks	590

The Academy operates all programs according to the following academic year. 900 clock hours to be completed in 24 academic weeks for Full-time students and 45 academic weeks for Part-time students.

Students who have not completed the course within the maximum timeframe may remain in school and will be placed on a cash pay basis for hours remaining to complete.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 85% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 85% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning (theory lesson challenges) and a minimum number of practical experiences at the end of each unit. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. At least two comprehensive practical skills evaluations will be conducted during the course of study. Students must maintain a written grade average of 85%. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

85 – 100	SATISFACTORY
84 and BELOW	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the conclusion of each evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students

will be notified and will be given a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress will be placed on warning until the next evaluation period. All evaluations will be completed within 7 Academy business days following the established evaluation periods.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be deemed not making Satisfactory Academic Progress.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Leave of Absence Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. The school requires that the student must follow the institution's policy in requesting a LOA and students must request a LOA in advance unless unforeseen circumstances prevent the student from doing so, and that:

- The request must be in writing
- The request must include the students' reason for the LOA
- The request must include the student signature

The reasons for which a leave of absence may be approved:

- Death in the Family
- Personal, which includes family medical issues
- Vacation
- Other mitigating circumstances

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

- The institution documents the reason for its decision
- The institution collects the request from the student at a later date
- The institution established the start date of the approved LOA as the first date the student was unable to attend.

If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. No additional charges will be assessed because of a LOA. A student granted a LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time.

The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve-month period. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed and signed by all parties upon granting the Leave of Absence to extend the ending date by the applicable number of days.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

Tardiness: Lateness of between 5 minutes and one-half hour will be counted as one-half hour of absence. Lateness of more than one-half hour will be counted as one hour. Students leave the school without permission will be counted absent. Any student who needs to make up work because of tardiness or absenteeism will have the opportunity to meet with their educator within two days of their return to school. Any student who comes to school late or leaves early with permission will only receive credit for those hours in school.

Misconduct: Misconduct is anything that is considered disruptive, insubordination, harassment, poor work performance, foul language, misuse of time, drug/alcohol abuse and dress code violations and will be at the discretion of the academy director. The academy director will seek appropriate disciplinary action based on frequency and seriousness of the misconduct and the student could go through student coaching up to suspension or termination.

Excused/Unexcused Absence: To be considered an excused absence, missing more than 1 day must be accompanied by a Physician's notice. Any vacations must be requested in writing in advance and must be approved to be excused.

Make-up Work: Any work that needs to be made up is the student's responsibility and is expected to be made up by the end of the phase.

Termination: Walk with Scissors Cosmetology Academy has the right to terminate at any time for violation of rules, regulations, conduct, attendance or failing to meet agreed upon financial obligations.

Rules and Regulations: All Students are expected to always conduct themselves in a professional manner in accordance with the following rules and regulations:

- 1) All students must wear the apron that is supplied in the kit. When leaving the facilities, students are required to remove their aprons. Students are responsible for maintaining a clean and

presentable apron during their schooling. If the student misplaces their apron or if the apron is deemed unusable, the student is required to purchase a black & white striped or black apron as part of their dress code.

- 2) Students shall dress in a professional manner and the aprons that come as part of your Cosmetology kit must be worn at all times. Shoes must be professional, close-toed, durable and should be comfortable for the cosmetology industry. Shoes must be durable towards sharp objects. Hair and overall appearance should always be well-groomed to meet the standards of the Cosmetology professional. All garments worn must be presentable and not tattered or torn.
- 3) Students shall always possess their student kit supplies, at minimum (1-mannequin, 1-shampoo cape, 1-pair of scissors, 1-hair cutting razor, 2-brushes, 6-combs, 100-pin curl clips, 1-pair of tweezers and cosmetology textbooks) along with complete tools for nail technology (emery boards, pusher, brush, 1-pair of tweezers). A carrying case of sufficient size to accommodate the equipment and supplies used by the student. Also, students are required to have any other items that are assigned for that class.
- 4) Students shall treat instructors, staff, other students, customers, guests and the school campus with respect and dignity. The expectations are that all students are kind and welcoming to everyone that is on the Walk with Scissors Cosmetology Academy campus at all times.
- 5) All absences must be reported to the school prior to the start of class.
- 6) Profanity, offensive language/content will not be tolerated.
- 7) Discrimination, disruptive behavior, and all types of harassment are strictly prohibited.
- 8) Possession or use of intoxicating beverages or drugs on the academy premises are strictly prohibited and will be grounds for immediate and permanent termination.
- 9) Loitering will not be tolerated.
- 10) Full-Time students (9am-5pm) will be given a 30-minute lunch break totaling 7.5 credited hours for the day.
- 11) Littering on school property is strictly prohibited.
- 12) Each student will be responsible for maintaining a clean, sanitary station at all times.
- 13) Theft of any kind will be grounds for immediate termination.
- 14) Absence beyond the allowed limits and/or excessive tardiness are grounds for dismissal.
- 15) Students must have permission to leave the school.
- 16) Any student sent home for disciplinary actions will be clocked out and will not receive hours for the time missed.
- 17) Any student that is tardy past 11am (full-time) or 7pm (part-time) may not enter the school for that day without prior authorization.
- 18) Violations for any of the above are subject to the student coaching process, up to and including termination.
- 19) Lateness of between 5 minutes and one-half hour will be counted as one-half hour of absence. Consistent tardiness is subject to the student coaching process.

LATE PAYMENT POLICY

Late payments for tuition may not exceed 7 days unless it is worked out with an Academy Director. Students with late payments past 7 calendar days will not be able to attend until the payments are made current. After graduation, late payments are subject to collection services/wage garnishment.

Course Cost

Cosmetology Program (1,250 Hours):

Application Fee - \$50

Academy Kit (Includes Curriculum, Study Guide & Tools) - \$1,950

Tuition and Training - \$18,000

Other Fees – PA Criminal Background, PA License Application, Pearson Vue State Board Exam

TOTAL - \$20,000 plus other fees

Cosmetology Teacher (500 Hours):

Application Fee - \$50

Academy Kit (includes Curriculum) - \$300

Tuition and Training - \$7,200

Other Fees – PA Criminal Background, PA License Application, Pearson Vue State Board Exam

TOTAL - \$7,550 plus other fees

Payment Options – Credit/Debit Card, Check, Money Order, TFC Tuition loan program

Note – If program is completed prior to the estimated allotted timeframe, the student’s financial aid package may be recalculated resulting in liabilities owed by the student and/or the institution.

Cancellation and Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- 1 An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, except a non-refundable application fee of \$50.
- 2 A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded except a non-refundable application fee of \$50, regardless of whether or not the student has actually started classes.
- 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school except a non-refundable application fee of \$50.
- 4 A student notifies the institution of his/her withdrawal in writing.

5 A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

6 A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)

7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

· For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Unofficial Withdraw – Attendance will be monitored daily therefore any consecutive days missed exceeding 3 day without receiving notification to the Academy will be considered an unofficial withdraw.

PERCENT OF SCHEDULED TIME TOTAL TUITION SCHOOL

ENROLLED TO TOTAL COURSE/PROGRAM SHALL RECEIVE/RETAIN

0.01% to 04.9% 20% Responsibility

5% to 09.9% 30% Responsibility

10% to 14.9% 40% Responsibility

15% to 24.9% 45% Responsibility

25% to 49.9% 70% Responsibility

50% and over 100% Responsibility

- All refunds will be calculated based on the student's last date of attendance within 14 days. Any monies due to a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

-If the course is canceled after a student's enrollment, and before instruction in the course/program has begun, the school will either provide:

-Issue a full refund of all monies paid OR

-Provide completion of the course/program.

-If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:

-a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR

-provide completion of the course OR

-participate in a Teach-Out Agreement OR

-provide a full refund of all monies paid

-If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:

-a pro rata refund of tuition to the student OR

-participate in a Teach Out Agreement.

-Students who withdraw or terminate prior to course completion are charged a termination fee of \$150.00. The start-up cosmetology kit which includes the curriculum is not refundable. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

Student Services

A school library containing sufficient copies of the act and state board of cosmetology is available. The school library accommodates standard textbooks on the theory and practice of cosmetology. Also, available is reference materials for the Walk with Scissors Cosmetology Academy to students at the school. Academic advisement is available to students but is limited to school-related difficulties. Graduates may take advantage of the school's placement service. This service is limited to establishing contact between current students, graduates, and prospective employers. The school does not guarantee employment.

Release of Student Information Policy

-Students and parents/guardians of dependent minors will be given access to their student files upon written request and access will be given within 7 days.

- In accordance with FERPA, Walk with Scissors, A Nathan Walk Cosmetology Academy will not release personally identifiable student information from education records without written consent from the student except in specific situations outlined by FERPA, such as for directory information, emergency situations, or when required by law, while also clearly defining what constitutes "directory information" that can be released without consent.

-Student files and information may be released to legal and accrediting bodies without the student's permission.

Probation, Disciplinary and Reinstatement Policy

A student breaking any of the above rules and regulations will receive a verbal warning. If violations continue, the student will be placed on probation for a period of time determined by the director of the school. At this time, a written specific probation warning will be provided to the student.

Probation consists of a period of time in which any rule violations will not be tolerated. Any rule violations while on probation will result in suspension or termination.

The school director has the authority to override the disciplinary and probation policy and proceed to suspension or termination based upon the seriousness of the violation(s).

Reinstatement to school after suspension is automatic. The student will remain on in-school probation for a period of time determined by the school's director. As stated above under Rules and Regulations, a student will not be permitted to return to school following termination.

Internal Complaint/Grievance Policy

Informal Complaint Procedures

It is the wish of this Cosmetology Academy to provide an education and services of high quality to its students and to provide equity and harmony in the application of policies and procedures. When a student has a complaint which does not involve sexual violence or assault, the Academy would encourage resolution be sought through informal communication with the appropriate instructor, school director, staff member, or administrative officer who may be able to help rectify or clarify the situation before a written complaint is initiated.

Formal Complaint Procedures

This Complaint Policy does not supersede specific policies involving special cases such as grade appeals, illegal discrimination, sexual violence or assault, sexual harassment, appeal and due process, etc.

- Lodging a Formal Student Complaint: A student who wishes to lodge a formal complaint with the University must complete and submit the formal complaint form to the appropriate Educator or Administrator. A form is available in the Office
- Administrative Complaint Acknowledgment: Formal student complaints will be forwarded to the administrator most immediately responsible for the area to which the complaint pertains. The administrator will send a written acknowledgment to the student within five working days of receiving the complaint indicating that: (1) the formal complaint form has been received, (2) the nature of the complaint, and (3) the student will receive a written response after deliberation within fifteen working days. Copies of the written student complaint and the acknowledgement letter will be sent to the administrator/director over the area.
- Student Appeal Process: Upon receiving a deliberation response to the written complaint, the student has the right of appeal. This appeal must be made in writing within five working days of receiving the Administrative response. In each case, the student will receive an acknowledgement of the appeal within five working days and a deliberation response within fifteen working days from the date of the acknowledgment letter. With an appeal, there may be a 3rd party person(s) that issues the final resolution.

School Calendar – see insert

Academy’s Closing Days

2025-2026 Holiday & In-Service Days

**In-Service Days and Holidays are subject to change without prior notice for Full-time and Part-time Programs*

2025 In-Service Day (Monday March 17th, 2025) Closed

2025 Memorial Day (Monday, May 26th) Closed

2025 Independence Day (June 30th-July 4th) Closed

2025 Labor Day (Monday, September 1st) Closed

2025 Thanksgiving (Thurs and Friday, November 27th & 28th) Closed

2025 Christmas (Wed, December 24th thru Fri, January 2nd) Closed

2026 In-Service Day (Monday, March 16th) Closed

2026 Memorial Day (Monday, May 25th) Closed

2026 Independence Day (June 29th -July 3rd) Closed

2026 Labor Day (Monday, September 7th) Closed

2026 Thanksgiving (Thurs and Friday, November 26th & 27th) Closed

2026 Christmas (Thursday, December 24th thru Friday, January 1st) Closed