WISCONSIN INDIANHEAD TECHNICAL COLLEGE

COSMETOLOGY PROGRAM
STUDENT CONTRACT
WELCOME

The Wisconsin Indianhead Technical College (WITC) Cosmetology program prepares students to perform a variety of services for customers. This program covers the Wisconsin requirement of **1550** hours over a 2 semester span. This program includes permanent waves, shampoos, hair color, cutting, styling, nail enhancements, facials, and communication skills. The curriculum meets the Wisconsin Administrative Code requirements. After successfully completing this technical diploma program, students will be eligible to take the Wisconsin Cosmetology Practitioner License Examination to become licensed as a cosmetologist, manicurist, and esthetician. This examination is provided by Pearson VUE (http://www.pearsonvue.com/wi/cos/).

This Cosmetology Program Student Contract provides program-specific information and requirements for students in addition to the WITC Student Handbook that is available online at the WITC homepage (www.witc.edu). This contract is designed to inform Cosmetology students of expectations specific to the Cosmetology program.

In an effort to maintain quality, professionalism and meet industry standards, all Cosmetology students will be required to follow a few basic expectations in order to represent themselves and WITC in the best possible way. The following expectations will allow us to maintain a professional image and promote success.

STUDENT EXPECTATIONS

ATTENDANCE

Wisconsin state law mandates that all schools formally track and record program-specific hours attended by all students. The State of Wisconsin requires **1550** hours for successful completion of our Cosmetology program. Students will be required to officially clock in and out by utilizing our electronic Guest Vision system. Student training will be provided.

All syllabi will clearly define participation and grading requirements, specific to that course. All **1550** program hours are required. Students are either considered present (clocked in) or absent. Participation points are awarded hourly and are used to determine grades in all WITC Cosmetology program courses. Students are expected to attend classes as scheduled and participate in class or work on clients. Failure to participate will result in being sent home and losing hours and participation points.

- Students out of dress code will be sent home and will lose hours and participation points.
- Students who do not have the proper equipment to be successful in class will lose hours and participation points.

Any extenuating circumstances that could potentially prohibit a student from attending or participating in classes or other program activities need to be brought to the attention of the Dean of Students. It is the responsibility of the student to make this direct contact in an immediate and timely fashion.
EQUIPMENT

Every Cosmetology program student is required to purchase the designated Cosmetology program kit prior to beginning the program. Once purchased, the kit becomes the property of the student and is the responsibility of the student. WITC is not responsible for student’s property, equipment, clothing, or any other items. All kit equipment needs to be kept appropriately sanitized as required by the state regulatory agency. All equipment including books and supplies issued to students must be available for class and clinic use during class hours. Failure to bring equipment to class will result in being dismissed with a loss of hours and participation points.

DRESS CODE

Cosmetology program students will be informed of all dress code requirements prior to beginning the program. All students are expected to follow these specified requirements. Failure to follow the dress code will result in class dismissal and loss of hours and participation points. All personal grooming must be done prior to coming to class and students must maintain healthy and professional personal hygiene.

GRADING SYSTEM

All students will receive a syllabus with the requirements and grading system for every course. A minimum grade of “C” is required to successfully pass all Cosmetology program courses. Failure to obtain a grade of “C” will result in the need to repeat the course, as space permits. Students will lose all hours associated with the course and will not be able to proceed in the program until written approval has been granted by the program instructor(s).

WISCONSIN COSMETOLOGY PRACTITIONER LICENSE EXAMINATION

Applicants who have satisfactorily completed all required training may be issued a temporary permit to practice for up to 6 months. To apply for a temporary permit and schedule an appointment to take the exam, contact the Department's contracted vendor, Pearson VUE, by calling 1-800-274-7488, or by visiting their website at http://www.pearsonvue.com/wi/cos/. The cost for this examination is not included in your tuition and travel outside of the area may be required.

WITC STUDENT HANDBOOK

The College publishes a Student Handbook designed to provide students with information about college policies, procedures, and services for students. It also contains the academic calendar and a calendar of events. Every student is responsible for observing the rules and regulations of the College as published in the handbook. You may obtain a copy from Student Services free of charge while supplies last. Portions of this handbook are also available online at witc.edu/academics/stuhndbk.htm. The College reserves the right, without prior notice, to make changes in policy and procedure as deemed necessary. Statements in this handbook do not constitute, and should not be construed as, a contract with the college that cannot be recalled. You access the WITC Student Handbook with the following school information at (www.witc.edu.)
I, __________________________, have received a copy of the Wisconsin Indianhead Technical College Cosmetology Program Student Contract. I have read, asked questions and understood the guidelines and requirements set forth in this document.

I agree to abide by the guidelines defined by the Cosmetology program as well as WITC school policy.

SIGNATURE

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DATE

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