BLUE CLIFF CAREER COLLEGE

A Christian College Providing Career Training
in the industries of Massage Therapy and Cosmetology and Esthetics.

Our Campus is in Mobile and is located at:
2970 Cottage Hill Road, Suite 175
Mobile, Alabama 36606
(251) 473-2220

www.blue.edu

SCHOOL CATALOG

Published June 20, 2016
2016 / 2017

I, ____________________________, state that I have received a copy of the school (Please Print)
catalog published on _________________. I understand that this is part of my
enrollment agreement and is subject to updates.

__________________________   ______________________
(Signature)                   (Date)
CHOOSE A CAREER THAT MATTERS!
# TABLE OF CONTENTS

## ADMISSIONS

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEAR PROSPECTIVE STUDENT</td>
<td>4</td>
</tr>
<tr>
<td>CORE VALUES/MISSION STATEMENT</td>
<td>5</td>
</tr>
<tr>
<td>EDUCATIONAL GOALS</td>
<td>6-10</td>
</tr>
<tr>
<td>PROGRAM &amp; INSTITUTIONAL CREDENTIALS</td>
<td>11</td>
</tr>
<tr>
<td>OUR SCHOOL HISTORY</td>
<td>11</td>
</tr>
<tr>
<td>FACILITIES, EQUIPMENT &amp; LEARNING RESOURCES</td>
<td>12</td>
</tr>
<tr>
<td>STUDENT SERVICES &amp; FINANCIAL ASSISTANCE</td>
<td>12-13</td>
</tr>
<tr>
<td>ADMISSIONS REQUIREMENTS &amp; PROCEDURES</td>
<td>14-15</td>
</tr>
</tbody>
</table>

## MASSAGE THERAPY

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM OVERVIEW</td>
<td>16-17</td>
</tr>
<tr>
<td>MASSAGE CURRICULUM</td>
<td>18</td>
</tr>
<tr>
<td>COURSE DESCRIPTIONS</td>
<td>19-25</td>
</tr>
<tr>
<td>TUITION &amp; FEES</td>
<td>25-26</td>
</tr>
</tbody>
</table>

## ESTHETICS

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM OVERVIEW</td>
<td>27</td>
</tr>
<tr>
<td>ESTHETICS CURRICULUM</td>
<td>28</td>
</tr>
<tr>
<td>COURSE DESCRIPTIONS</td>
<td>29-36</td>
</tr>
<tr>
<td>TUITION &amp; FEES</td>
<td>37</td>
</tr>
</tbody>
</table>

## COSMETOLOGY

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM OVERVIEW</td>
<td>38</td>
</tr>
<tr>
<td>COSMETOLOGY CURRICULUM</td>
<td>39</td>
</tr>
<tr>
<td>COURSE DESCRIPTIONS</td>
<td>40-42</td>
</tr>
<tr>
<td>TUITION &amp; FEES</td>
<td>43</td>
</tr>
</tbody>
</table>

## COSMETOLOGY INSTRUCTOR

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM OVERVIEW</td>
<td>44</td>
</tr>
<tr>
<td>COSMETOLOGY INSTRUCTOR CURRICULUM</td>
<td>44</td>
</tr>
<tr>
<td>COURSE DESCRIPTIONS</td>
<td>45-46</td>
</tr>
<tr>
<td>TUITION &amp; FEES</td>
<td>46</td>
</tr>
<tr>
<td>PROGRAM SCHEDULE &amp; START DATES</td>
<td>51-52</td>
</tr>
<tr>
<td>STUDENT POLICIES &amp; NOTICES</td>
<td>53-91</td>
</tr>
<tr>
<td>DISCLOSUREES</td>
<td>92-98</td>
</tr>
</tbody>
</table>
Dear Prospective Student,

Thank you for considering Blue Cliff Career College (BCCC) as part of your plan to become a working licensed massage therapist, licensed cosmetologist, licensed esthetician or cosmetology instructor.

The goal of BCCC is to provide you with “exceptional” quality education that prepares you to become employed in the massage and cosmetology industry. We are passionate about providing a training atmosphere that is unique and truly delightful. Our highly skilled faculty and staff work hard and are committed to delivering you a well planned and diverse curriculum.

We encourage you to meet with our admissions staff and take a tour of our facility. Blue Cliff Career College offers you an affordable education option that is high quality, but may save you thousands of dollars compared to many other education options. We believe it is a blessing for individuals to gain career training without being burdened with excessive student loan debts. We offer a quality alternative. BCCC specializes in the Massage and Cosmetology Industry. This is all we do!

Briefly, our 750 hour pre-licensing program is designed to prepare you for a career as a massage therapy professional, and contains courses in topics such as marketing, business practices, and professionalism in addition to very strong training in theory and practice of Western Massage Therapy. Supervised clinical practice is a significant part of the curriculum.

Our 1500 hour pre-licensing Cosmetology program is designed to prepare you for a career as a professional Cosmetologist while maintaining a professional image and proper acknowledgement of work ethics. In addition, hair design skills, total hair care, nail care and salon ownership and marketing will be the core of your training here. We will also incorporate a significant part of the curriculum in a supervised clinic setting to get you ready for your exciting new career.

In choosing to become a licensed Esthetician you will provide preventative care for your client's skin, as the main goal of an Esthetician is to keep your client's skin healthy. The field of Esthetics is exciting and has rapidly grown from a minor part of the beauty industry into a variety of specialized fields.

Choosing the best school for your professional training is the most important step in achieving your career and life goals in the massage or cosmetology industry. The time and effort you put into this important choice will produce rewarding results.

We will support you in your quest for the knowledge, skill and understanding necessary to begin your successful and rewarding career as a massage therapist, cosmetologist, esthetician or cosmetology instructor.

Richard Denney
Director of Education
CORE VALUES

Mission
Our mission is to facilitate professional preparation, professional development, and a responsibility of our students as they prepare for a career in massage therapy, cosmetology and esthetics. Our students shall accomplish this through academic studies, diligent practice, and community involvement.

We strive to provide an educational environment where students work hard, have fun, and enjoy an atmosphere that is distinctly Christian.

Philosophy
Blue Cliff Career College values the inherent worth of each individual, whether a student, employee, or graduate. The school fosters an open environment for discussion and respect for different points of view. Blue Cliff believes in Christian ethics and the Christian perspective of mind, body, & spirit.

Blue Cliff also believes strongly in an individual's intellectual freedom and respect for individual belief systems as well. Our approach to education reflects the physical, intellectual, and spiritual components of holistic development emphasizing the personal touch and personal support of each individual student as they pursue their vision of success.

A Christian Perspective

The school has several reasons for declaring the school Christian. This is one thing that makes us different and unique from other schools. We take pride in providing a family atmosphere where students may learn comfortably. Our goal has always been to provide the kind of school we would like our own children to attend. We do not preach doctrine to our students, and we respect any student's right to their own beliefs. We simply strive to provide a nice clean atmosphere for students to learn massage therapy, esthetics and cosmetology. If you want to pursue your Christian walk we suggest you get with a local church and/or check out church on line at: www.lifechurch.tv.

Our Passion

To provide the our best possible training with leading edge techniques at a price that saves people thousands and thousands of dollars compared to many options.
Educational Goal
The purpose of Blue Cliff Career College's career programs is to provide premier quality and holistically oriented training for those who wish to develop and use their sense of therapeutic touch or their flair for providing cosmetology services. We believe this efficiently and effectively prepares students for successful employment as massage therapists, cosmetologists, estheticians or instructors of cosmetology & esthetics.

♦ To provide a quality, well-rounded education that prepares the student for professional work.
♦ To train individuals in the highest ethical standards of the massage therapy field.
♦ To train individuals in new and creative ways that promote diligent hard work and a sense of enjoyment in their practice of the profession.
♦ To provide instruction of basic business practices in order to develop and sustain a massage therapy, esthetician practice, or cosmetology practice.
♦ To serve the community through public clinic and outreach programs that educate the public regarding the benefits of massage, skin care, or cosmetology.

Our Programs Prepare Students:
(All Programs prepare graduates for “entry-level” positions in:
Massage Therapy Program- Prepares for the industry of massage therapy & spa
Cosmetology Program – Prepares for the industry of cosmetology to include but not limited to skin care, hair care and nail care.
Esthetics Program – Prepares graduates for the skin care industry both medical & the spa & makeup areas
Cosmetology Instructor Program – Prepares graduates for positions educating in the cosmetology industry, i.e., cosmetology schools
(All Programs listed in this catalog are only measured in clock hours.)
Massage Program: 750
Cosmetology Program: 1500 clock hours
Esthetics Programs : 1500 clock hours
Cosmetology Instructor program: 650 clock hours

Massage Therapy Proficiency Goals
The 750 Hour Massage Therapy Program is designed to prepare students for entry level positions in the massage field and to provide the student with the ability to:

1. Demonstrate proficiency and confidence in both relaxation and clinical massage techniques.

2. Gain the practical knowledge of anatomy, physiology and pathology, relating to massage-academy.

3. Gains practical knowledge of the structure of the human body and the function of the human body system.
4. Demonstrates the palpation skills to locate and identify various body structures.

5. Understand contraindications and indications for massage therapy.

6. Shows proficiency in the application of techniques including deep tissue, connective tissue, and neuromuscular massage therapies.

7. Ability to perform range of motion and orthopedic testing.

8. Gains knowledge of trigger point patterns and their effect on function.

9. Demonstrates the ability to perform Swedish massage therapy, including the techniques of effleurage, petrissage, friction and tapotement.

10. Gains and understanding of ethical and professional issues and client screening. Exhibits knowledge and skill in designing an effective treatment plane for the client’s condition.

11. Demonstrates knowledge and skill in adjunct techniques/methods (hydrotherapy, stretching, joint mobilization and muscle energy techniques).

12. Demonstrates knowledge and skill in Russian techniques and Medical Massage Techniques.

13. Gains an ability and knowledge of sports massage techniques.


15. Gains an understanding of energy concepts including Shiatsu.

16. Gains the knowledge for appropriate communication with other health professions, including client referral.

17. Able to manage the many facets of a professional practice, from legal/professional issues to marketing strategies.

18. Demonstrates the ability to communicate effectively with clients and prospective employers.

19. And other knowledge and skills. It is not feasible to list all of them in this document.
Esthetics Program Proficiency Goals

The 1500-Hour Esthetics Program is designed to prepares students for entry level employment in a Salon, skin care facility, Day Spa or Medical/Spa environment with a focus on advanced procedures:

1. Demonstrate proficiency and confidence in performing basic aesthetic techniques as well as select advanced procedures.

2. Gain a practical knowledge of anatomy, physiology and pathology relating to basic and select advanced esthetic procedures.

3. Gain practical knowledge of the structure and function of the human body system as it relates to basic and select advanced practices.

4. Understand indication and contraindications for basic and advanced esthetic procedures and the use of advanced skin care machines.

5. Show proficiency in the use of advanced exfoliating procedures and equipment.

6. Demonstrate advanced skill in applying make-up.

7. Gain an understanding of ethical and professional issues and client screening. Exhibit knowledge and skills in designing an effective treatment plan for the client’s skin condition.

8. Demonstrate knowledge and skill in adjunct techniques and methods. Introduction to Aromatherapy.


10. Communicate appropriately with other health professions. This includes client referrals out as well as support of post plastic surgery clients.

11. Manage facets of professional practice from legal/professional issues to marketing strategies.

12. Demonstrate the ability to communicate effectively with clients and prospective employers.

13. Demonstrate proficiency in basic and select advanced waxing techniques for the face and body.
Cosmetology Program Proficiency Goals

The 1500-Clock Hour Cosmetology program is designed to prepare students for entry level employment in a Salon or Day Spa environment with a focus on hair, skin and nail services.

Students will be able to:

1. Understand the importance of consumer safety and general safety procedures.
2. Define ethics in the field of Cosmetology.
3. Use ergonomic principles and correct postures when performing cosmetology procedures including hair, skin and nails.
4. Conduct a successful client consultation.
5. Understand the principles and practices of infection control and universal precautions.
6. Gain a practical knowledge of anatomy, physiology and pathology relating to basic and advanced cosmetology procedures.
7. Describe the structure, composition and function of the skin.
8. Describe the structure and composition of nails and how they grow.
9. Describe the structure and composition of hair and scalp. List hair and scalp disorders.
10. Define basic concepts and terms in chemistry including organic and inorganic chemistry, matter, elements, compounds, mixtures, pH, solutions, suspensions, emulsions, oxidation and reduction reactions.
11. Define terms and electrical measurements. Explain light therapy and their benefits.
12. Identify facial shapes and demonstrate principles and elements of hair design.
13. Demonstrate proper shampoo and conditioning procedures.
14. Identify reference points on head form, define angles, elevations, and guidelines and demonstrate safe and proper use of various tools of haircutting.
15. Demonstrate wet hairstyling techniques including finger waving, pin curls, roller setting, and hair wrapping.
16. Perform braiding techniques for clients including invisible, rope, fishtail, and single with and without extensions.

17. Identify various types of wigs, hairpieces and extensions and explain the importance of providing these services for clients.

18. Explain physical and chemical actions that take place during chemical texture services.

19. Understand the principles of color theory including level and tone and list the categories of hair color and hair lighteners.

20. List skin diseases and disorders and differentiate between those that can be treated in the salon and those that should be referred to a physician.

21. Identify and demonstrate safe techniques used in temporary hair removal.

22. Name the various techniques used in facial treatments, perform a basic facial and describe appropriate skin care products.

23. Identify facial types and demonstrate basic makeup procedures for any occasion.

24. Recognize and describe various disorders and irregularities of the nails.

25. Perform manicure techniques in a safe manner using appropriate tools and supplies.

26. Perform pedicure techniques in a safe manner using appropriate tools and supplies.

27. Demonstrate use of various artificial nail enhancements.

28. Implement the proper procedure for application and removal of acrylic nail enhancements.

30. Prepare for employment through testing for a license, preparing a resume, exploring the job market and researching for potential employers.

31. List the qualities and habits of a good salon employee and demonstrate the ability to retail product.

32. Prepare a business plan and list factors necessary to open a salon for self-employment.
Program and Institutional Credentials
Approvals and Accreditation

ACCSC
Blue Cliff Career College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Alabama Community College System
Blue Cliff Career College has a private school license (postsecondary) with the Alabama Community College System.

Alabama Board of Cosmetology & Alabama Board of Massage Therapy
BCCC continues to be licensed by continuing to renew the ordinal Private School License granted in 1998 by the State of Alabama Board of Massage Therapy (license # S-102). The school added a license from the Cosmetology Board in November 2006.

State License/ National Certification
Satisfactory completion of the 750 hour Massage Therapy program exceeds the training required to become licensed in the state of Alabama. Blue Cliff graduates routinely practice in other states including Mississippi, Louisiana and Florida. Requirements vary by state and are constantly changing. Individuals should verify the licensure requirements for the state in which they plan to practice. All graduates are encouraged to sit for the National Certification Exam and, in fact, must pass this exam in order to qualify to become licensed in Alabama.

Alabama State Department of Rehabilitation
Qualified Blue Cliff Career College students have been funded for occupational training through the Alabama Rehabilitation Services and private industry.

Title IV Grants and Loans & State and National Departments of Veterans Affairs
Qualified BCCC students have been funded for occupational training through the US Department of Veterans Affairs, Title IV Government Grants and Loans, & private industry. Contact our financial aid office for available funding by program.

Our School History
Blue Cliff Career College of Mobile, Alabama, was founded in 1997 and has since grown into what we believe to be one of the most respected and innovative Spa Training centers in the nation. In June of 2000, the school was purchased by R.M. Denney who had been part of the separately owned affiliated Blue Cliff School corporation in Louisiana and Mississippi since 1993, serving as CEO and Director of Schools since 1995. After Mr. Denney purchased full ownership of the Mobile location the only affiliation with the other schools became limited to a common history. Blue Cliff Career College of Mobile is not affiliated with any other Blue Cliff College and it is quite independent.
In June 2000, Proprietary Schools of America, Inc. (PSA) purchased the school's assets of the Mobile School of Massage Therapy. Led by R. M. Denney, Blue Cliff continues to strive for excellence in the field of spa training. In June 2004, the school modified its name to become Blue Cliff Career College.

Training at the current 16,000 square foot facility began in June 2004. Prior training took place approximately two miles southwest of the current location.

**Facilities, Equipment and Learning Resources**

Massage Therapy classrooms are well equipped with massage tables, massage chairs, and lecture materials including projectors and computers. The massage classrooms also have a skeleton and numerous anatomy & medical charts.

Esthetician classrooms are equally well equipped with client chairs and class materials. In addition, the esthetics classrooms have micro-derm abrasion and power-derm abrasion machines. The esthetics clinic floor has available an impressive heat pod that is useful in training students as the do mud, heat or weight loss treatments. The esthetics clinic floor also has a capsule that delivers alpha wave treatments and various light treatments.

The cosmetology clinic floor is well equipped with classy styling stations, pedicure & manicure stations as well as a day spa setting & lobby. The 5 sinks and 10 hair dryers accent the facility and the presentation platform is located in the center of the action so it is available for demonstrations and hair shows. The cosmetology clinic floor has 4 large screen televisions to enable video training.

The school's library boasts computers surrounded with stylish glass walls to provide an excellent resource library experience. The school has several exceptional Apple Computers for students and faculty. Additional library materials including videos are available to students as well. Computer applications and web-site subscriptions enhance the learning resource library located near the front lobby.

Blue Cliff has an extensive history of offering community service to cities in our region. Some events the school has participated in, include blood drives, marathons, and cycling events. The school believes strongly in giving back to the community and trying to make a personal difference in people's lives through a healing touch.
Student Services & Financial Assistance

Financial Assistance
Financial Assistance is available for most applicants from a variety of sources. Applicants prior to the start of classes pay the application fee, and tuition is to be paid either up front or under the terms of an approved payment plan. An enrollment is complete when the school receives all necessary documents and signatures and an approved financial agreement is secured. Financial Assistance including Title IV Grants and Loans and TFC loans are available to qualified applicants. Qualified students enjoy small monthly payments spread out over 5-15 years. BCCC encourages prospective students to tour the school, explore the employment options available for our graduates, and learn about various financial options available. In order to receive financial assistance, both the student and the institution must remain eligible and approved by the Federal department of education.

Job Placement
One of BCCC’s primary goals, and a measure of the school's success, is the employment of our graduates. The staff receives frequent inquiries from prospective employers and then refers these inquiries and other employment opportunities to those graduates who choose to be on the school referral registry. Additionally, the Marketing course prepares students to enter the Massage Therapy, Cosmetology or Esthetics fields as a private practitioner by providing an array of practical marketing techniques and a strategy for success. Although we do offer the above assistance, Blue Cliff Career College specifically disclaims any guarantee of job placement for the student upon graduation. Placement services and recommendations to employers are influenced by student attitudes and performance.

Tutoring
Tutors are available for students who need assistance with either the theory or technique portions of their classes. The school may require tutoring for students who are not meeting minimum attendance or academic standards. Tutoring is by appointment only, and tutoring fees are paid directly by the student to the approved instructor. Tutors are not commonly used at the school. The day-to-day training is normally more than sufficient.

Academic Advising
We are pleased to offer academic advising to students. We make this service freely available with our education department by appointment.

Records and Confidentiality
All current students have the right to make an appointment and discuss their academic and administrative files. Student information will not be released to individuals or agencies outside of the Blue Cliff organization, except upon receipt of a written request from the student. See the education office for related forms.
Admissions Requirements

Blue Cliff Career College admits all qualified applicants regardless of race, creed, color, gender, ethnic origin, or sexual orientation.

1. Applicants must be at least 18 years of age, and must have successfully completed a secondary school. Evidence of secondary school completion (high school diploma, high school transcript, or GED) must be placed on file with the registrar. (All VA students must provide BCCC with documentation of all prior education, including military training if applicable).

2. In addition to being in good health and physically able to perform duties and techniques required for employment in the field.
   
   a. The school may require written documentation from a physician regarding an applicant's health at any time.

   b. Throughout the massage therapy program, all students must have their own personal medical advice relating to giving massage, receiving massage, and contraindications. Students that show up to class agree and self-certify that they are healthy enough to give and receive massage with no restrictions.

3. Applicants must complete all parts of the Application of Admission, including the essay questions and the “Application for Admission”. When more applicants apply than seats are available, the essay questions may be used in determining acceptance in a class. The applicants are expected to fully disclose any prior legal suits, arrests, and convictions. The school may accept oral answers to essay questions. The school reserves the right to turn down applicants based on criteria listed below. Applicants must be willing to accept and abide by the college policies & procedures, the code of conduct, school quality assurance/survey testing program.

4. Prior to enrollment, applicants must have a satisfactory interview with the Director and / or a designated admissions representative of the college. The interview will focus on the applicant's:

   • Personal character, honesty, motivation, personality, and commitment toward the program
   • Prior experience, personal history, education, and ability to become employed in the field
   • Physical and mental ability to complete the program, including motivation
   • Time management strategies for outside study, practice and class attendance
   • Financial ability to complete the program and commitment to repay loans
   • Excitement on learning a new career/ not just a casual interest.

   The applicant must agree and be eager to obey all college policies, ethics, and liability waiver agreements and display a positive, pleasant, and professional demeanor during interviews with staff.
• Interpersonal skills, communication skills, hygiene, professional conduct, and respect.

Note to massage therapy program applicants: If a student is pregnant, it is recommended that she avoid performing and receiving massage for the first 3 months of pregnancy. Therefore, students who enroll in a massage therapy program and become pregnant are encouraged to withdraw from the school or take a leave of absence for the first trimester or accept the risk. The amount of risk is truly difficult to estimate. This is a precautionary suggestion.

Admissions Procedures

How to Apply

1. Arrange for an interview with the Director or a designated admissions representative.

2. Submit a completed Application with essay to the Admissions Office with:
   a. $25 application fee and
   b. Provide proof of high school completion in the form of a high school diploma, transcript or GED. (VA students all prior education and training must be received, including military if applicable).

3. Complete an enrollment agreement and complete all financial requirements.
   (Enrollment agreement is not to be executed or signed by the school until proof of high school completion or GED is satisfied.)

* Application acceptance is dependent on successful completion of items 1 and 2 above.
* Application is available with this catalog and at Admissions office.
Program Overview Massage Therapy

Length of Program:
Day Program is approx. 9 months in length covering 750 clock hours.
Schedule: (Day) Monday through Thursday 8:30 am to 3:30pm
    and typically one Saturday per month.
Prepares graduates for an entry-level career in the massage therapy field
Possible job pursuits include working with chiropractors, day spas &
    private studios, athletic club – as a massage therapist
Evening Program is about 12 months in length covering 750 clock hours.
    Schedule: Monday through Thursday 6:00pm to 10:00pm
        and typically one Saturday per month.

Admission Requirements:
High School Diploma or GED
Must be 18 years of age
    Applicants under 18 may apply for waiver
    VA Recipients must provide all prior training and college transcripts.

This program includes a solid foundation in anatomy, physiology and pathophysiology,
which form the basis for training in specific massage techniques. Hands-on techniques
include Swedish Massage, Deep Tissue, Neuromuscular Therapy, Spa Massage, Sports
Massage, Basic Shiatsu and Supervised Clinical Practice. This program also includes a
course in Marketing with professionalism leading to the development of an operational
business plan.

A few of the massage techniques we teach include:
Russian Sports, Pregnancy, Infant & Geriatric
Spa Therapies, Aromatherapy, Reflexology
European Approaches ("Medical")
Neuromuscular / Shiatsu / Hawaiian (Lomi Lomi)

The students will master the basic techniques of Swedish massage, including specific
draping options for a one hour full-body protocol.

These techniques include effleurage, petrissage, friction and tapotement. The student will
learn contraindications and indications for massage, stroke execution and variation to
determine relaxation or energizing effects. Each student gives and receives massage in
the classroom under supervision. Proper body mechanics and self-care is taught as key to
longevity in the profession. The student will learn how to take a client history. Each
student is required to document a minimum of ten massages given to the public in the
student clinic.

Emphasis is placed on the professional ethics component of the course, ethical conduct,
professional and business boundaries, sexual issues and practicing within the scope of the
profession.
In the business practice component, students are introduced to all areas of operating a practice, including types of legal business structures. Information is presented on Alabama Law. Emphasis is placed on understanding the scope of practice of a Licensed Massage Therapist.

An introduction to the basics of other massage and bodywork therapies is provided, giving the student the opportunity to discover areas of interest for advanced study.

Students learn how to use SOAP charting: documenting client history, current complaints, assessment and treatment plan.

The theory and practice portion presents corrective massage techniques that include deep tissue, connective tissue and neuromuscular massage. Students study orthopedic tests, musculoskeletal conditions and over 40 muscles in depth to facilitate the treatment of numerous specific conditions.

The course also includes the study and understanding of myofascial pain syndromes. Assessment emphasis will be on palpatory skills and addressing postural distortions and chronic myofascial patterns of strain. Students learn how to use special techniques to help implement change in underlying, disorganized tissue, as well as recognize and treat trigger point pain patterns. Students learn to use their hands for assessment and treatment. Pain is studied to determine its causes and how to alleviate it.

If you are looking for a pre-licensing program with a definite Western Medical perspective, this is the program for you! Upon completion of this program you will be awarded a diploma. Many students also continue the process and sit for the National Certification Board for Therapeutic Massage and Bodywork Exam and/or the MBLEX Exam. Passing the MBLEX Exam is required for Alabama State Licensure.

(All Programs only measured in clock hours)
(All Programs prepare graduates for “entry-level” positions in the industry of massage)
## MASSAGE THERAPY PROGRAM

### 750 Hour Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massage I: Swedish Massage</td>
<td>45</td>
</tr>
<tr>
<td>Anatomy, Physiologic &amp; Pathophysiology</td>
<td>100</td>
</tr>
<tr>
<td>Anatomy: Palpatory &amp; Kinesiology</td>
<td>68</td>
</tr>
<tr>
<td>Chair Massage*</td>
<td>10</td>
</tr>
<tr>
<td><strong>HIV</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Health &amp; Nutrition</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>Body Mechanics (includes Thai Chi)</strong></td>
<td>19</td>
</tr>
<tr>
<td><strong>Charting</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>Supervised Clinic Practice (Business)</strong></td>
<td>100</td>
</tr>
<tr>
<td><strong>Marketing</strong></td>
<td>20</td>
</tr>
<tr>
<td><strong>Laws, Legislation &amp; Ethics</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>Reflexology</strong></td>
<td>15</td>
</tr>
<tr>
<td><strong>Massage II: Integrated Deep Tissue Techniques</strong></td>
<td>45</td>
</tr>
<tr>
<td><strong>Sports Massage &amp; Russian Sports Massage</strong></td>
<td>45</td>
</tr>
<tr>
<td><strong>Massage III: Neuromuscular Therapy</strong></td>
<td>45</td>
</tr>
<tr>
<td><strong>Massage IV: Medical Massage</strong></td>
<td>45</td>
</tr>
<tr>
<td><strong>Massaging Special Populations</strong></td>
<td>34</td>
</tr>
<tr>
<td>** (includes Infant, Pregnancy &amp; Geriatric)**</td>
<td></td>
</tr>
<tr>
<td><strong>Complementary Modalities</strong></td>
<td>20</td>
</tr>
<tr>
<td><strong>Spa Massage</strong></td>
<td>32</td>
</tr>
<tr>
<td><strong>CPR / First Aid</strong></td>
<td>7</td>
</tr>
<tr>
<td><strong>Basic Shiatsu</strong></td>
<td>30</td>
</tr>
<tr>
<td><strong>Community Outreach</strong></td>
<td>25</td>
</tr>
<tr>
<td><strong>Integration of Program Theories</strong></td>
<td>10</td>
</tr>
</tbody>
</table>

Classes are attended in approximately the sequence listed above. Classes with an * may be taken out of sequence and ** any sequence after Massage I: Swedish Massage. All schedules are subject to change without notice, and the latest schedules are enclosed with this catalog. Curriculum & schedule is subject to change by the school. If curriculum objectives are met in a given modality above, the balance of the hours may be attended in another course/module. All training hours earned and measured only in clock hours.

Day and Night Classes Available

Blue Cliff Career College offers both night and day schedules and some weekend classes to accommodate almost any lifestyle or work routine.
Massage Therapy COURSE DESCRIPTIONS

Anatomy, Physiology & Pathophysiology
The basic foundation of any Massage Therapy curriculum is a solid understanding of the development, structure and function of the musculoskeletal system (myology and osteology), integumentary, vascular and neurological systems. This in-depth course, designed specifically for massage therapists, is taught with the aid of lecture and experiential projects. Kinesiology, movement, and muscle action is also discussed in this course. The student will develop a comprehensive practical knowledge of muscle types and structure, the names and location of the bones and muscles of the human body, the origins and insertions of muscles, and the principles and modes of muscular extension and flexion, particularly as this knowledge relates to the practice of Massage Therapy. Integrated into this presentation is a comprehensive study of problems and discomforts which may affect the human body, with emphasis on those situations which are relevant to the procedures of therapeutic massage, to include contraindication and endangerment sites. (100 Hours)

Anatomy: Palpatory and Kinesiology
This hands-on lab accompanies Anatomy, Physiology and Pathophysiology with an emphasis on the identification of bony landmarks and the origins and insertions of muscles. The student will develop a comprehensive practical knowledge of muscle types and structure, the names and location of the bones and muscles of the human body, and the principles and modes of muscular extension and flexion, particularly as this knowledge relates to the practice of massage therapy. The students will integrate the knowledge of muscle anatomy with the skill of muscle palpation of attachments and belly. (68 Hours)

Basic Shiatsu
Developed in Japan in the early part of this century, Shiatsu is a system of bodywork which combines eastern and western techniques to address the body/mind/spirit. The Five Transformations theory of traditional Chinese medicine provides a framework for the treatment of the meridians of Qi (Chi, Ki) in the body. Techniques taught include use of the hand, thumb, elbow, knee and foot pressure of varying intensity and direction on the twelve primary meridians. Students learn joint mobilization techniques as well as proper body mechanics for working on a mat on the floor and on a massage table. Qi exercises are introduced and practiced. This course will also include auricular therapy and the specific effects of selected meridian points used in balancing the meridian flows of the body. (30 Hours)

Chair Massage
Students enjoy learning how to provide a fifteen-minute on-site chair massage routine which is highly effective in a variety of settings. Chair Massage training is designed to equip the student with a wide variety of techniques useful in providing clients with relatively quick treatment. The student will learn how to use chair massage as an effective tool for marketing and increasing public awareness of massage therapy. (10 Hours)
Charting
During this course, the student will develop an understanding of the subtle modes of communication which exist between practitioner and client and learn how to employ these modes in such a way that the client’s sense of well-being is enhanced by virtue of this communication alone. The student will develop proper interview techniques based on the SOAP model for data collection. (10 hours)

CPR/First Aid
All Blue Cliff students are required to qualify for Cardiopulmonary Resuscitation/First Aid certification. This class is presented by a Certified instructor and provides the student with practical instruction in CPR/First Aid. This increases the student’s competence and confidence with regard to the welfare of the massage client. (7 Hours)

Massage Charity Outreach (Optional- Not Required)
Our profession is about giving and caring. The students are given an opportunity to do extra "supervised homework" in the form of Christian Massage Outreach. The school will set up additional clinic massage opportunities where the public will pay for massage and all profits from the clinic will be donated to a variety of Christian missions, outreaches and charities. Some charities will include the mission downtown, the Mercy Ship which provides free eye surgeries - giving the gift of sight to underdeveloped countries and others. Students and clients alike will be blessed knowing that they are helping others through Christian Outreach. Special rewards are given to participants. (18 Hours - not included in total hours for program)

Community Outreach
Students learn to enhance their resumes by experiencing a variety of community outreach events where they provide therapeutic massage and health education to the public. These events take place at the school and at various locations across the greater metropolitan Mobile area. Students learn how to promote massage therapy, practice their hands on skills and gain exposure to the public (their future clients). The goal of this program is also to increase public awareness, provide a community service and to help students continue to increase their compassion for those in need. (25 hours)

Complementary Modalities
The students will learn additional hands-on techniques to complement their practice. In addition to the primary modalities such as Swedish, Deep Tissue and Neuromuscular therapy, a variety of unique and specialized techniques or styles are available in the massage community. The school will seek out some of these specialized techniques from the community to give the students a wider base of knowledge. Additional complementary modalities may also be explored in the module called Massaging Special Populations. (20 hours)

HIV
Decisions and precautions concerning the treatment of HIV-positive individuals are increasingly a part of any therapeutic practice. Students will receive up-to-date
information from experts in the field so they can make informed judgment about treatment. (3 Hours)

Health & Nutrition
Students will learn fundamental principles of nutrition & health that they may use to keep themselves healthy and they will also gain a better understanding of the physiology of health in their clients as it relates to diet and natural health. (12 Hours)

Integration of Program Theories / (Review of key learning objectives)
In this course, students will review a summary of the theory taught throughout the program and this review will prove useful as students prepare to take the national certification test. The intent is not to cover everything that will be on the exam, but more of a program summary and overview of key learning objectives. Students are required to pass an extensive exam prior to completing this course. Many practice exams may be taken with computers to identify strengths & weaknesses of students. (10 hours)

Body Mechanics
Effective treatment requires a certain dynamic aspect of body mechanics. Students learn Yoga and/or Pilates or other exercise therapies as a technique which facilitates a favorable relationship between movement of the body and application of pressures required while performing massage therapy. (19 Hours)

Laws and Legislation (with Ethics)
This part of the business triad begins with a review of the history of Massage Therapy and the development of statutes and rules governing its practice. Students learn the specific state and local regulations which will affect them and will also learn the requirements for Alabama licensure and National Certification exams. This course also explores ethical issues as they relate to massage therapy, and includes discussion of Florida law, codes of conduct, scope of practice and ethical dilemmas. The course is often taught in conjunction with Marketing. (10 hours)

Marketing
During this course students learn how to set up their own successful independent practice. Drawing on the experience of successful practitioners, students will discuss issues such as pricing, media use, marketing, and finding the right place to establish a massage practice. The student will learn to offer public service lectures on massage, complete a marketing plan for a successful massage practice, and write an ad for publication. Students will be required to use social media and blogging techniques. It is worth noting here that students also benefit by continuous exposure to their other instructors, who are successful independent practitioners. Many Blue Cliff graduates eventually set up their own private practice. During this particular course students also learn the principles of setting up their own business, including the tax responsibilities and advantages of self-employment, the rules governing independent contractor status, and the principles of employer/employee relationships. (20 Hours)
Massage I: Swedish Techniques
This course is every student’s introduction to hands-on massage techniques, and therefore includes instruction in such fundamentals as proper draping, therapeutic sensitivity, the use of oils and creams, the rudiments of professional appearance and behavior, and other issues related to professional massage therapy. Swedish Massage, recognized as the basis for massage by many, stimulates circulation, increases muscle flexibility, and fosters general balance in the structure and function of the muscular, skeletal and neural systems. Through a combination of lecture, demonstration, and hands-on practice, the student will learn the seven manipulations of Swedish Massage: effleurage, petrassage, friction, tapotement, vibration, passive range of motion and active range of motion. The student will gain confidence in techniques of manual therapy and learn to perform a complete Swedish Massage routine. In addition, Thai Massage will often be included in this module. (As specialized instructors are available) (45 Hours)

Massage II: Integrating Deep Tissue Techniques
This course is a natural continuation of Massage I and Swedish Massage. Myofascial release techniques and neuromuscular integration are emphasized. Deep Tissue Massage provides the invaluable link between Anatomy & Physiology and introductory massage techniques. Movements, bony landmarks, joints, muscle origins, insertions and functions are explored, discussed, and located on the body. Regardless of the type of bodywork in which the student chooses to specialize, this conceptual system and technique is extremely valuable. (45 Hours)

Massage III: Neuromuscular Therapy
The introduction to this powerful therapeutic method focuses on myofascial anatomy, anatomically precise hands-on applications, and therapeutic muscle stretching. The student learns postural assessment and specific systematic techniques to use on clients with the chronic and acute muscle pain and spasm, which contributes to postural distortions. Clinical practice is included in this module. The students also learn specific clinical applications to alleviate neuromuscular disorders, to include tennis elbow, carpal tunnel syndrome, shoulder girdle restrictions, and thoracic outlet compression syndrome. (45 Hours)

Massage IV: Medical Massage
In this course, students continue to learn more neuromuscular therapy and additional medical techniques with a conscious intent of relating the treatment to specific medical conditions of their client. Students will also learn concepts of how to communicate and coordinate with other health care professionals. Discussions on massage therapist scope of practice, and when and how to refer clients to other health care professionals. This course covers topics including how to promote health and healing with massage therapy in a western medical environment. Discussion of national exam may also be included. (45 hours)
Massaging Special Populations
The students will explore methods for accommodating a variety of clients with special needs. This course covers the effective and appropriate use of various forms of hydrotherapy, including saunas, hot and cold packs, sitz baths, salt glows, and wet compresses. Water, in its many manifestations, has long been used with great therapeutic effect. Completion of this course will enable the students to make effective use of hydrotherapy as part of a comprehensive therapeutic program. In addition, an introduction to pregnancy massage and geriatric massage is incorporated in this module. When time allows, complementary modalities may also be covered in this module by bringing different instructors to teach some of their favorite techniques in a workshop format including modality techniques from other classes. (34 Hours)

Reflexology
This course is an introduction to the theory that there are specific points on the hands and feet which relate to the organs, glands, and regions of the body. Students will learn both the theory and technique of this ancient art. (15 Hours)**

Spa Massage
During this course, students will be trained in a variety of Spa services including body wraps, mud applications and facial massage techniques. Many of the pampering and health services and techniques that are provided at day spas and resorts will be taught. (32 Hours)

Sports Massage (Including Russian Sports Massage)
During this course, students will become well grounded in the fastest growing and most visible specialty within the field of massage therapy. Students will learn and practice the major components of Sports Massage, including pre-event and post-event massage techniques as well as participating as a student Massage Therapist at an athletic event. (45 Hours)

Supervised Clinical Practice (Swedish / Deep Tissue / NMT)
This course allows the student to develop a unique technique or style in a supervised setting conducive to self-critique. Students have the opportunity to develop a professional attitude concerning such things as punctuality, appearance, client rapport, confidentiality, and communication skills. During clinical, students also develop skills in such areas as completing a massage within a given time frame, draping, working with the public, experiencing different body types, and individual massage preferences. Students gain experience with the practical part of a massage therapy practice: contacting the public, making, confirming and canceling appointments, maintaining client files, and record keeping. Students are required to conduct 100 documented clinic sessions in the student clinic. This may actually take 130 hours or more to complete. Students experience a real public clinic experience. Students are trained to use all time productively including low clinic census occasions. During these times, students may be trained in alternative modalities or courses. The school clinic may be organized into 4 blocks of 25 hours each for tracking purposes. When this is done student’s progress, grades & hours may be tracked accordingly to encourage professionalism and high attendance. One key goal of this class is to train students to be able to do several 50 minute sessions in a row with
quick turnaround to simulate the real work environment of major employers. High attendance is critical to the successful completion of this course. Students who exhibit professionalism with their attendance and conduct excel with this module while those that don’t may be required to pay and re-take either part or the entire module. This is practice for the real world. (100 Hours total or 4 blocks of 25 / Western techniques)

**Massage Therapy Clinics & outreaches**

One of the ways Blue Cliff contributes to the community and gives students valuable experience in a variety of settings is through the school's Community Outreach Program. Blue Cliff Massage Therapy students learn and sharpen their skills as they provide a valuable service to different organizations in the community.

The purpose of our outreach is to give services back to our community while giving students an opportunity that may help them gain employment once they graduate. Some outreach settings include hospitals, chiropractic offices, geriatric communities, athletic events, local businesses and Christian missions and organizations.

Each student is required to contribute a minimum number of 25 hours of community service in the outreach program. Some Saturdays are required to participate in outreaches. Schedules are developed with significant lead time to allow for planning. While representing Blue Cliff Career College on an outreach, students are required to dress in clinic uniform and arrive with supplies.

** Massage Therapy Career Options may include the entry-level positions listed here.**

*Our training is designed to prepare students for the following positions:*

- Massage Therapist for a Cruise Line
- Massage Therapist in a Day Spa
- Massage Therapist in a Hospital or Doctor's Office
- Own Your Own Day Spa
- Private Practice in a Studio
- Athletic Team Massage Therapist
- Assistant to a Chiropractor
- Athletic Club Massage Therapist
- Executive and on-site Massage Therapist and more.

**OPTIONAL HOMEWORK & CLINIC - Christian Massage Outreach**

Students are given the opportunity to do an extra 15 hours or more of "supervised homework" in the form of Christian Massage Outreach. The school may set up additional supervised clinic opportunities with all proceeds donated to charitable causes. Some charities include homeless shelters, food for the poor, cancer foundations and Mercy Ship. Special recognition will be given to participating students at graduation. Christian Outreach hours do not count toward completion of the 750 Hour Massage Therapy Program. The few students that choose this option, need to contact the Director of Education for assistance.
TUITION & Fees Massage Therapy

The following amounts are mandatory from every full-time student. Several financing plans are available.

Application & Registration
Application Fee $25 (not eligible for VA funding)
Registration Fee $75
750 Hour Massage Therapist Program Tuition $9,600

Other Mandatory Fees and Expenses
These fees are separate from overall tuition. Blue Cliff takes pride in the quality of school facilities, and we want to emphasize where this money goes.

Lab Fee $300
Library Fee/ Learning Resources Fee $200
Outreach Fee $50

Textbook Fee (not eligible for VA funding) $350
Kit (includes supplies, linens, and uniform shirts) $750
Massage Table & Equipment Fee $450
Students Keep Table After Graduation

Additional Required Costs (not eligible for VA funding)
Students are required to obtain their own school supplies including the usual writing instruments and notebooks. Students will be charged for missing classes. Once a student has been *made available* 750 hours of training, but has attended less hours, an hourly charge will be assessed for *overtime attendance* at the current hourly rate. Projected overtime fees may be charged monthly on a student account, but will be updated and reconciled upon leaving the school or graduating. Late fees will be charged for each unexcused absences $10.

Possible Fees (not eligible for VA funding)
The fee to transfer to another class is $100. Some extra handout materials may be sold for additional fees. Also, students who arrive without sheets, oils, school shirt may be required to purchase supplies from the school. Students who fail a module may be charged the hourly rate to re-take a module. This is extremely uncommon.

Post-Graduation
Alabama State Licensure $125 MBLEX Test $195
Liability insurance is required in to become nationally certified with costs varying $150 to $225. Many students purchase chairs and CEU courses when starting a business.
* At least $100 of the tuition must be paid by non-Title IV sources prior to graduation. Most supplies may be purchased in the college retail center. Fees other than tuition are non-refundable after student begins attending school.

* The school has a new initiative to assist students in measuring and motivating them toward the goal of mastering their training. This new initiative is providing enhanced study and learning tools available on line from ABMP. These tools help students gain confidence in what they have learned as well as helps in identifying training materials that they may need to improve upon. We are excited to present these opportunities to all of our new massage students. From a cost stand point for the school, these fees may be accounted & allocated from the library / learning resource fee listed above.

**AFTER-GRADUATION EXPENSES** : State Licensure and National MBLEX Test:
This is an extended explanation from Fee page. (The national MBLEX Test: $195 AL State Fees $125) Subsequent to graduation from the 750-hour Massage Therapist Program, students wishing to practice in a state which licenses massage therapists will be required to take that state's licensing examination and or pay license fees. The fees for this exam vary from state to state but are between $100 and $200 per year in this region of the country. Alabama state fees total about $125. Graduates who plan to practice in Alabama are required to pass the MBLEX test. Liability insurance is required in order to get state licensed & the cost varies from $150 to $225.
Esthetics Program

Program overview Esthetics Curriculum

Length of Program:
Day Program is 12-14 months in length covering 1500 clock hours.
Schedule: Monday through Friday 8:30 am to 3:30pm
and typically one Saturday per month.
Program prepares students for entry-level positions in skin care industry
Possible job pursuits include working with dermatologists, day spas & private studios, hotels etc.

Admission Requirements:
High School Diploma or GED
Must be 18 years of age at time of graduation
Applicants under 18 may apply for waiver
VA Recipients must provide all prior training and college transcripts.

This program includes a solid foundation in the sciences related to Esthetics and the anatomy and physiology of the body with special emphasis on the head and neck. The importance of sanitation and skin analysis are stressed as the foundation for the practicing Esthetician. Hands on courses include, but are not limited to, Basic Facials, Day and Night Makeup, Hair Growth and Removal, Aroma Therapy, Spa and Body Treatments, and International Spa to name a few.

Students begin with the basics for the beginning Esthetician, then moves in to intermediate skin care, advanced therapies, and ends with International Spa treatments and therapies. The student will learn the importance of health and nutrition as it relates to the body and mind.

After completing the 1500-hour program you will receive a diploma. This course prepares you to take the State Practical Exam (which is hands on) and the written exam. Both are required for you to obtain a license to practice Esthetics.
## Esthetics Program

### 1500-Hour Curriculum

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skin care history &amp; opportunities</td>
<td>6</td>
</tr>
<tr>
<td>Sanitation, disinfection &amp; bacteriology*</td>
<td>17</td>
</tr>
<tr>
<td>Infection control</td>
<td>30</td>
</tr>
<tr>
<td>Your professional image*</td>
<td>4</td>
</tr>
<tr>
<td>Histology &amp; physiology of the skin</td>
<td>30</td>
</tr>
<tr>
<td>Analysis of the facial features &amp; shapes</td>
<td>30</td>
</tr>
<tr>
<td>Skin disorders &amp; diseases*</td>
<td>18</td>
</tr>
<tr>
<td>Skin analysis*</td>
<td>32</td>
</tr>
<tr>
<td>Pharmacology for esthetics</td>
<td>12</td>
</tr>
<tr>
<td>Anatomy of a facial</td>
<td>30</td>
</tr>
<tr>
<td>Product knowledge &amp; selection*</td>
<td>24</td>
</tr>
<tr>
<td>Skin types &amp; treatments</td>
<td>60</td>
</tr>
<tr>
<td>Anatomy &amp; physiology</td>
<td>112</td>
</tr>
<tr>
<td>Bones, muscles &amp; nerves of face &amp; neck</td>
<td>41</td>
</tr>
<tr>
<td>Health &amp; nutrition</td>
<td>12</td>
</tr>
<tr>
<td>Chemistry for estheticians</td>
<td>108</td>
</tr>
<tr>
<td>Treatment room</td>
<td>6</td>
</tr>
<tr>
<td>Industry overview</td>
<td>16</td>
</tr>
<tr>
<td>Massage</td>
<td>30</td>
</tr>
<tr>
<td>Machines</td>
<td>30</td>
</tr>
<tr>
<td>Basic facial treatment</td>
<td>30</td>
</tr>
<tr>
<td>Men's facials</td>
<td>14</td>
</tr>
<tr>
<td>Hair growth &amp; removal</td>
<td>40</td>
</tr>
<tr>
<td>Spa &amp; body treatments</td>
<td>60</td>
</tr>
<tr>
<td>Basic electricity</td>
<td>48</td>
</tr>
<tr>
<td>Reflexology</td>
<td>15</td>
</tr>
<tr>
<td>Basic shiatsu</td>
<td>35</td>
</tr>
<tr>
<td>Night &amp; day makeup</td>
<td>90</td>
</tr>
<tr>
<td>Advanced ingredient technology</td>
<td>18</td>
</tr>
<tr>
<td>Professional makeup &amp; techniques</td>
<td>60</td>
</tr>
<tr>
<td>Corrective makeup</td>
<td>20</td>
</tr>
<tr>
<td>CPE / first aid</td>
<td>7</td>
</tr>
<tr>
<td>Aromatherapy</td>
<td>20</td>
</tr>
<tr>
<td>HIV</td>
<td>3</td>
</tr>
<tr>
<td>Holistic &amp; alternative skin care</td>
<td>30</td>
</tr>
<tr>
<td>Body mechanics including Thai chi</td>
<td>19</td>
</tr>
<tr>
<td>Charting</td>
<td>10</td>
</tr>
<tr>
<td>Laws, rules &amp; regulations</td>
<td>12</td>
</tr>
<tr>
<td>Marketing</td>
<td>20</td>
</tr>
<tr>
<td>International spa</td>
<td>60</td>
</tr>
<tr>
<td>Integration of program theories*</td>
<td>5</td>
</tr>
<tr>
<td>Supervised clinical practice</td>
<td>236</td>
</tr>
</tbody>
</table>
Classes are attended in approximately the sequence listed above. Classes with an "*" should be taken early in the program. Most classes may be taken in any sequence after the basics of sanitation and bacteriology. All schedules are subject to change without notice, and the latest schedules are enclosed with this catalog. Classes & course only measured in clock hours.

Day Classes Available.

**COURSE DESCRIPTIONS  Esthetics**

**Anatomy and Physiology**
The basic foundation of any Esthetician curriculum is a solid understanding of the development, structure and function of the Integumentary system, musculoskeletal system, vascular and neurological systems. This course is designed for Estheticians and is taught with the aid of lecture and experiential projects. The student will develop a comprehensive practical knowledge of muscle types, structures, the name and location of muscles and bones of the face and body, their origin, insertion and actions as pertains to Estheticians. Integrated into this presentation is a comprehensive study of problems and discomforts which may affect the human body, with emphasis on those situations which are relevant to the procedures of Estheticians, to include contraindications and endangerment sites. (112 hours)

**Bones, Muscles and Nerves of the Face and Skull**
Estheticians must understand the bones, muscles, nerves and nerve points of the head and neck. Knowledge of the muscular structure is important when administering massage techniques, designing corrective makeup, performing muscle stimulation techniques, understanding how the face moves, as well as discussing plastic surgery techniques with plastic surgeons and clients. (41 Hours)

**Sanitation, Disinfection and Bacteriology**
Estheticians work on the human body, and it is essential that they learn about bacteria and how to prevent the spread of disease. This course will teach the student about preventing the spread of disease. They will learn why sanitation and disinfection is essential to maintaining a clean and sanitary work space. (17 Hours)

**Infection Control**
This course will also teach the student about preventing the spread of disease (30 Hours)

**Chemistry for Estheticians**
Estheticians must have knowledge of basic chemistry. The effects of cosmetics and skincare products on the skin are based on chemical reactions as are all creams, lotions, masks, chemical peel agents, and makeup, whether they come from natural substances such as plant extracts or from ingredients manufactured in a laboratory. This course will teach a basic knowledge of the effects of cosmetics and skin care products on the skin and their chemical reactions. You will learn chemical peels, microdermabrasion and level one laser therapy and the effects on the skin. (108 Hours)
Basic Electricity
Understanding that electricity is energy is a key factor in Esthetician training. This energy is used to work on all skin types. Electric powered machines are used to infuse special ingredients into the skin, to dissolve sebum, cleanse impurities and strengthen muscles. The student will learn the different types of electrical appliances and this knowledge will expand how the machines actually work on the skin. (48 Hours)

Histology and Physiology of the Skin
Esthetician training will include the histology (study of the structure and composition of the tissues) and physiology (the study of the function of the skin). This is the foundation Estheticians need to know before caring for the skin. This course teaches the Esthetician to describe the function of the skin and explain the structure and layers of the skin. This course discusses the anatomy of the skin, defines the collagen and elasticity of the skin. It explains how skin gets its color. The student will know the names of the glands, discuss sun damage and sun protection, and explain how the skin ages as well as the benefits of proper nutrients, vitamins and the benefits of healthy nutrition. (30 Hours)

Health and Nutrition
Students will learn fundamental principles of nutrition and health that they may use to keep themselves healthy and will gain a better understanding of the physiology of health in their clients as it relates to diet and natural health. (12 Hours)

HIV
Decisions and precautions concerning the treatment of HIV-positive individuals are increasingly a part of any therapeutic practice. Students will receive up to date information from experts in the field so they can make informed judgments about treatment. (3 Hours)

CPR/FIRST AID
All Blue Cliff students are required to qualify for Cardiopulmonary Resuscitation / First Aid certification. This class is presented by a certified instructor and provides the student with a practical instruction in CPR/First Aid. This increases the student’s competence and confidence with regard to the welfare of the client. (7 Hours)

Skin Disorders and Diseases
This course is designed to identify most common skin diseases and disorders. It will explain the different types of skin lesions and to identify which disorders you would not address, and when you should suggest the client see a specialist. You will understand acne and the causes of the disorder as well as recognize the different grades of acne. Estheticians are in the unique position to observe many disorders of the skin and some skin diseases. (18 Hours)

Pharmacology
One of the essential responsibilities of this course is to understand medical drugs, their use and how they are produced. Students will identify over-the-counter (OTC) medications and prescription drugs and learn how they affect the client’s skin. Students will also learn how to read ingredient labels and understand the proper use of the products. (12 Hours)

**Advanced Ingredient Technology**

The products the Esthetician uses are the life force of the facial and body treatments. The active ingredients in these products do the actual work of cleansing, normalizing, moisturizing or otherwise treating the skin. You will learn the FDA regulations regarding cosmetic claims and product safety and be able to describe the most common cosmetic ingredients and their functions. Instructors also discuss the new technological developments in skin care and their effects on the skin. (18 Hours)

**Skin Analysis**

Learning about individual types and conditions of skin is one of the most interesting aspects of skin care, as every face is unique. Before performing services or selecting products, an individual’s skin type and condition must be analyzed correctly. However, before one can analyze the skin, knowledge of the skin physiology, diseases, and disorders is necessary. Skin analysis and consultation are good marketing tools to introduce services and products to prospective clients. (32 Hours)

**Product Knowledge and Selection**

The cosmetic industry is continually developing new products to improve the appearance of the skin. As an Esthetician, students will need to know what a wide spectrum of skin care products do, how they work and how they are used. (24 Hours)

**The Treatment Room**

Furnishings and equipment plays a significant role in operating a successful skin care practice. This course will give students the knowledge to select ergonomically correct furniture, how to set up and prepare a room for specific services, and maintenance of furniture and equipment. (6 Hours)

**Aroma Therapy**

This course is designed to give the student an overview of the benefits of incorporating aromatherapy into your skin care treatments. Students will learn some of the essential oils and herbs from plants that are used to treat the mind, body and spirit. You will learn that these highly concentrated plant oils possess properties that have various effects on the skin and can be used to relax or stimulate the mood of the client. (20 hours)

**Hair Growth and Removal Techniques**

Hair removal for cosmetic reasons became very popular after WWI. It is reported that almost $4 billion a year is now spent on hair removal products and service. This course will enable students to describe hair growth as related to different ethnic backgrounds and different stages of growth. Estheticians must be able identify methods of temporary and
permanent hair removal and be able to identify the different types of waxes, products and their usage. (40 Hours)

**Law, Rules and Regulations**
Every service or industry has its own set of laws and regulations. One of the most important guidelines to have a successful business is to know the laws and regulations. Students will learn the specific state and local regulations that will affect them. They will learn the requirements for licensure and certification. This course is designed to inform students of the regulatory agencies and their requirements in various states with a concentration on Alabama law. (12 Hours)

**Marketing**
During this course students will learn how to set up their own successful independent practice. Drawing on the experience of successful practitioners, students will discuss issues such as pricing, media use, marketing and location. The student will research and complete a marketing plan for a successful practice as well as write an ad for publication. (12 Hours)

**Charting**
During this course students will develop an understanding of the subtle modes of communication which exist between practitioner and client and learn how to employ these modes in such a way that the client’s sense of well-being is enhanced by virtue of this communication alone. The student will develop proper interview techniques based on SOAP note model for data collection. (10 Hours)

**Integration of Program Theories / (Review of key learning objectives)**
In this course, students will review a summary of the theory taught throughout the program. This review will prove useful as students prepare to take their Practical and Theory exam. (5 Hours)

**Reflexology**
This course introduces the theory that there are specific points on the hands and feet which affect the organs, glands and regions of the body. Students will learn both the theory and technique of this ancient art. (15 Hours)

**Skin Care History and Opportunities**
This course will discuss the history of skin care and its progression in the modern beauty industry. Students will discover that career opportunities are plentiful. Esthetics is a challenging, profitable and rewarding career in a high profile market. (6 Hours)

**Your Professional Image**
A professional image is one of the basic and important concepts to learn in the service industry of Esthetics. Students will learn the importance of treating others with dignity, kindness and respect and are expected to be courteous and pleasant. Taking time to
evaluate aptitude, appearance and attitude on a regular basis will keep graduates at the
top of the mark because beauty is more than skin deep. (4 Hours)

**International Spa Therapy**
This exciting and specialized course incorporates the very popular and dramatic hands on
spa techniques from all around the world. No other spa class prepares students for
working in the International Spa business as well as this course. Meeting the high
demand of clients for spa treatments will be one of the goals with this program. The
student will learn the value of Herbal Body Wraps, Salt Scrubs, Mud Therapy and Stress
Reduction Treatments and many other services to incorporate into their spa services. (60
Hours)

**Professional Make up and Techniques**
There are a variety of opportunities in the world of make-up. The success of make-up
application depends on the correct color selection and application of the foundation. This
course will introduce various types of cosmetics and their uses. It provides an
understanding of color and theory. Make-up artistry will allow students to develop
creativity, flare, and imagination. You will learn to use to make-up as a tool to help you
create look that radiates beauty and attractiveness. (60 Hours)

**Analysis of Facial Feature and Shapes**
Analyzing facial features and shapes will enhance your ability to bring out the natural
beauty and attractiveness of oneself and is in great demand in the Esthetics industry.
Students will learn how to consult with clients and determine their needs and preferences
as well as learn different facial types. (30 Hours)

**Corrective Makeup**
Corrective Make-up is mainly the use of light and dark colors to highlight and contour
features. Corrective make-up can be very effective if applies properly. The primary goal
is to enhance the natural beauty of the client and their most attractive features and
providing camouflage as needed. Students will understand how color-work is vital to
effective make-up application. (20 Hours)

**Day and Night Makeup**
Day and night makeup is different in many ways. In the day students will learn to use soft
subtle colors especially in a professional setting. As opposed to night colors, students can
use more vibrant colors and blend colors to create an evening look for dressy and
different atmospheres. Also, students will learn how to transform day makeup into night
makeup. (90 Hours)

**Anatomy of a Facial**
Understanding the key elements and benefits of facials give you confidence that you are
making a difference in treating the client’s skin, and this also helps you communicate
those benefits to your clients. (30 Hours)
Machines
There are various types of machines that will enhance the performance of the Esthetician, and this course gives students the familiarity they need. New machines and technology emerge every year. To maintain professional credibility it is important to stay abreast of machinery. (30 Hours)

Industry Overview
Upon completion of this course, students should be very knowledgeable of all courses and their techniques taught. This course will give students a brief overview of some of the advanced esthetics topics. (16 Hours)

Supervised Clinical Practices (May be divided into 3 or 4 Parts)
This course is where the students are able to practice their techniques on the public from basic facials to international spa treatments in a clinical setting. This experience allows the student to gain clinical (business) experience through the performance of their learned techniques on the public in a clinical setting. These clinical experiences also allow the student to develop a unique technique or style in a supervised setting conducive to self-critique. Students have the opportunity to develop a professional attitude concerning such things as punctuality, appearance, client rapport, confidentiality, and communication skills. (236 Hours)

Basic Shiatsu
Developed in Japan in the early part of this century, Shiatsu is a system of bodywork, which combines eastern and western techniques to address the body/mind/spirit. The Five Transformations theory of traditional Chinese medicine provides a framework for the treatment of meridians of Qi (Chi, Ki) in the body. Techniques taught include the use of hands, thumbs and finger pressure of varying intensity and direction on the twelve meridians. Shiatsu can be performed on the face or as a whole body treatment. (35 Hours)

Massage
Massage is the manual or mechanical manipulation by rubbing, kneading, or other methods that stimulate metabolism and circulation. An Esthetician's massage services are limited to certain areas of the body: face, neck, shoulders and décolleté. (30 Hours)

Basic Facial Treatments
This class teaches the benefits of each step in a facial treatment. Students will learn to perform extraction using different methods and which products to use for the different skin types. While learning the importance of performing sanitation procedures and providing a safe environment for clients, students will learn the different facial treatment philosophies and methods. (30 Hours)

Men’s Facial
Men’s skin care needs are just as important as women’s. It may be more challenging to enroll a male client into skin care treatment, but once he has experienced the benefits he
will be a loyal client. Male clients represent 15 to 20 percent of the business and this percentage is expected to grow. (14 Hours)

**Skin Types and Treatments**
This course refers to the characteristics of the skin from a genetic standpoint. This class will teach the five skin types and the difference between dehydration and dry skin. Students will learn the difference between skin types and skin conditions. (60 Hours)

**Holistic and Alternative Skin Care**
In this course students will learn the definition of "Holistic" and be able to explain how holistic therapies work. Included will be descriptions of a variety of holistic therapies, and students will learn the psychological benefits of holistic practices and the mind/body connection and methods of holistic therapy. (30 Hours)

**Spa and Body Treatments**
In today’s spa boom, body treatments are in high demand. Students will learn how to perform the three basic steps to provide body treatments, the basic steps of cleansing, exfoliating, and body stimulation along with descriptions of the most comprehensive treatments available in today’s spa. They will know the different types and levels of body treatments and understand how to address the issues of modesty with the clients. General body treatment principles and protocols will be introduced, giving students the understanding of how certain body treatments are used for metabolic stimulation and learn how aroma therapy can enhance body treatments. In addition students will learn hydrotherapy, techniques for body treatments, body masks and wraps and other performance ingredients. (60 Hours)

**Body Mechanics / May include Thai Chi**
Effective treatment requires a certain dynamic aspect of body mechanics. Students learn body mechanics from classes, which may include healthy modalities such as therapeutic exercise, Yoga, and/or Pilates. These techniques facilitate a favorable relationship between movement of the body and the application of pressures required while performing body and skin care treatments. (19 Hours)

**A few of the esthetician techniques we teach include:**

- Basic Facial Treatments
- Hair Growth and Removal
- Night and Day Make-up
- Aromatherapy
- Men's Facials
- Spa and Body Treatments
- Facial Massage
- International Spa
**Estheticians Career Options May Include entry-level positions in the esthetics & skin care industry to include:**

- Esthetician in a Day Spa or Salon
- Make-Up Artist
- Esthetician in a Laser Center
- Esthetician in a Medi-Spa
- Esthetician in a Dermatologist's Office
- Esthetician in a Cosmetic Surgeon's Office
- Medical Esthetics
- Private Practice
- Cosmetics Buyer
Esthetics  TUITION & Fees

The following amounts are mandatory from every full-time student. Several financing plans are available.

Application & Registration
Application Fee   $25 (not eligible for VA funding)
Registration Fee  $75
1500 Hour Esthetician Program Tuition   $14150

Mandatory Fees and Expenses
These fees are separate from overall tuition. Blue Cliff takes pride in the quality of school facilities, and we want to emphasize where this money goes.
Lab Fee  $1200
Library Fee  $200
Uniform Shirts & Lab Coat,  $185
Book Fee (not eligible for VA funding)  $500
ISBN: 9781111306892
Esthetician Kit Fee  $1200

Additional Required Costs (not eligible for VA funding)
Students are required to obtain their own school supplies including the usual writing instruments and notebooks. Students will be charged for missing classes. Once a student has been *made available* 1500 hours of training, but has attended less hours, an hourly charge will be assessed for *overtime attendance* at the current hourly rate. Projected overtime fees may be charged monthly on a student account, but will be updated and reconciled upon leaving the school or graduating. Late fees will be charged for each unexcused absences $10.

Possible Fees (not eligible for VA funding)
The fee to transfer to another class is $100. Some extra handout materials may be sold for additional fees. Also, students who arrive without required supplies or uniform may be required to purchase supplies from the school. Students who fail a module may be charged the hourly rate to re-take a module. This is extremely uncommon.

Post-Graduation
Alabama State Licensure  $170  &  Insurance
COSMETOLOGY PROGRAM

Program overview Cosmetology Curriculum

Length of Program:
Day Program is 13-14 months in length covering 1500 clock hours.
   Schedule: Monday through Friday 8:30 am to 3:30pm
   And typically one Saturday per month.
Evening Program is 18-19 months in length covering 1500 clock hours.
   Schedule: Monday through Thursday 4:00pm to 9:00pm
   And typically one Saturday per month. Evening classes are
   Subject to transferring to day class if the census becomes too low.

Admission Requirements:
High School Diploma or GED
Must be 18 years of age at time of graduation
            VA Recipients must provide all prior training and college transcripts.

This program provides education and experience in the current and emerging technology within the scientific and practical study of a beauty culture with instruction in the care and beautifications of hair, skins and nails. It also provides personal and professional image and ethical conduct. Practical skills and related knowledge are taught through theory class and laboratory experiences. Instruction is primarily competency based, derived from occupational analysis and / or recognized national standards

The Cosmetology Program is designed to meet requirements of the State of Alabama to sit for the licensing exam to be a Cosmetologist. The program provides the student with the skills and knowledge of the practice of nail, skin, and hair services. The skills included but are not limited to: manicuring, pedicuring, artificial nail enhancements, skin care, basic waxing services, application of make-up, shampooing, haircutting, hairstyling, braiding and extensions, wigs, chemical texture services, hair coloring, employment and business procedures in the salon and spa environment.

Techniques covered also include cosmetic and hair chemistry, sanitation, safety, anatomy, salon management and personal management. Particular emphasis is given to decision-making and problem solving techniques in applying science, mathematics, communication concepts, and social skills that solve technical problems.

Upon successful completion of the 1500 course, students will receive a diploma and be able to practice a wide array of procedures in the cosmetology industry. This course prepares you to take the State Practical Exam and the written exams which are both required for you to obtain a license to practice Cosmetology. In addition, instruction and training are provided in the proper care, maintenance, and use of tools and equipment and in all applicable local, state, and federal safety and environmental regulations.

Cosmetology Program
### Course Modules

<table>
<thead>
<tr>
<th>Course Modules</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infection Control Principles and Practices</td>
<td>17</td>
</tr>
<tr>
<td>General Anatomy and Physiology</td>
<td>33.5</td>
</tr>
<tr>
<td>Nail Structure and Growth</td>
<td>14</td>
</tr>
<tr>
<td>Basic Chemistry</td>
<td>14</td>
</tr>
<tr>
<td>Basic Electricity</td>
<td>14</td>
</tr>
<tr>
<td>Nail Disease &amp; Disorders</td>
<td>14</td>
</tr>
<tr>
<td>Shampooing, Rinsing, &amp; Conditioning</td>
<td>*57.5</td>
</tr>
<tr>
<td>Properties of Hair and Scalp</td>
<td>*22.5</td>
</tr>
<tr>
<td>Hair Cutting</td>
<td>*75</td>
</tr>
<tr>
<td>Hair Styling</td>
<td>*387</td>
</tr>
<tr>
<td>Principles of Hair Design</td>
<td>*14</td>
</tr>
<tr>
<td>Braiding &amp; Braid Extensions</td>
<td>*7</td>
</tr>
<tr>
<td>Wigs &amp; Hair Enhancements</td>
<td>*7</td>
</tr>
<tr>
<td>Hair Coloring</td>
<td>*182.5</td>
</tr>
<tr>
<td>Skin Structure and Growth</td>
<td>*22</td>
</tr>
<tr>
<td>Skin Disease and Disorders</td>
<td>*22</td>
</tr>
<tr>
<td>Facials</td>
<td>*22</td>
</tr>
<tr>
<td>Facial Makeup</td>
<td>*22</td>
</tr>
<tr>
<td>Permanent Waving</td>
<td>*140</td>
</tr>
<tr>
<td>Chemical Texture Service</td>
<td>*22.5</td>
</tr>
<tr>
<td>Hair Removal</td>
<td>*16</td>
</tr>
<tr>
<td>Manicuring</td>
<td>*13.5</td>
</tr>
<tr>
<td>Pedi curing</td>
<td>*13</td>
</tr>
<tr>
<td>History &amp; Career Opportunities</td>
<td>*3</td>
</tr>
<tr>
<td>Life Skills</td>
<td>*5</td>
</tr>
<tr>
<td>Your Professional Image</td>
<td>*6</td>
</tr>
<tr>
<td>Communicating for Success</td>
<td>*12</td>
</tr>
<tr>
<td>Law Rules and Regulations</td>
<td>*12</td>
</tr>
<tr>
<td>CPR/First Aid</td>
<td>*3</td>
</tr>
<tr>
<td>Nail Tips and Wraps &amp; No Light Gels</td>
<td>*23</td>
</tr>
<tr>
<td>Acrylic Nails</td>
<td>*20</td>
</tr>
<tr>
<td>UV Gel Nails</td>
<td>*16</td>
</tr>
<tr>
<td>Supervised Clinical Services</td>
<td>*245</td>
</tr>
<tr>
<td>The Salon Business</td>
<td>*1</td>
</tr>
<tr>
<td>Seeking Employment</td>
<td>*1</td>
</tr>
<tr>
<td>On the Job</td>
<td>*1</td>
</tr>
</tbody>
</table>

**TOTAL CLOCK HOURS:** 1500

**DAY CLASSES * 14 MONTHS   NIGHT CLASSES * 19 MONTHS**

These program lengths are estimates and vary.

1500 clock hours   Diploma Awarded upon completion. Prepares student for entry level positions in the cosmetology industry.
Cosmetology Course Sequence. Beginning classes include: Infection control, sanitation, professional image, history & equipment usage; The rest of the courses may be taught in any sequence. At least 250 hours of fundamentals are taught before students are allowed to do clinical practice on clinic floor. Course hours are approximate and may vary. Length of program may be less. Courses & program measured in clock hours only.

Day & Night Classes are Available

COURSE DESCRIPTIONS  Cosmetology

History, Life Skills, & Professional
The basic foundation of any Cosmetologist is a solid understanding of the development of the early history hairstyling, and barbering which has evolved over centuries as one of the oldest professions in the world. All the technical skills that you are now acquiring in school are vastly important. But these technical skills need to rest on a solid foundation of *life skills.* Life skills are a set of tools and guidelines that prepare you for living as a mature adult in a complicated world. You have probably heard the expression *image is everything* well it is! Your professional image is the impression you project as a person engaged in the profession of cosmetology, and consists of your outward appearance and the conduct you exhibit in the workplace. (14 hours).

Infection Control: Sanitation/Sterilization, Bacteriology/HIV
Cosmetologists must understand that every year, the cosmetology industry serves hundreds of thousands of clients, which means billions of germs, virus, and bacteria, are coming along for the ride. As a practitioner, it is your duty to ensure that your clients receive their services in the safest possible environment following certain prescribed sanitary precautions. (17 hours)

Science and Related Services/ Anatomy and Physiology
As a cosmetologist, you will seldom hear actual medical terminology being used for the bones, muscles, arteries, veins, and nerves. But understanding of anatomy and physiology will help you become more proficient at performing professional salon services. In addition, you should also have a working knowledge of histology. (107.5 hours)

Properties of the Hair and Scalp / Treatments and Conditioners
All successful hairstyling services should be grounded in a thorough understanding of the growth, structure, and composition of hair. As a cosmetologist, you will need to know as much as you can about hair and how to keep it healthy. The more you learn and the more you understand how salon services affect different hair types, the more you will be able to achieve consistent results on your clients. (22.5 hours)

Hair styling: wet setting, thermal curling, thermal pressing, and hair design
Design is the foundation of any artistic application. As a stylist, your goal is to learn how to design the appropriate hairstyle for your client. A good designer always visualizes the finished product before beginning a project. It takes practice and experience to execute
the styles that are set before you. A good grasp of the philosophy of design will help you develop real artistic skill and judgment. (415 hours)

**Shampooing: Manipulations**
Shampooing is the beginning of most services, therefore it is considered to be the most enjoyable salon experience. With the proper manipulations, the shampoo can be very relaxing and stress relieving. The primary purpose of a shampoo is, obviously, to cleanse the hair and scalp prior to receiving a service. To be effective, a shampoo must remove all dirt, oils, cosmetics, and skin debris without adversely affecting the scalp or hair. The scalp and hair need to be cleansed regularly to combat the accumulation of oils and perspiration, which mix with the natural scales and dirt to create a breeding ground for disease-producing bacteria that can cause scalp disorders. (57.5 hours)

**Hair Shaping/Cutting**
As a student of cosmetology, it is important to develop a strong foundation in haircutting on which you will build for the rest of your career. Without this foundation of basic skills and techniques, the services and creativity you will be able to provide clients may be limited. The more familiar you become with basic haircutting and shaping techniques and the more comfortable you are with shears, razors, and clippers, the more solid that foundation will be. Practice will not necessarily make perfect, but practice-lots and lots of practice-will help you to achieve excellence. (75 hours)

**Chemical Texture Services: Permanent Waving, Chemical Relaxing**
Chemical texture services cause a chemical change that permanently alters the natural wave pattern of the hair. Texture services can be used to curl and add volume to straight hair, straighten overly curly hair, or soften course, straight hair and make it more pliable and easier to work with. Texture services include permanent waving, soft curl permanents (also known as curl re-forming), and chemical hair relaxing. (162.5 hours)

**Hair Coloring**
One of the most creative, challenging, and popular salon services is hair coloring. It also has the potential for being one of the most lucrative areas in which a stylist can choose to work. You have reason to be excited about working in the area of hair coloring. It is artistic, adventurous, and in great demand. Color is an area of tremendous growth in the salon. If you fully understand both theory and practical aspects of hair color, you have the opportunity to build a significant and loyal client base and earn a higher income. Once the stylist demonstrates the ability to skillfully color a client’s hair, the client will generally remain loyal. (182.5 hours)

**Histology of The Skin: Skin Care/Facials**
It is important for you to be familiar with the range of skin care products available, but, even more important, you need to know about the natural structure of the skin. A cosmetologist who has a thorough understanding of the skin, its structure, and its functions is in a better position to give clients professional advice on scalp, facial, and hand care. (87.5 hours)
Manicuring and Pedicuring
The purpose of manicures and pedicures is to improve the appearance of the hands, the feet, and their nails. Manicures and pedicures make up one of the biggest growth areas in salon services today. Once you have gained the basic knowledge and mastered the fundamental techniques, you will be able to provide a service that is in great demand. (26-5 hours)

CPR / First Aid
All Blue Cliff students are required to qualify for Cardiopulmonary Resuscitation / First Aid certification. The class is presented by a certified instructor and provides the student with practical instruction in CPR/First Aid. This increases the student’s competence and confidence with regard to the welfare of the cosmetology client. (7 hours)

Laws and Regulations with Ethics
Every service has its own set of laws and regulations. One of the most important guidelines to success in the Cosmetology business is to have a good knowledge base about the laws and regulations of the state and good business ethics. Students will learn specific state and local regulations that will affect them. They will learn the requirements for licensure and certification. (12 hours)

Brow and Lash Care
The brow shaping and eye lash care can be an art unto itself. The student will learn how to shape the eye brow and apply eye lashes. (16 hours)

Clinical Practice
This course allows the student to develop a unique technique or style in a supervised setting conducive to self-critique. Student’s have the opportunity to develop a professional attitude concerning such things as punctuality, appearance, client rapport, confidentiality, and communication skills. During this course the students will be introduced to concepts of salon management including financial matters, booth rental, and employee management. (245 hours)

Note: The night classes are very small.
## Cosmetology  **TUITION & FEES**

The following amounts are mandatory from every full-time student. Several financing plans are available.

**Application & Registration**  
Application Fee  $25 (not eligible for VA funding)  
Registration Fee  $75

| 1500 Hour Cosmetology Program Tuition | $11,850 |

### Mandatory Fees and Expenses  
These fees are separate from overall tuition. Blue Cliff takes pride in the quality of school facilities, and we want to emphasize where this money goes.

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Fee</td>
<td>$1200</td>
</tr>
<tr>
<td>Library Fee/Learning Resource Fee</td>
<td>$200</td>
</tr>
<tr>
<td>Kit (includes supplies &amp; shirts)</td>
<td>$1300</td>
</tr>
<tr>
<td>Book Fee (not eligible for VA funding)</td>
<td>$500</td>
</tr>
</tbody>
</table>

**ISBN:** 9781439059296

### Additional Required Costs  
(not eligible for VA funding)
Students are required to obtain their own school supplies including the usual writing instruments and notebooks. Students will be charged for missing classes. Once a student has been *made available* 1500 hours of training, but has attended less hours, an hourly charge will be assessed for *overtime attendance* at the current hourly rate. Projected overtime fees may be charged monthly on a student account, but will be updated and reconciled upon leaving the school or graduating. Late fees will be charged for each unexcused absences $10.

- Possible Fees (not eligible for VA funding)  
The fee to transfer to another class is $100. Some extra handout materials may be sold for additional fees. Also, students who arrive without sheets, oils, school shirt may be required to purchase supplies from the school. Students who fail a module may be charged the hourly rate to re-take a module. This is extremely uncommon.

### Post-Graduation  
**Alabama State Licensure**  $170

The state exam is given in two separate parts - one written, one practical. Students who plan on getting licensed out of state are encouraged to also obtain licensing in Alabama for advantages.
Cosmetology Instructor Program Overview and Course Description

This program is designed to provide current technologies and practices to train already skilled and licensed cosmetologist to train new entry level cosmetologist to educate new entry level cosmetology students. This program provides personal and professional ethics and conduct of being a Cosmetology Instructor. Practical skills and knowledge are taught through theory and laboratory experiences. Instructions are based on occupational analysis and or recognized national standards.

Instruction is designed to prepare students for Alabama licensing examinations. It includes orientation, Alabama Laws and Regulations, Theory, Practical, Clinical floor work, teaching skills, Preparing student records, testing and evaluations and unassigned projects.

Upon entry of this program each student must meet certain requirements as outlined in the admissions procedures.

Upon successful completion of 650 hours the student will receive a diploma and be able to take the State Written and Practical exams which are both required to teach in the field of cosmetology. Training prepares graduates for an entry level training job.

COSMETOLOGY INSTRUCTOR CURRICULUM

<table>
<thead>
<tr>
<th>MODULE</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>2</td>
</tr>
<tr>
<td>Alabama Rules and Regulations including Ethics</td>
<td>28</td>
</tr>
<tr>
<td>Theory</td>
<td>100</td>
</tr>
<tr>
<td>Practical</td>
<td>100</td>
</tr>
<tr>
<td>Clinical Floor Work</td>
<td>140</td>
</tr>
<tr>
<td>Teaching Skills</td>
<td>150</td>
</tr>
<tr>
<td>Preparing Student Records</td>
<td>30</td>
</tr>
<tr>
<td>Testing and Evaluations</td>
<td>100</td>
</tr>
</tbody>
</table>

**Total Clock Hours:** 650

650 clock hours provided as required by the Alabama Board of Cosmetology to prepare students to sit for their licensing exam. All training measured in clock hours only. Program prepares graduates for entry-level positions teaching in the cosmetology industry. Most opportunities will be found in the school industry – cosmetology.

Orientation is a prerequisite to the program and all other modules can be taken in any given sequence. Program takes approximately 6.5 months. Enrollment is continuous.
Cosmetology Instructor training Course Descriptions

**Orientation:** *This course is designed to provide the atmosphere for Cosmetology Instructor to be able to understand what is to be expected and what this program consist of. The student instructor will learn to form a mentorship in the classroom and interact with students. Provide knowledge to the student and learn various teaching methods upon completion of this course the student will be able to communicate with students develop a mentorship and apply appropriate teaching methods. (2 Hours)*

**Alabama Laws, Rules and Regulations:** *In this course students develop the Alabama Board of Cosmetology Rules and Regulations guidelines such as Business Laws and classroom guidelines. Upon completion of this course the student will be knowledgeable on operating or owning a cosmetology school with in the laws. (28 Hours)*

**Theory:**  This course is designed to provide the basic fundamentals so that the instructor can recognize types of students, and being able to learn different ways to present theory lessons. Learning what type of visual aids and audio aids and materials emphasis is placed in use and construction of these materials and textbook theory lessons. (100 Hours)

**Practical:**  This course is designed to provide practice in preparing and using lesson plans, visual aids and teaching methods. Emphasis is placed on writing and presenting lesson plans. Upon completion students will be able to prepare and present lesson plans. (100 Hours)

**Clinical Floor:** *This course is designed to provide practice in preparing and using lesson plans in a laboratory clinic. Emphasis is placed on demonstrations, evaluating and visual aid use for the students on the clinic floor. Upon completion of this class the student instructor will be able to prepare a practical lesson plan, demonstrate proper procedures and safety assessing task and evaluate the students at an entry level. (140 Hours)*

**Teaching Skills:** *This course focuses on being able to develop a course of study on theory materials such as: syllabus, modules, textbook chapters, state and local guidelines upon completion of this course the student will be able to perform a course of study in keeping in all observance of state, federal and local laws. (150 Hours)*

**Preparing Student Records:**  This course will teach the student instructor how to document and keep accurate records on each student, how to assess hours, keep accurate attendance records, policies, student histories, student grades and all contacts. Upon completion of this course the student instructor will be able to maintain all records in a consistent and organized manner. (30 Hours)

**Testing and Evaluation:**  This course will show proper development on standardized testing, recognize proper testing procedures, understand key concepts and follow directions. It also teaches how to develop testing procedures from the lesson plan that has been presented. Upon completion of this course the student instructor will be able to administer and develop and array of test and procedures. (100 Hours)
COSMETOLOGY INSTRUCTOR TRAINING Curriculum

Tuition and Fees

Application & Registration
Application Fee $25 (not eligible for VA funding)
Registration Fee $75

Instructor Training Program Tuition $6,500

*Mandatory Fees and Expenses:
These fees are separate from overall tuition.

Kit (Includes books, lab jacket, easel pad, manikin and rolling box) $900.

Additional Minor required costs:
Students are required to dress professionally conducive to instructor training. Students are required to obtain their own school supplies, some may be recommended by their instructors in addition to the usual writing instruments and notebooks.

Additional Required Costs (not eligible for VA funding)
Students are required to obtain their own school supplies including the usual writing instruments and notebooks. Students will be charged for missing classes. Once a student has been *made available* 650 hours of training, but has attended less hours, an hourly charge will be assessed for *overtime attendance* at the current hourly rate. Projected overtime fees may be charged monthly on a student account, but will be updated and reconciled upon leaving the school or graduating. Late fees will be charged for each unexcused absences $10.

Post-Graduation
Alabama State Licensure $170
The state exam is given in two separate parts - one written, one practical. Students who plan on getting licensed out of state are encouraged to also obtain licensing in Alabama for advantages.
Day & Night Classes

PROGRAM SCHEDULES

Massage Therapy

Day Classes  Monday – Thursday  8:30 - 3:30pm
Night Classes Monday - Thursday  6:00 - 10:00pm

Day program is approximately 9 months.
Night program is approximately 12 months.
Occasionally extra nights and weekends required including Saturday clinics.

Esthetics & Cosmetology

Day Classes**Monday – Friday  8:30 am - 3:30pm
****An Occasional Saturday  8:30 am - 3:30pm

Night Classes (Only Cosmetology) Monday – Thursday  4:00 pm - 9:00pm
An Occasional Saturday  8:30 am - 3:30pm

Day program is approximately 12-14 months.

Program length is approximate. May finish quicker with higher attendance.
Schedules are seldom changed but they are subject to change with up to 1-month notice.
PROGRAM START DATES

Massage Therapy

New Classes Open Enrollment
March, August and November
Estimated Completion for Day Students: 9 Months
Estimated Completion for Night Students: 12 Months
Actual completion may vary

Cosmetology and Esthetics and Instructor Trainer Program Starts Every other Month – The classes typically begins the first Monday of the month. See admissions office for details.

ESTHETICS

New Classes : Open Enrollment
January, March, May, July, September and November
Estimated Completion for Day Students: 14 Months
Estimated Completion for Night Students: 18 Months
Actual completion may vary

COSMETOLOGY

New Classes : Open Enrollment
January, March, May, July, September and November
Estimated Completion for Day Students: 14 Months
Estimated Completion for Night Students: 18 Months
Actual completion may vary

* Dates are projected estimates. Actual start dates affect the estimates. Slow starting classes may take a couple of weeks longer.

COSMETOLOGY INSTRUCTOR

New Classes : Open Enrollment Monthly 1st week of the month

Estimated Completion for Day Students: 6 Months
Actual completion may vary

* Dates are projected estimates. Actual start dates affect the estimates. Slow starting classes may take a couple of weeks longer
PART 2 OF CATALOG

Student Policies & Notices:

This is part of the catalog and enrollment agreement.

Note: by signing the college enrollment agreement, the student is agreeing to the terms of the catalog and the agreement.

NOTE: Additional Information available at the Education Office which includes:
"Drug Free Campus Information" and the
"Campus Crime Report".
This information is given to all students.

BCCC, The school or The College all are referring to: Blue Cliff Career College.
Student Services

Blue Cliff Career College offers students information and guidance on how to manage personal and education matters. (Please see the Student Services Director for specifics.) The following areas are addressed under the Student Services Policy:

♦ Career and Placement Services
♦ Drug & Alcohol abuse
♦ Emergency Management
♦ Local Hospitals Listing/Medical Care
♦ Personal Counseling Referral
♦ Referral Services for Child Care
♦ Student Advising
♦ Transportation

Placement Support

The school performs follow-ups with the graduates of the massage programs on a regular basis. The school performs follow-ups as students graduate for the skin care program and cosmetology program. The benefits of the follow-ups are:

Feedback on the whereabouts of each graduate.
Identifying areas of weakness and strength used to improve curriculum.
Knowing where graduates are working.
Providing a current and accurate picture of the field of massage therapy.
Providing a current and accurate picture of the field of skin care.
Providing a current and accurate picture of the field of cosmolgy.
Allows BCCC to tailor & plan for continuing education courses.

Placement Assistance

Blue Cliff Career College offers its students and graduates placement assistance as follows:
♦ Receiving calls from employers seeking qualified therapists;
♦ Tracking graduates who need a job and connecting them with new job opportunities as we become aware of new availability.
♦ Providing the graduates with phone numbers of employers who currently have job openings.

The school does not guarantee a job to any student or graduate. Students should be aware that many massage practitioners are self-employed at some point during their career. The business portion of our program provides the necessary tools for you to operate your own practice. After graduation, the student will be periodically tracked using Placement and Tracking Reporting forms.
Communications

School staff takes messages for students in emergency situations as time allows. Memos and school bulletin boards provide notices of schedule changes and other pertinent information. Monthly schedules are also posted. In addition, the school requires each student to maintain an email address and/or a Facebook page/social media that may be used as a communication tool for and with the school.

Announcements

Students and graduates are kept abreast of the latest news, announcements for upcoming continuing education classes, job opportunities, and other items of interest.

Professional Liability Insurance

Students are strongly encouraged to purchase professional liability insurance through AMTA, ABMP or another organization, if they work outside the school. The school does not provide coverage for students practicing techniques at home.

The School Catalog

The School Catalog provides helpful information for students. The School Catalog also serves as the student handbook and is distributed to all the new students and reviews at orientation.

Special Needs

BCCC will present advice and accommodations if possible to facilitate enrollment and training to prospective students with special needs.

Cost of Attendance & Payment Options

Policies regarding tuition, application and enrollment fees have been set in accordance with state and federal regulations. The student may choose to pay the tuition in advance, utilize the BCCC payment plan or apply for financial aid if eligible. Individual payment amounts will be calculated after considering any expected financial assistance the student may or may not be eligible to receive assistance from Alabama Department of Labor, Vocational Rehab or the Department of Veteran’s Affairs.

Application Fee

All Prospective students must complete an application form and pay the $25.00 application fee.
Tuition Payment Options

Upon completing the enrollment process, a budget worksheet will be generated showing the total cost of the program in which the student is enrolled, the amount of assistance for which they are eligible, the deposits made to date including the application fee and a schedule of payments for the balance due.

Definition of Clock Hours

One clock hour is defined as 50 minutes of instruction and a 10-minute break. All BCCC programs are entry-level and measure courses & program in clock hours.

Length of time required to complete each massage program

The 750 clock hours Massage program is offered as a day or evening class. The day program requires approximately 9-10 months to complete. The night program requires approximately 12-13 months to complete.

Length of time required to complete the esthetician program

The 1500 clock hours Esthetics day class program requires approximately 13-14 months to complete. (officially 14)

Length of time required to complete the cosmetology program

The 1500 clock hours Cosmetology day class program requires approximately 13-14 months to complete. (officially 14)

The 1500 clock hours Cosmetology night class program requires approximately 18-19 months to complete.

Length of time required to complete the Cosmetology Instructor program

The 650 clock hours program requires approximately 6.5 to 7 months months to complete.

Attendance & Grading Policies

Attendance Requirements
All students are expected to attend all classes and arrive on time. Attendance will be docked in quarter hour increments for late arrivals and early departures. Please note that participation and tardiness will be closely monitored by each instructor and may be reflected in the final grades for
each course. All absences must be made up. **Students must attend the total number of clock hours in a program prior to obtaining a diploma (ex. 650 or 750 or 1500).**

Class attendance and punctuality are part of the commitment a student makes when deciding to attend Blue Cliff. Absences due to illness or an emergency will be eligible to be considered excused. If an absence is excused, decisions concerning makeup classes will be made jointly by the instructor, the student, and the Director or designated staff member. Excessive tardiness or missed classes, as determined by the instructor or the Director, may result in reduced grades, suspension or dismissal.

In some cases, the student may be required to attend tutoring classes at the expense of the student. Students are required to sign-in and sign-out of class accurately in order to get credit for attendance.

**Attendance Makeup - requirements & Charges**

A student who comes to clinic unprepared or late may be considered absent and sent home. Absences without written doctor's excuses may result in charges being assessed which must be paid prior to graduation. (See fees and overtime charges). Available finish date is determined when the total available hours of training becomes the total training hours in the program – example, 650 or 750 or 1500 hours. In the policy for making up work, generally the expectation is within 2 weeks. Extensions & waivers of this rule are done on a case by case.

**Attendance and Completion Requirement:**

For absences of more than 10% in classes of 20 hours or more, makeup work or tutoring will be required to fulfill the attendance requirement. For absences of classes fewer than 20 hours, students may be required to retake the class. Decisions will be considered on a case by case basis. However, in all cases, mitigating circumstances will be considered for each student. Students who miss more than 20% of a course must take the course over which may cause a delay in their previously scheduled graduation. Students are required to successfully complete an exit interview in order to be complete and receive documents of completion. With approval of the director, student may use hours from one module to substitute for hours of another module or course. VA Students who drop **below 75%** in a course or in the program will be reported to VA for termination of VA benefits. **Students who miss 10 consecutive unexcused days without approval from the college may be withdrawn due to D.O.E. regulations.** In reality, the school reserves the right to withdraw a student sooner than the 10 consecutive days. In addition, if two thirds of the class in a program has very poor attendance including but not limited to failing satisfactory progress, the remaining students may be transferred to another section or schedule as it is available. This has never happened and would be unusual.
Leave of Absence

LEAVE OF ABSENCE DEFINED.

There are two broad categories for (Leave of Absence).

1. Planned
2. Unplanned or Emergency LOA

A leave of absence is intended to help students not get penalized for needing time away from school for significant "life issue" & emergencies. In addition, the leave of absence policy is also intended to minimize the need to withdraw or penalize students for needing to miss school for "circumstances out of their control", i.e., personal or family emergencies, construction, surgeries & medical related.

A "Planned LOA" (Leave of Absence) is when no emergency exists but for "circumstances out of the students control" to include significant personal or family reasons.

In the event of an "Emergency", it is not always possible to get the student financially or academically clear. But, after 1 week, to help the LOA to benefit both the school and the student, the student should "touch base" & communicate with the school regarding plans & requirements pertaining to financial clearance and/or academic clearance. The ultimate goal or desire is to grant permission for the LOA in lieu of withdrawing a student.

The period of the leave of absence may not begin until the student has submitted and the school has approved a written and signed request for an approved leave of absence.

A leave of absence period may not exceed 180 days within any 12-month period. A school may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of student’s immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period. A leave of absence request should be a minimum of 5 days but no more than 100 days at a time and multiple LOA's cannot exceed 180 days within any 12 month period.

If the student does not return following the leave of absence, the school must terminate the student and apply the school’s refund policy in accordance with applicable and published requirements. Students may request an exception to the LOA policies & procedures and such requests will be considered for approval on a case by case basis as long as the request does not violate accreditation or financial aid regulations. Any such "exceptions" must be noted in the student file.

The LOA policy is subject to change. In addition, students who wish to receive funds from the Veterans Administration AND who are placed on a LOA will often have a reduction in VA money available. The school officials use an official LOA form. (See Director's Office for the form). The designated school officials have the right to decline
approval of a LOA under unusual circumstances or while student is exhibiting significant behavior issues.

**PROCESS TO HAVE A LOA APPROVED**

The protocols for a "planned" LOA (Leave of absence) is for the student to:

1. be financially cleared
2. be academically cleared with SAP (satisfactory academic progress) clear and to attempt to make up as many hours prior to starting the LOA.
3. Request permission and await approval for the Leave of Absence period. If request is verbal, it must be followed up with written documentation or notes in the file.

   Note: All LOA's must be written, signed and approved prior to granting LOA.

The protocols for an "unplanned or emergency LOA" (Leave of absence) is for the student to:

1. Get financial clearance from the school- this may be waived due to circumstances
2. Request permission and await approval for the Leave of Absence.
   If request is verbal, it must be followed up with approval documentation for the student file
3. School directors are expected to put documentation in the student records to include purpose of LOA / type and to include any supporting documents & proofs.
4. The school may review a request for a LOA (unplanned or emergency) and re-classify it a "planned LOA" based on the circumstances of the request. In these cases, the protocols for "planned" LOA will be required.

   Note: All LOA's must be written, signed and approved prior to granting LOA.

**PROCESS OF A SUSPENSION / Similar but Different than a LOA**

A suspension must be initiated by a school official and must be documented in the school records.

A SUSPENSION is similar to a LOA but it is initiated by the school officials in cases where there exist a concern for the health, safety or welfare of any student(s), school staff or customers. A "mandatory" LOA must be in documented and approved in writing by a school official. This action is similar to a "suspension". A SUSPENSION that is not resolved may result in termination of the student. Examples of suspension may include but not limited to: medical, safety, behavior, injury, legal or involvement with an investigation. A student may refuse to sign a SUSPENSION document; however, the student at the school's discretion may be terminated instead of suspension.

The protocols for a SUSPENSION (A Suspension) is for a designated school official to:
1. Notify the student about the SUSPENSION.
2. To give the student justification or reason for the SUSPENSION
3. The Length of the SUSPENSION is communicated to the student
4. Unresolved mandatory SUSPENSION may result in a termination
5. Suspensions may be for a variety of reasons including but not limited to: conduct, grades, academic progress, health, safety or legal issues.

Termination

Students agree to abide by all school policies and procedures.

Disciplinary action including termination may be taken for inappropriate behavior such as:
Failure to comply with policy on satisfactory academic progress;
Failure to make up-to-date payment of tuition and fees;
Failure to comply with standards of conduct;
Inappropriate behavior directed toward instructors or fellow classmates;
Disruptive classroom behavior including sleeping in class and cell phone use;
Failure to comply with any BCCC policy and procedure.

The school reserves the right to cancel, withdraw or terminate the enrollment for any reason and at any time prior to a student completing the program. This option is available to the school (BCCC) with cause and/or without cause. Whenever a student is withdrawn or whenever a termination takes place, the refund is based on the refund policy regardless of reason.

Disciplinary actions such as: Verbal Warning; Written Warning and Probation, are subject to the discretion of the instructors and the Director of Education and Student Services Director. These actions are often done in the following order, but at the discretion of the Director of Education, the actions may be done out of sequence or in any order.

Verbal Warning – First Incident. Instructor meets with student and issues a verbal warning. Instructor completes a Student Counseling Form, copying it to the student’s file and the Director.

Written Warning – Second Incident. Student will receive a written notification of the problem and corrective steps to be taken from the instructor. A copy of the form will be put in the student’s file.

Probation – Third Incident. Student will meet with the instructor and the Director to discuss the terms of probation. Additional class work may be offered in case of unsatisfactory academic progress. Students will remain on probation for 4 weeks or until completion of the program. The probation period may vary at discretion of the Director.
Suspension – A student must discontinue all participation in the program for a specified set of time for a specific reason. A suspension may be a disciplinary action or in rare cases it is not used as discipline. Failure to abide by any suspension requirements may lead to dismissal.

Dismissal – A student must discontinue all participation in the program. Students who fail to meet the conditions of probation, or who commit a serious violation of school policy may be dismissed.

Appeals – Probation or dismissal can be appealed. To file an appeal, the student must notify the director with a written explanation for the appeal within 10 days of receiving notification of probation or dismissal. The director will review the request and may choose to interview relevant parties to determine the final ruling. The final decision will be made within two weeks of receiving the written request.

Tardiness

A student is marked late in increments of 15 minutes. For example, if a student arrived late 20 minutes after the start of class, the instructor will record that student missed 30 minutes. If a student leaves early, 20 minutes before the class is dismissed, the instructor records that the student missed a total of 30 minutes.

The total welfare of the class cannot be jeopardized by individuals who fall behind because of excessive absences or habitual tardiness.

Make-up Policy

Students who miss time from school are required to make-up all missed work required for each course within two weeks. They must discuss a date and time for making up examinations. Examinations must be made up within two weeks. The student must complete the entire clock hours required. If the student does not complete the required hours by the scheduled graduation ending date, the school will charge overtime charges for missed clock hours in order for the student to graduate. This additional charge may not be covered by financial aid and must be paid by the student prior to release of the diploma or transcript.

Completion Requirements
● Must have on file with the School: a high school/GED or school diploma, a photo and up-to-date contact information for students and references.

● Meet all course requirements including any training requirements such as CPR and First Aid.

● Fulfill all financial obligations including tuition, fees, and financial clearance from the bookkeeper.

● Maintain a minimum average of 70% on all written and practical exams.

● Complete all exams and assignments and submit proper documentation for outside treatments.

● Satisfy all school requests to actively, positively participate and cooperate with the school’s quality assurance program including taking any requested surveys & tests and attending any requested meetings with school staff as requested and determined by staff.

● Satisfy class attendance requirements for each course.

   Attend 750 documented hours of attendance for the 750-hour Massage Therapy Program in order to graduate OR 1500 hours to graduate from the Esthetician Program or 650 for Cosmetology instructor program.

   • Meet all conditions of any warning or probationary periods.
   • Be in compliance with all school standards, policies, and procedures.

● Complete community service requirements and complete and turn in all client-assessment treatment logs when applicable.

● Return all library books, textbooks, tapes & school equipment & supplies.

● Successfully complete an exit interview and exit exams.

   **A diploma will be awarded upon successful completion of the program.**

**Academic Transcript**

An unofficial transcript is issued to the graduate at no charge at the completion of the program. Official academic transcripts requested by the graduate may be acquired for a charge of $10.00 each.

**More Attendance and Completion Requirements**

Course withdrawals result in a grade of "w". Attendance will be docked in quarter hour increments for late arrivals and early departures. Attendance will be monitored at a minimum of weekly. Instructors may deduct points from daily participation grades in direct relationship to early departures and late arrivals.

**Drug Free Environment**
Blue Cliff Career College 2016 / 2017 School Catalog

Blue Cliff is a drug free campus. No drugs or alcohol are allowed on school grounds and students who appear to be under the influence may be required to be tested when requested at the student’s expense.

Minimum Course Load for Full-Time Student
Blue Cliff School classifies a student as "Full-Time", when the student is attending a program in the follow manner: 1. Attendance that allows student to graduate with his/her class of origin; OR 2. Attending day classes 24 hrs/wk or night classes 12 hrs/week.

Student-Teacher Ratio / Maximum Class size
Class sizes over the last couple years have often been from 16 to 24 and as high as 28. The student-teacher ratio is no more than 30:1 in technique situations and 30:1 in technique training classes. Additional instructors will be added as needed and as required by regulatory agencies which for cosmetology is 20 to 1 on premises. Maximum class size for lecture is 50; Maximum class size for lab/technique is 40 per area. For Cosmetology and Esthetics classes, the school shall strive to have one instructor for every 20 students cumulative for the facility. The ratio is often times much lower.

Classroom Rules / Classroom setup / Food & Drinks- allowed in the break-room only
Students are required to protect and care for classroom equipment. Students are required to leave classrooms in an extremely clean and orderly fashion as directed by instructors. No food or drink is allowed in the classrooms or common areas except for water that is in a school approved clear spill-proof container.

Parking Policies
Students are required to abide by the campus parking policies. Students may be required to register their vehicle with the School and park in assigned parking areas and place stickers on their vehicles. Specific policies will be posted on the student bulletin board as needed and copies may be obtained by contacting the campus director. Students may only park in appropriate designated spaces and not in handicap spots unless authorized. Students are not allowed on the premises or in the parking lot when on suspension or termination unless given written permission. Students are not allowed to enter the parking lot while on leave, suspension or after being withdrawn for cause.

Students who need extensions or waivers of any kind:
Students are required to submit requests in writing to the Registrar for approval. Additional fees may be charged for accommodating such requests.

Schedules - The school reserves the right to adjust schedules as needed including the allocation of hours within individual modules/courses. In case of illness or loss of key instructors, the school may declare an additional school holiday period while securing backup instructor(s). If at any point, classes with nighttime schedules get to small, the hours may be changed to coincide with more of a day schedule. (This is not projected to happen but it is remotely possible).

Draping for Massage Clients & Students
Each massage student will maintain a sufficient supply of clean drapes for the purpose of draping fellow students or clients during a massage. Before beginning a massage, each student shall provide the fellow student or client a clean drape for that purpose. In the case of a male student or client, buttocks and genitalia must be covered; and in the case of a female student or client, breasts, buttocks, and genitalia must be covered. Students must ensure their clients are well draped & privacy is respected & protected.

Surveys, Quality assurance inquires written and verbal, exams and Questionnaires
For quality assurance, quality training and a great training environment, the staff conducts surveys and questionnaires. Upon request, students are required to answer fully any surveys, quality assurance questions, fact finding surveys or other surveys requested
by staff or faculty. When these queries are relating to a complaint, then the failure to fully answer questions timely may result in prejudiced or void remedies. Failure to fully answer honestly and completely such questions, investigations or surveys may result in disciplinary actions up to dismissal. Most surveys are of a lighter nature and usually are requesting feedback on quality of training.

Change of address or telephone and points of contact
If you move or change your name or telephone number, it is important and a requirement that all students provide the school administration with the current name, address, telephone and points of contact information. In addition it is a requirement that the school be given at least three up-to-date names, addresses and phone numbers of individuals that may be able to find the student in the event the school loses contact with the student. The school may require the student update these references at any time. This is important in the efforts of the school in tracking graduate placement and default information.

Supplies and Equipment for Massage Training
Students are required to supply their own sets of linens (twin-sized fitted and flat sheets, with pillowcase, are recommended), towels and/or bolsters, and massage lotion or oil for class, athletic events. Massage students receive their supply kit by the time Supervised Clinical Practice begins. Students may also be required to bring to class foot baths. In addition, students are required to wear black scrubs and clean tennis shoes or sandals for athletic events and Supervised Clinical Practice. Students are often required to pay up to $30 for spa massage training related items. The school strongly recommends each student participate with an industry program called Exam Coach for $75 with ABMP.

Blue Cliff provides massage tables, massage chairs and any other equipment required for classroom purposes. Each student is required to provide his or her own massage table for use outside of the classroom, (e.g. athletic events and Community Outreach). Massage chairs may be rented from the school for use in Community Outreach locations where applicable; otherwise the student is required to provide a massage table for these activities.

State Licensure Requirements for Massage Therapy, Esthetics and Cosmetology
Alabama currently requires licensure applicants to have completed a program of at least 650 hours and to pass the MBLEX. The school requires the student to take responsibility for knowing and learning the latest changes of the Alabama laws and regulations. Mississippi requires 700 hours and Louisiana requires 600 hours. Each state is unique. Esthetics and Cosmetology state requirements are 1500 hours for Alabama.

Prerequisites for Our Massage Therapy Classes
Massage I: Swedish Massage is a prerequisite for the following: Supervised Clinical Practice, Pregnancy Massage, Deep Tissue Massage, and Sports Massage

Massage I: Deep Tissue is a prerequisite for Neuromuscular Therapy; Tai Chi/Yoga is a prerequisite for Supervised clinical practice; A&P is a prerequisite for Neuromuscular Therapy.

Level of Occupations for which training is being provided
All programs at BCCC prepare the students for entry-level positions in the massage and spa/skin care industry/cosmetology industry. The Cosmetology Instructor training program prepares students to work as an entry level trainer in a cosmetology establishment or for a school.

Definition of Clock Hours
Class Training time is expressed in the form of clock hours. A clock hour represents 60 minutes of possible classroom time with an allowance of up to 10 minutes of every hour available for classroom breaks. The remaining 50 minutes of each clock hour is dedicated to training. All programs are measured in clock hours.

Transfer Credit
Transfer of Credit for courses completed at other schools is determined on a case-by-case basis by the Directors. Factors evaluated will include the program approvals/accreditations of the previously attended school, the syllabus of the course(s) in question, the grade achieved by the student, and the length of time intervening. In some cases, the student may be required to take a written or practical test in order to obtain the credit for previous training or for obtaining credit for auditing of classes. School may limit the number of students per class that enroll that have transfer of credit. Chiropractors, Nurses & Physical Therapist may request opportunity to obtain credit hours by testing out of some classes. Students who fail to complete and try to reapply may be required to retake classes and pay again. School reserves the right to not accept transfer credits. All prior training for VA students will be evaluated and applied appropriately. VA students may not receive VA funding for any training in which they have prior credit.

Grading/Evaluations
Students will receive a syllabus stating the basis for evaluation in each course. A student must maintain at least a 70% average on all written material in order to pass a course. In a course requiring both practical and written examinations, students must pass both with at least a 70% average.

Class attendance, class participation, quizzes, exams as well as evaluation of lab / hands on application are methods used for determining grades.

**Our Grading System is:**

- 90 - 100 / A
- 80 - 89 / B
- 70 - 79 / C
- 60 - 69 / D
- 0 - 59 / F
- I – Incomplete

W – withdrawn prior to completion – (no credit given due to withdraw)
A "D" or "F" or "I" or "W" is not a passing grade.

**Interim Grades.** In some cases with cases, students may receive grades that are tentative or progress grade prior to finishing the hours in a course. The purpose is to give an interim grade, i.e., with the work you have so far, you are making an “a”. These grades shall or may be lower case instead of final grades which are typically upper case. When the hours and requirements are complete a final grade will be calculated and issued. Even after a student receives a grade tentative or final, if in the process of training an instructor detects a weakness in a particular area of training, the student may be required to take additional training and testing to help ensure adequate retention of the theory and hands on training. This is to help the student, not to punish the student. The school strives to not let students finish the program until the school feels they are ready for certification and employment.

**Grades / Failing Prerequisite / Withdrawals / Repetitions**

Students receiving an incomplete in a course will be advised on how to satisfy the completion requirements of that course. Incompletes remain incompletes until full course requires are full-filled. At the school’s discretion courses with and incomplete may be required to be retaken and paid for if not completed within six months. An extension to the six months may be made at the discretion of the director based on extenuating circumstances. In the event that the incomplete is received in a prerequisite, the student will not be able to advance to the next level of the program. If the incomplete occurs in a course for which there is supervised clinical practice, the student will not be permitted to participate in supervised clinical practice until all requirements of the course have been satisfied. If a course is repeated, the last of the two grades is maintained as the final grade for the course being repeated. Course withdrawals result in a grade of "W". Student will be denied attendance in a class if the student makes a failing grade in the prerequisite class.

**Re-testing, re-training and competency based program / industry review exams**
The goal of the school is to attempt to ensure that the student leaves the school with the necessary knowledge to succeed in the industry including being able to master the knowledge and skills associated with industry standards and industry testing. Students will be required to take periodic skills and theory tests to determine retention of necessary skills and theory. Failure to pass these tests may result in required re-testing and re-training.

**Illustration Sources for this catalog**
There are no illustrated sources in this catalog.

**Supplies and Equipment**
Each student is responsible for furnishing basic supplies for class. Massage students and skin care students should supply the oils and lotions which are recommended by the instructors, and is further required having two sets of sheets and towels available daily. Massage tables are provided by the school for classroom use.

**Comparable Program Notice**
All programs offered have been approved by the State of Alabama with regard to length, content and tuition charges; and have been found to be comparable to programs offered at other locations. Information on comparable programs may be obtained from Alabama Department of Education.

**Exceptions to Attendance Rules**
All attendance rules must be observed and maintained. No exceptions will be allowed without approval from the Director - few exceptions are made and these shall be made on a case-by-case basis. The Director may on a case-by-case basis choose to allow transfer credit of hours from one Blue Cliff course to another, ex. Clinic hours transferred to cover Outreach hours.

**Student does grant permission for the school to take photos or videos**
The school has the right and shall take videos & photos of students while they are participating in school activities. These videos may be used for any purpose. The typical purposes include: quality assurance, marketing & promotions and for training purposes.

Students may not record or video tape without the written consent of the school and when they are given permission, they must provide permission for the school to use and have copies of such recordings and or video/photos. Failure to comply with this may result in termination.
Satisfactory Progress Policy

Satisfactory Progress (SAP)
The school maintains all academic records. Progress reports will be made available to the students throughout their program. At a minimum, the students’ progress will be monitored at approximately 25 percent completion, 50 percent completion, and 75 percent completion. Current students will have access to their attendance & grade information files as long as they are financially clear. All student records will be kept confidential. On an individual basis, the school will determine when the student is progressing at a pace with grade and attendance which would render the student in a condition of unsatisfactory progress. Students may appeal this status to the director and consideration may be given to mitigating circumstances. Students who fail to maintain satisfactory progress will be required to return federal funds as required by department of education regulation. The student shall still be held responsible to pay back all funds owed regardless of their status with financial aid or termination due to unsatisfactory progress.

Students who drop below 70% attendance or grade in a course or display a weakness in a particular area will be advised. Students who drop their attendance below 70% are advised. But if the student drops below the federal minimum for financial aid SAP, 66 2/3% then student may be suspended or terminated and they may not receive any grant or loan disbursements until SAP is reestablished. If necessary, special tutoring sessions may be arranged at the student's expense. An exception for the above is it may drop to 60% for a 1500 hour program during the 1st 450 hours. In addition, students must complete the program within one and one-half times the normal duration for the program being attempted. We call this the “150% rule”.

Students who drop below 70% attendance or 70% grade in a course for four weeks with no visible sign of improvement will be put on academic probation, and may be required to attend tutorial sessions until the grade point average rises above 70%. VA Students who drop below 75% in a course will be reported to VA for termination of VA benefits. The school may choose to put the student on probation at its discretion even before four weeks time. The school has a probation policy that requires the student to be warned in writing when the student is making unsatisfactory progress. Probation may be extended for another period if deemed appropriate by the Director. Furthermore, the student shall be informed that continued unsatisfactory progress in any area (i.e., academic, attendance, conduct, or any other requirement of the school) may result in termination. The school is not required to place someone on probation prior to termination or suspension.

Details about the “150% Rule”. Students must complete the program within 1.5 times the normal duration of a class. Students who exceed the 1.5 time requirement must be withdrawn from the program. The school reserves the right to deny re-admission to any student who withdraws or fails to finish within 1.5 the length of the program.

Details about 90/10 Rule. Federal guidelines for administering Title IV funds requires schools to obtain at least 10% of its school revenues from non-title IV sources. If at any
time a school gets out of balance with its funding, students may be required to begin making monthly payments that be different than their original plan. This has never happened at Blue Cliff, but we are informing students here in case it ever happened in the future.

**Satisfactory Progress / Readmission Following Dismissal for Unsatisfactory Progress**

Students who are suspended, dropped or terminated from school may be considered for re-admittance to class by starting the application/admittance process and completing a new application. The student would be required to write an essay describing the circumstances for his separation from the school and also to explain why he/she feels re-admittance is appropriate. The college may require additional documentation and is not obligated to accept student back to class. The school reserves the right to deny re-admission to any student who withdraws or fails to finish within 1.5 the length of the program. Acceptance will be considered on a case by case basis.

**Dress Code**

Students must come to school professionally dressed and must abide by clinic dress code guidelines when attending school. Clinic Uniform include black scrub bottoms ($10-$12) and a Blue Cliff Shirt (Student Purchases $35). Instructors will not allow students to attend and get credit for time if the student fails to arrive wearing proper attire.

**Observed Holiday Schedule**

The school will be closed for the following holidays:

- **♦Memorial Day** May 25, 2016
- **♦Independence Day** July 4, 2016
- **♦Labor Day** September 5, 2016
- **♦Veterans Day** November 11, 2016
- **♦Thanksgiving Day** November 26 – 27, 2016
- **♦Christmas Holiday** December 24-25, 2016
- **♦New Year’s Day** January 1, 2017
- **♦Mardi Gras** February 28, 2017

The school also provides a Christmas, Spring and Summer Break, School reserves the right to add holidays or “1 or 2 week breaks” as needed. Holidays or breaks can affect graduation and completion dates.

**Medical problems / Potential chemical imbalances or Potential Psychiatric imbalances / or potential substance abuse problems**

The College reserves the right to request students to obtain medical services or a medical release prior to returning to class if a medical problem or a substance abuse, or chemical imbalance problem is suspected. Drug tests may be requested by school. No drug use at the school or during school functions will be tolerated. We have a drug-free school and workplace and are strongly against the illegal use of drugs. The school reserves the right to choose the physician and the student is responsible for the expenses.
Administrative Policies

Appeal Policy
Any decision by the school may be appealed. The appeal must be received by the school from the student in writing within 10 days of the action or decision of the school. The school has 10 days to respond and may have up to two extensions of up to 10 days each to respond. The student agrees to abide by the decision and appeal response and agree to hold the school & staff harmless for any wrong actions or decisions made in good faith even if they are later proven to be wrong. The school may require the student to stop attending while appeals are being considered. Appeal decisions are final and students agree to accept and respect the final decision and the authority of the school.

Probation Policy
The school has a probation policy that requires the student to be warned in writing when the student is making unsatisfactory progress (including conduct). Furthermore, the student shall be informed that continued unsatisfactory progress in any area (i.e., academic, attendance, conduct or any other requirement of the school) will result in termination. The student will normally remain on probation for a period of 6 weeks. If the student is not making satisfactory progress, the student will be terminated. The student may be terminated without being placed on probation for serious misconduct or for failing to communicate with the school while missing 10 days of classes. A student may appeal a probation, or involuntary termination to the director or the president. All appeals must be in writing within 10 days of the incident or action being appealed and must be submitted to the Director or President of Blue Cliff. The appeal process is listed above. In addition, all students are considered to be on a special "probation" for the 1st 45 calendar days of classes - during this "special probation", the school may cancel or terminate the students enrollment & attendance in school for any reason that seems logical and reasonable to the school. This will only be done under special circumstances where the school feels it is in the best interest of the school and / or the class. In these and all cases, the refund policy is processed.

Student Complaint / Grievance Procedure
Any student having a complaint (hereafter referred to as the "complainant") against any instructor, school official or student is directed to first attempt resolution of the person who is at the source of the complaint informally and directly. The school director may be invited to facilitate this process. Should this not satisfactorily resolve the complaint, the complainant should proceed with the next step. The next step is to file a written, signed and dated complaint against said instructor, school official or student. One copy is to be mailed (or delivered) to the immediate supervisor of the instructor or school official (if applicable); and the remaining copy is to be retained by the complainant. The complaint will require from the instructor or school official a written, signed and dated response to the complainant within (14) days of receipt of the original complaint, with a copy to the immediate supervisor of the instructor or the school official. Should this not satisfactorily resolve the complaint, the complainant should request and schedule a meeting between the complainant, the person the complaint is directed against (or a school designated representative) and the Director or the president of Blue Cliff. The
results of this meeting shall be documented in writing, signed and dated by all three individuals present, and filed in the student's file. Should this not satisfactorily resolve the complaint, the complainant may consider contacting the Alabama Board of Massage Therapy or The Alabama Board of Cosmetology as listed below:

Alabama Community College System: 135 S. Union Street, Montgomery, Alabama 36104. Phone number is: (334) 293-4653

Alabama Board of Cosmetology: 100 N Union St, Montgomery, AL 36104. Phone number is: (334) 242-1918.

Alabama Board of Massage Therapy: 2777 Zelda Road, Montgomery, AL 36106. Phone number is: (334) 420-7233.

Students are required to put any and all unresolved complaints in writing and send c/o Executive Director or President of Blue Cliff Career College, 2970 Cottage Hill Road, Suite 175, Mobile, AL 36606, via certified mail within two weeks of failing to resolve through other channels. The intent of this is to restrict students from collecting complaints over a period of time and unloading the complaints all at once without proper communication and documentation reaching the President. All slow or late complaints shall be prejudiced or considered less valid and maybe void if not submitted according to the rules in a timely manner. In situations involving complaints, students are required to answer fully any surveys, quality assurance questions, fact finding surveys or other surveys requested by staff or faculty. Failure to fully answer honestly and completely such questions, investigations or surveys may result in the complaint being prejudiced or void. Students may be placed Probation, Suspended or Terminated for not cooperating fully with such inquiries and surveys.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges 2101 Wilson Blvd. / Suite 302, Arlington, VA 22201, (703) 247-4212, www.accsc.org

A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting Richard M. Denney, Executive Director and owner or online at www.accsc.org.
Refund Agreement for the Enrollment Agreement & Catalog

Tuition Refund Policy

This portion of the ENROLLMENT AGREEMENT AND THE SCHOOL CATALOG outlines the obligations and entitlements of both the school and the student if the student withdraws from school before completing the full course of study in which he or she is enrolled. All applicable refunds will be calculated according to the following policy. Amounts due will be refunded within thirty days after withdrawal or dismissal for cause. The application fee is nonrefundable except where noted below. Tuition will be credited and refunded according to the following policy:

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a application/registration fee of $100.

VA funded students will receive a 100% refund if they withdraw on or before the first day of class.

WITHDRAWAL AFTER THE COMENCEMENT OF CLASSES: The following sections apply to students who begin their course of study and then do not complete it (due either to withdrawal or dismissal). ANY STUDENT WHO BEGINS CLASSES IS OBLIGATED TO THE SCHOOL FOR A CERTAIN PORTION OF THE TUITION. If the tuition has already been paid, the school will refund the excess tuition paid according to the schedule below. If the tuition is obligated by the student to the school on an installment loan contract, the school will issue a credit to the student according to the following schedule, but the student will still be obligated for the remainder of the tuition. The application / registration fee is non refundable.

For the purposes of computing the amount of tuition credit, the student’s last day of class attendance will be considered the last day before withdrawal. Written notice of withdrawal is required. Students cancelling or voluntarily withdrawing will be required to complete a withdrawal form. Tuition credits are based on the percentage of the total program clock hours presented. Absences prior to the last date of class attendance are counted as clock-hour completions.

Cancellation after the (3rd) third business day, but before the first class, will result in a refund of all monies paid, with the exception of the application fee/registration fees totaling ($100).

Cancellation after attendance has begun, but prior to completion of 50% of the program, will result in a prorated refund of tuition computed on the number of hours made available to the total program hours.

Cancellation after attendance has begun, but prior to completion of 50% of the program will result in a refund of 50% of the other non-tuition fee items with the exception of the following which are non-refundable: application fee, registration fee and charges for kits, books, and equipment that have been issued to the student (nonrefundable if issued).

Cancellation after completing 50% of the program will result in no refund.
The date of determination by the school (the date student requests or the date the school withdraws) is the official withdrawal date.

**Refunds will be made within 30 days** of termination or receipt of cancellation or withdrawal. The termination date is the date the student withdrew or the date the school became aware that the student withdrew (date of determination), whichever is later. All refunds will be made in compliance with Federal & State regulations. Refunds will first be paid to satisfy lenders and then students.

A student can be dismissed by discretion of the Director for reasons of the school. In addition, a student can be dismissed for reasons relating to student including non-payment of tuition or failure to comply with the administrative policies. In addition, a student who stops attending without approval will be withdrawn by the school.

In these cases of early withdrawal, if the student has paid money in excess of the tuition obligated, the school will refund the excess within 30 days of the date the withdrawal or the date the school became aware or determines that the student has withdrawn. If the student is obligated for tuition beyond the amount of the principal paid under the installment contract, the student will continue to make the scheduled monthly payments until the principal amount paid equals the tuition obligation. Refund of Title IV funds will comply with government regulations. Refund funds will be returned to lenders & government agencies and any leftover money will then be given to student. Refund to Title IV program shall be based on a payment period basis. Student agrees and does authorize the school to deduct charges made by the student from incoming Title IV funds. (Pro-Rata refund for Title IV funds up to 60% completion of the payment period. Example: for 1500 hour program, 1st period is 1-450 hours & second is 451-900 and the third is 901 – 1200 and the fourth is 1201-1500); Title IV funds are only available for 1500 hours and any training hours above 1500 hours are charged, tracked and refunded separately and on a pro-rata basis. In all cases refunds shall be done in such a manner as to stay in compliance with Title IV regulations.

If the school cancels or discontinues a scheduled program, the school will refund tuition to the student based on the standard ordinary refund policy as listed above. Cancellation after the student or cohort has been made available 50% of the program hours results in no refund. Under these circumstances, there would be no Title IV money refund except pro-rated to 60% of the current payment period. The school may provide a government approved teach-out agreement in the place of refund when permissible be regulation & law.

**Refund for Financial Aid Recipients**

Institutions are required to have a fair and equitable refund policy for students who receive financial aid. Students receiving Title IV funds are bound by the refund agreement and by regulations & policies governing the administration of Title IV funds. Students receiving financial assistance are subject to an additional refund analysis.

A portion of the refund will be returned to the programs from which the student was funded. FWSP Funds are the exception to this rule.

Students withdrawing after beginning the program and prior to completing 60% of the scheduled payment period will have Title IV funds refunded based on the tuition and fees assessed the student on a pro-rata basis. Example: 1st payment period for a 750 hour program would be hours 1 thru 375, and the second would be 376-750) All hours of training over 750 are not eligible for Title IV funds and are to be refunded and charged separately.
Refund Distribution for Financial Aid Recipients

Refund Procedures
All refunds are made within 30 days of date of determination of withdrawal from school. The Registrar or the Director of Education notifies the Accountant & Cashier’s office via the student withdrawal form & refund calculation sheet. The refund calculation sheet includes information on last date of

Official Withdrawal
Unofficial Withdrawal

Note: Students who miss 10 consecutive (unexcused) days may be withdrawn from the school and the date of withdraw is to be the last day of attendance.

Distribution of Refund Policies
Blue Cliff Career College's refund and repayment policies are disseminated to students in the BCC School Catalog and when they receive a copy of their enrollment agreement. Students may receive additional information by making an appointment with an Aid Administrator.

Approved Funding for those who qualify

The United States Department of Education / Title IV Funding / Student debts to the school
Receiving funds from Title IV is not guaranteed- certain conditions must be met. Title IV funds are only available when a qualified applicant applies to a qualified educational institution. If any party, person or institution fails to maintain eligibility, the student is still obligated to reimburse the school for all contracted expenses. Example: If the student withdraws, his or her eligibility is affected and the school is limited in the funding it may obtain for the dropped student. The student would still owe for the contacted services & fees. Refunds above and beyond the school’s cost of education may only be available once the schools fees have been paid in full. Title IV funding is never guaranteed. Eligibility must be maintained by both the school and the student in order for funds to be disbursed.
Verification Policies
Verification is the process of confirming the accuracy of student reported data on financial aid applications. Only a portion of the student population is selected for verification.

Selection of Applications to-be-Verified
The FAO verifies those applicants identified by the Department of Education (DOE). After student information is electronically transferred from the DOE to the FAO, a tracking letter requesting required documentation is mailed to the student. Typically, the DOE selection criteria translates into verifying thirty percent of the financial aid population. AUM verifies all students selected for verification by the DOE. In addition, counselors may select a student for verification if there is a discrepancy or a condition that is unusual and warrants investigation. In addition, the FAO periodically chooses some students at random to be verified. When random selection is made, an effort is made to have the demographics of the people selected to be diverse—gender, race etc.

Exclusions
Listed below are certain circumstances where students do not have to complete verification. Counselors must identify and document in the aid folder why the student does not have to complete verification [668.54(d)].

1. Applicant who dies during the award year.
2. A resident of Guam, American Samoa, the Northern Mariana Islands, the Marshall Islands, the Federated States of Micronesia, and the Trust Territory of the Pacific Islands (Palau).
3. Applicant whose parents do not live in the United States and cannot be contacted.
4. A student immigrant (however, the student must meet the citizenship requirement).
5. A dependent student whose parents cannot comply because of specified Reasons (i.e., parents are deceased or are physically or mentally incapacitated).

Conflicting Information for Non-selected Applicants
Counselors are required to resolve any discrepancies discovered in a student’s file. Because need analysis information is only collected from the DOE, and additional information is typically not requested from students who are not selected for verification, conflicting information is systematically rare.

Verification Time Frame
Upon receipt of any documentation that a student intends to apply for financial aid, a Tracking Letter listing missing items is sent to the student when the student record is activated after receipt of a federal transmission. This letter informs the student that additional information is required to complete his/her financial aid file. If the FAO has received DOE information identifying the student as being selected for verification, the missing information letter requests the appropriate verification items (i.e., verification form, student and parent tax returns).
Students are notified that the majority of financial aid funds are awarded on a first-come, first-serve basis and that until the missing items are submitted to the FAO, additional processing of their file is not possible.

If a student submits documentation that appears fraudulent, the FAO staff member must notify the Director of Financial Aid.

- **Document Collection Procedures**
  Currently the system is tracked manually and information and items needed are noted in the student file and tracked until all items are satisfied. When all required documents are received, the student is considered complete and his/her file is placed back into production. The Clerks pull all documentation and create a student folder for new students and update previous year files for returning students. These files are routed to the staff member responsible for verification. In addition, the school has Weber & Associates assist in processing the aid and reviewing tax return information.

- **Documentation**
  Documentation submitted to the FAO must be legible, appropriate, and have the student’s social security number for identification purposes. If the student submits a document that is not legible (i.e., a copy of a tax return in which the income numbers are not identifiable), appropriate (a tax return is requested and the student submits a W-2), or identifiable (student submits a copy of the step-parents tax return and the last name does not match the student’s and there is no student social security number) the documents will be returned and a request for additional documentation will be requested.

- **Failure to Comply**
  Students who fail to submit verification documents never become complete; therefore, aid is not awarded for these students.

- **Submission After Deadline**
  Students who submit verification documents very late after the time they were requested will be awarded aid on an availability basis. Typically, by the end of the summer, aid funds beyond federal loans and the Pell Grant are depleted. In some cases the paperwork may be so late that federal rules prohibit any award(s) from being made.

- **Notification of Verification to Applicants**
  Students are notified that they are selected for verification on the Student Aid Report (SAR). In addition, the tracking letter indicates to the student he/she has been selected for verification.

- **Verification of Data Elements**
  Blue Cliff systematically verifies only those data elements required by the federal government. However, Counselors are free to ask for additional information if further investigation is needed to resolve a discrepancy.
Adjusted Gross Income
Adjusted Gross Income is verified by comparing a copy of the student, spouse, or parent income tax return or Income Certification Statement to the information on the Student Aid Report (SAR). Discrepancies outside of tolerance levels must be corrected before further processing.

U.S. Income Tax Paid AND Household Size
U.S. Income Tax paid is verified by comparing a copy of the student, spouse, or parent income tax return or Income Verification Statement to the information on the Student Aid Report (SAR). Discrepancies outside of tolerance levels must be corrected before further processing. (Household Size) Household size is verified by comparing the Verification Worksheet to the Student Aid Report (SAR). Discrepancies must be corrected before further processing can occur.

Number in Post-secondary Institutions
Number of family members enrolled at least half-time in post-secondary institutions is verified by comparing the Verification Worksheet to the Student Aid Report (SAR). Discrepancies must be corrected before further processing.

Institutional Discretionary Items
The FAO verifies those applicants identified by the Department of Education (DOE). Counselors may select a student for verification if there is a discrepancy or a condition that is unusual and warrants investigation. If a student submits verification documentation (i.e., tax return), the FAO staff must verify the information on the document against the information in the student’s file. Institution may verify additional applicants that are not chosen by the CPS due to conflicting information and by random selection.

NOTE: Financial Aid Officer verifies with the Academic office that the student is currently a student in good standing (Application & Conduct) prior to processing financial aid or assistance.

Return of Title IV Policy
The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. The calculation must be performed even if the student has completed 60% of the payment period to show that the school determined that the student withdrew.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:
Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid. Clock hour institutions must use clock hours scheduled to be completed as of the withdrawal date divided by the total hours in the payment period.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

\[
\text{Aid to be returned} = (100\% \text{ of the aid that could be disbursed minus the percentage of earned aid}) \times \text{total amount of aid that could have been disbursed during the payment period or term.}
\]

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the date the institution determined that the student withdrew.

Refunds are allocated in the following order:

· Unsubsidized Federal Stafford Loan
· Subsidized Federal Stafford Loan
· Federal Perkins Loan
· Federal Parent (PLUS) Loan
· Federal Pell Grant
· Federal Supplemental Opportunity Grant
· other Title IV assistance
· other state
· private and institutional aid
· the student

Note: Financial aid is not guaranteed. The institution, the program and the student must maintain eligibility. Failure to maintain eligibility causes financial aid to be unobtainable. This would be rare, but in these cases, the school would make available applications for alternative financing. A student being withdrawn under these circumstances would be subject to the standard refund policy. In addition satisfactory academic progress must be maintained and all financial regulations must be followed. In some instances, a committee shall be consulted to determine or assist in deciding financial aid matters.

Disclosures: Our 2014 annual report reflects our Massage Therapy program has a completion rate of fifty seven percent for our day students and a Forty seven percent for our night students. This was helped by the May 2012 massage day class cohort having a sixty-seven per cent completion and a one hundred percent placement. Cosmetology’s
completion rate for day is forty three percent and for the very small night group thirty eight percent. Cosmetology placement is at a respectable eighty two percent for day class and zero percent for night class. Esthetics completion rate is ninety two percent for day class and sixty seven percent for night class. Our placement rates for both Esthetics programs celebrate is fifty five percent for day class and seventy five percent for night. Our Cosmetology/Esthetics teacher-training program has a completion rate of seventy five percent and a placement rate of zero percent with only one graduate. Small class sizes has advantages; however, with small class sizes the statistics can vary more. As a point of reference comparison of other college systems & level, the graduation rate for associate level graduates in Alabama was 21.7 according to NCHEMS Information Center for Higher Education Policymaking and Analysis which is available at: http://www.higheredinfo.org/dbrowser/?level=nation&mode=graph&state=0&submeasure=24. These disclosures, gainful employment and others are available on the school's official website WWW.BLUE.EDU. Then click on: Disclosures. Alternatively, you can go to: WWW.BLUECLIFFDISCLOSURES.COM which has links to all disclosures. On the www.bluecliffdisclosures.com page be sure and notice the button that says “other disclosures”.

Annual Disclosure of Consumer information

BCCC distributes an annual notice to enrolled students of availability of required information. This information is located in your admissions packet at time of enrollment and is available at the financial aid office.

• Brief description of available information
• Includes exact web address including: www.bluecliffdisclosures.com.
• Includes statement that a paper copy will be provided upon request
• Financial aid and institutional information
• Information required to be disclosed under Family Education Rights and Privacy Act (FERPA). (See admissions packet for FERPA).
• Terms and conditions of the Title IV, HEA loans students receive
• Rights and responsibilities of students receiving financial assistance
• Information disclosed to students or parents of students who enter into an agreement regarding a Title IV, HEA loan that the loan will be submitted to NSLDS and accessible by authorized agencies, lenders, and institutions

Net Price Calculator & Gainful Employment (See Web: WWW.BLUECLIFFDISCLOSURES.COM).

Gainful Employment Information

Drug and Alcohol Abuse Prevention Program

http://www.blue.edu/#!campus-security--crime-prevention/c1kr

Student Right-To-Know Act information
Policies to keep the school safe & enjoyable.

The following student policies are intended to help keep our school environment enjoyable and pleasant for the vast majority of students who join the school to learn. The school shall strive to minimize the ill effects that an occasional “bad apple” or misguided student(s) who are disrespectful, unprofessional or undisciplined. Many of the following rules were developed to provide the kind of environment that a person would like to send their spouse or child.

Student Health Issues
Any student who has or obtains a health problem, disease or illness that could be adversely affected by receiving a massage, massage related training or skin care are required to do the following: 1. student is to be responsible for obtaining their own medical advice at their own expense 2. to get a medical release from a medical doctor with specifics, diagnosis, limitations and restrictions and to keep it updated 3. to take full responsibility for their health & safety and to hold the school, staff and students harmless from any and all liabilities losses or injuries relating to the health problem and school actions & activities. 4. The burden and responsibility of knowing what is and what is not contraindicated is completely the students responsibility and not the school & staff. The student must have available on their own and at their own expense medical doctors advice on their contraindications as it relates to massage. The school staff may offer their opinion, but that does not take away from the students responsibility. Staff members are not physicians and therefore they are helpful, but the student is responsible for getting a doctors advice and to protect their own health. Any lack of enforcement of this policy does not reduce the responsibility of the student.

Students are required to understand and agree to the following concepts, policies and procedures. The staff & instructors are in charge of the classroom & training, but the student is responsible for and in charge of his/her own health & safety. If the instructor directs the student to do a technique or for the student to receive a technique of any kind that the student feels would or could have a negative health outcome – the student is required to quickly and rapidly direct the instructor and/or fellow student by saying “STOP – Do not touch me” until he/she stops. Rapid is interpreted to mean anywhere from immediately to 2 seconds. In addition, in a massage school, it should be noted that anytime, someone may come up and practice or demonstrate a technique. A student should not enter the classroom if being touched in this manner could result in injury (considering the above rule).

Classroom demeanor, Conduct and behavior
Students are expected to begin their professionalism in the classroom. Respecting fellow students, the instructors, and the administration will facilitate a positive learning environment and will enhance the holistic exchange that Blue Cliff offers. It is absolutely forbidden to bring any illegal drug or controlled substance on campus. It is forbidden to
be at Blue Cliff School under the influence of alcohol or other drugs. To do so will result at a minimum in random drug testing at the student’s expense and at a maximum suspension or dismissal from school. The school may require students who exhibit symptoms of being under the influence to get drug tested at the student's expense. Disruptive behavior of any type is absolutely not permitted. Tardiness, excessive absences, undisciplined talking in class, sleeping in class, negative attitudes, too much talking or excessive questions, telling lies, flirting, coming to school under the influence of alcohol or other drugs, verbal threats or violent or unruly behavior are all examples of what is considered disruptive behavior. Failing to abide by the school's code of ethics is also disruptive. Cheating, copying the work of another student, falsifying homework assignments, and any other variation of academic dishonesty is absolutely prohibited. The student will receive a grade of zero on the assignment without the opportunity to make up the assignment and will be placed on academic probation and possibly academic suspension.

Students are expected to comply with the following:

- Please assume your share of the responsibility for keeping our spaces neat and clean at all times. Also, come to class prepared.
- Be respectful of and courteous to instructors and classmates.
- Be on time for class, and return on time after breaks and lunch. Remain in class until class is over. Arriving late or leaving early is discourteous to your instructor and classmates, and can have an adverse effect on your grade for the course.
- Sign in and out accurately in your own hand. In and Out times should reflect truth.
- Leave the classroom in an extremely organized and neat manner before leaving for the day. Follow the directions of the instructor or student assistant. Pick up trash, straighten chairs & tables etc.
- Do not drag tables or chairs across the carpet. If an end cap falls off a chair, put the chair in the hall and bring the end cap to the office. Do not discard end caps. Chairs cut carpet when caps are gone.
- Do not bring food or drinks in the classrooms except for water which may must be in approved clear spill-proof containers. Smoking on school premises is allowed only in an officially designated smoking area outside.
- Students must not have strong perfumes or cigarette odors on their clothes or body.
- Inside the classroom, pagers and cellular phones must be turned off or set to vibrate only. Return calls only during scheduled breaks and lunch.
- No tank tops, mid-drifts or undershirts.
- Students are expected to bathe daily, keep hands clean and nails neatly clipped at all times, and not wear excessive or distracting jewelry.
- Blue Cliff’s books that are checked out to students for use in classes are to be kept neat and clean and returned as directed. Retail cost for a new book will be charged to a student who damages or loses a book. In addition, a $10 administrative restocking fee may be charged.
- Obey any and all requests of staff and faculty including but not limited to coming and going to and from facility rooms, to and from meetings, answering questions, surveys, questionnaires OR taking exams, quizzes or tests oral or written. Obey the instructor or staff when requested to leave the facility or to come to a meeting. Obey instructors in the non-use of cell phones and similar devises.
Refrain from encouraging poor attendance, disrupting a class or encouraging students to leave school or complain. Failure to comply with this may result in termination.

Come to class free of influence of drugs & alcohol or chemical imbalances.

Conduct, Reasons for Dismissal, & Liability Releases
The school reserves the right to cancel or terminate a student's enrollment anytime prior to a student completing the program. (Discretion of management).

Students are required to express any and all complaints that they believe is substantive in a swift and rapid manner and are required to “not save up” or delay processing complaints. The instant a student feels something is substantively wrong AND they feel they have a complaint- they are required to utilize the published complaint procedure. Students that delay reporting a negative incident or complaint may have their situation prejudiced and waive all rights to remedy (at the discretion of the Director). Late arriving complaints may be considered less believable and may even be a contributing factor to any problematic situation. All questions & surveys must be answered completely by students.

The school reserves the right to terminate and/or cancel any student enrollment contract at anytime prior to completion or graduation if the school feels it is in the best interest of the school or the best interest of a student. Then, the published refund policy then applies. The government regulated refund policy applies. One uncommon example would be a case where a student is genuinely unhappy or frequently discontent with the school, staff or faculty and such condition may negatively impact the school morale. In such cases, the school reserves the right to terminate as a means of maintaining a positive school environment.

Students are responsible for processing and obtaining their own liability insurance. The school may help with this process, but are not responsible for timing and processing and are not responsible for any claim resulting from insurance applications etc. being processed.

If a student is involved in an injury investigation, the student, at the school’s discretion may be required to either be withdrawn or a suspension for a specified period of time. After an investigation of the injury the Director reserves the right to withdraw the student with or without cause.

Attending our college requires a significant level of trust. The school promotes a positive Christian environment and is committed to maintaining a highly professional & fair atmosphere. The staff wants our students and customers to feel well treated and cared for like family. The intention of the school policies regarding conduct and disciplinary actions is to maintain a safe, pleasant atmosphere that is highly conducive for learning. The rules are intentionally strict and tough. If any of the rules, policies, procedures or terms are determined to be not legal, void, or voidable - it shall not taint or void the other policies that are found to be allowed under law. Any and all failures on the schools part to enforce school policies shall restrict the school from enforcing the same such policies or
others. The liability releases the student is required to agree to are sweeping and numerous. If any of the listed liability releases or policies are considered void, voidable or not allowable by law, that fact shall not taint, void or effect the rest of the policies and conditions in the document.

**School Dress Code Must be Observed.** Because Blue Cliff is always interested in upgrading the public image of massage therapy, esthetics & cosmetology, we require our students to dress modestly while attending class and abide by the current dress code. Tank tops, cutoffs and bare feet are considered improper dress at Blue Cliff and students so attired will not be allowed to attend classes. Instructors may establish additional standards. Students are required to wear black scrub bottoms and a school shirt for classes.

Students are expected to adhere to the therapist-client guidelines established by the ABMP Code of Ethics and as well as the official code of ethics published by Blue Cliff Career College. Students are required to keep their client's body covered at all times, except for the area being massaged or worked on. Students must ensure that their clients are kept well draped and that privacy is respected and protected.

The Director of BCCC reserves the right to suspend or dismiss any student for any of the following reasons: unsatisfactory course work, unsatisfactory attendance, poor physical or mental health, failure to fulfill financial agreements, falsifying information on the application, enrollment forms or client intake forms, cheating, ethics violations, arriving at BCCC under the influence of alcohol or drugs or behaving in a manner which, in the judgment of the Director, may be harmful to the reputation of BCCC and the profession of Massage Therapy (i.e., misconduct). The College reserves the right to cancel the student's enrollment or to withdraw the student for any reason any time prior to the student completing the program. Student policies in the catalog are subject to reasonable update and revision. The school reserves the right to suspend or terminate attendance of any student who chooses to litigate against the school or staff or customers of the school. The latest policies are given out at class orientation. A student dismissed will receive a tuition credit or refund according to the Refund Policy detailed in this catalog.

Students are required to stay current on financial obligations with the school. Students who become 30 days or more past due are subject to probation, suspension, dismissal, and may be required to pay debts in full plus collection costs in order to continue attending classes. Students who are withdrawn from school involuntarily are still required to satisfy financial requirement as outlined by the enrollment agreement. Collection costs for delinquent accounts is 33.3% or the legal limit whichever is lower.

The student agrees to hold the school harmless for any and all accidental losses, injuries or actions done by the student or done by the other individuals in the general training area regardless of the level of supervision & direction by staff. Note: sometimes students practice their techniques on their own without constant direction.

The school may suspend, or terminate any student who the school believes is or exhibits any of the following:

* under the influence of drugs or alcohol AND/OR
* is intentionally jeopardizing or risking their health in a significant way
AND/OR Appearing not to be healthy enough to give and receive massage
AND/OR Is not following directions or policies relating to health or safety
* appears to be promoting negative attitudes against the school, its staff or
student.
(Note: Students who have complaints or negative attitudes relating to the
school, students or staff are required to express themselves via the schools
official complaint procedure listed in the student policy manual. Complaints regarding the school or the staff is required to be presented to
the staff according to the policy in a private setting so as not to taint or
influence the other customers.)
* appears to faking, exaggerating or staging an injury, loss or accident
* who is found or appears to have any undisclosed criminal offences,
convictions, pleas, or arrests. (This refers to offences other than minor traffic
violations that were not disclosed to the school prior to enrollment or while
attending school
* does not abide by the school’s code of ethics or display significant acts of
dishonesty (as determined by the Director)
* Displays significant discriminatory behavior or harassment (In the opinion of
the Director)
* Fails to notify staff or instructors contraindications each and
every time they are to be in a giving or receiving massage or skin care / training
mode.
• Unable to give and receive massage therapy or skin care or cosmetology
services
(At the schools discretion, on a case by case basis, the Director may determine
that for a limited time a student may restrict training and attendance to only
attend theory & non-hands-on classes only. The
restriction may be for the student to stop attending any or all classes.
* a “significant” as judged by the Director, failure to comply with school clinic &
outreach procedures or student policies
• stealing or intentionally damaging school or Blue Cliff Customer property
(actual or perceived)
* failing to maintaining a respectful tone with the school’s staff, instructors or
school customers (as judged by the Director)

The school may choose to restrict a student’s attendance in any way even when student
brings a release from a doctor. The staff does not diagnose or prescribe, but it does of
course have the right to use its judgment as to what is in the best interest of the student.

The school may suspend, or terminate any student who fails to notify the school director
OR Owner in writing within 24 hours of an actual or alleged personal injury or loss
caued by the school, its staff, customer(s) or student(s). Any and all rights are waived by
individuals who fail to comply with this rule or who refuse to fully answer questions both
verbally and on accident report forms.
The school may suspend or terminate any student who fails to notify the school director or Owner in writing within 24 hours of an actual or alleged harassment incident or incidents including but not limited to sexual harassment. Students who are in any way involved in a harassment incident may be required to stop attending while the situation is being investigated and resolved. Any and all rights are waived by individuals who fail to comply with this rule or who refuse to fully answer questions both verbally and on accident report forms.

Students are not to get Instructors to “treat” their injuries or illnesses on school time or on the school premises. The intent of the school is to train, not to treat. Students and Instructors who engage in “treating” injuries & illnesses are required to hold the school harmless from any and all resulting injuries, illnesses & losses. As a teaching tool, instructors demonstrate techniques on muscles and tissues of the students. The students and staff are required to agree that this practice shall never be considered providing a medical treatment and no liability shall flow to the school or staff for such practices. ALSO, Blue Cliff staff (including instructors) may on occasion give or receive massages to and from students. In such cases, the students and staff are required to agree to the following. 1. All parties agree to hold the school harmless from any injuries or losses of any kind (including harassment issues and scope of practice issues) 2. The student holds the school harmless from any injuries or losses 3. The relationship and interaction is to be considered "outside the scope and influence and responsibility of the school". The instructor or staff person is in no way representing the school when giving and receiving massage outside of the mainstream training class. Any interaction outside of the regular classroom setting is absolutely not authorized by the school and the school shall not be held liable or responsible and the student agrees to hold the school and the instructor harmless. Dating type relationships or interactions that appear to be dating between students and staff are forbidden. What appears to be dating shall be determined by the best judgment of the Campus Director or other designated official.

Teach Out Agreements
A regulatory expectation for schools who receive Title IV funding is that in the case of a program or school closing, that a teach out option is attempted to be made available when possible to the students to assist them in finishing the program. Teach out agreements may often result in a change of schedule and/or location. BCCC makes its facility available to competitors and visa-versa. In case of a teach out agreement, students who choose not to take a teach-out arrangement are still subject to standard refund policy.

Video, Photo & Audio Recordings of all kinds for all purposes
The school reserves the right to record (audio or video) the premises including students and customers and all school related events & activities for the purposes of quality assurance & management, education, materials development, anti-theft and marketing. This is official notice that the school may conduct video and audio surveillance and recordings for safety & quality assurance & training purposes. Students are required to agree to this practice and agree that the complete ownership of such materials & uses belong only to BCCC to be used as it chooses without restriction. Any copying or unauthorized use of audio/visual, handout materials and training materials by anyone
other than the school is strictly prohibited without the direct written consent of the Owner of the school. Students and customers must have written permission to record audio or video on premises and may or may not be allowed at the discretion of BCCC and the ownership. This is a policy of BCCC and falls under the code of conduct.

**Liability Limitations and acceptance of enrollment agreement**

The school enrollment agreement constitutes a legal and binding agreement between the student and the school. At any time, on any date and in all cases, student signing the schools enrollment agreement agree to hold the school, staff, & other students harmless of all accidental losses & injuries to his or herself and agrees to binding mediation in case of disputes at the request of the school. Students are responsible for liabilities of any and all actions done by student while the student is unsupervised by a school instructor. (Insurance is available for approx. $69 or more through ABMP or AMTA). Students who have preexisting injuries and illnesses are responsible throughout the program to obtain their own medical advice and treatment as well as to notify all students and staff each and every time they receive massage therapy and/or skin care. The school is not responsible for re-injury of a preexistent injury. The school reserves the right to require a student to obtain a physician’s permission to return to class with any limitations listed. The school is not obligated to carry any insurance. This catalog is to be considered part of the enrollment agreement. In cases where information is different and in conflict between the catalog and the enrollment agreement, the one that is most favorable in protecting the school is to have the overriding rule or term.

The student agrees that any insurance they have is to be used in case of an actual injury, alleged injury, or potential injury or loss. The student’s liability coverage (if any) is to be considered primary coverage for injuries & losses claimed against the student with the coverage. The student’s health insurance or auto coverage (if any) is to be considered primary coverage for injuries & losses claimed by the student with the coverage. Student agrees to sign insurance documents (if at any time it is needed) as requested by the school. ALSO, the bottom line. The school strives to provide a safe and pleasant training environment. The school is committed to helping students to achieve their educational goals. The school encourages applicants to consider obtaining legal assistance if necessary to understand the effects of school catalog and the enrollment agreement. The school encourages applicants & students to get guidance from a medical doctor concerning contraindications and hazards of giving and receiving massage, skin care-aesthetics or cosmetology. These agreements, policies and procedures are tough and we encourage student to reflect and review before committing to our high standards.

In case of an incident or an injury, upon the request of the school, the student must comply with school regulations regarding “Incidents”. The updated policies and procedures may be obtained from the Director of Education. The student may be required to immediately go for a physical at a location and by a physician choice of the school. The student may also be required to submit to drug and alcohol screening or testing. The student may be required to withdraw and reapply when the status of the “incident” and any potential injury is better understood. Understand that a withdrawal
may negatively effect Title IV financial aid. The school has the right to reject the application.

**Transcripts**
Under unusual circumstances as determined by the Director of Education, completion credits / hours may be given to students for the number of hours completed in a module, typically one must complete a module to obtain these type of credits.
Risk and Liability Policies & Agreement / Part 1

This portion included in the catalog & enrollment agreement outlines the obligations and entitlements of both the school and the students when it comes to liability and risk and exposure to risk of loss of any kind. The school is in the business of providing quality education and wants to attract students who are healthy, safe and willing to accept responsibility for their own health and the health of the people they practice their massage therapy and/or skin care techniques. The massage therapy and/or skin care industry has a relatively low incident of liability claims and injuries. In spite of this fact, the school must protect its ability to stay in business by limiting its exposure to liability every legal way that is possible. The school is committed to maintain a safe learning environment for the students, however, in an attempt to protect the school from serious financial damages from legal actions, the school requires any customer, student, client, employee or graduate to agree to hold the school, its owners, its contractors, vendors, its employees & staff harmless from all claims of injury & damages for any legal reason at all. The student agrees to all of the following: This hold harmless agreement includes but is not limited to the following:

- Any physical, financial, or emotional injury, damage or loss. (Any liability that can be avoided by law)
- Injuries or damages while receiving or giving massage therapy and/or skin care therapy, esthetics and/or cosmetology service OR while participating in a school event, training, clinic, or outreach. It is not common to be injured while receiving massage or massage training or cosmetology services; however, risk does exist. The most common risk is involved with problems associated with neck, back, & vertebrae injuries- often stemming from a preexisting condition that the student or client may or may not be aware. Massage and compressing on muscles sometimes causes bones to move. When this happens, the school specifically does not accept any irresponsibility for injuries, loss or damages in the above stated circumstances. Risks also exist when putting chemicals or equipment on skin or hair. In addition, the students and customers do hereby hold the school, its staff and fellow students harmless from any and all injuries that may result. (Note: this is a school of touch and by attending, students are giving permission to be touched & worked on by students & staff almost anytime during school hours and the student does hereby give permission. If the student has a contraindication that may result in injury by being touched, then that student should not come to school.)
- Injuries, damages or loss while receiving or giving massage therapy OR cosmetology services including but not limited to new injuries or re-injuring old injuries. In addition, students & participants are required to clearly communicate their medical conditions, limitations and contraindications to any and all who touch them each and every time a touch situation occurs or is possible.
- Injuries, damages or loss while receiving or giving massage therapy to you, your friends, fellow customers, students or family
- Injuries, damages or loss while participating in training or hours while attending school, school activities and homework
- Injuries, damages or loss while traveling to and from school or school events or between classes or while at lunch or at a meal break.
- Injuries, damages or loss for any personal property that student, clinic client or customer brings to a school event or to the premises or parking lot or in vehicles or during travel.
- Injuries, damages or loss to any friends, colleagues or family member who may participate with our customer, graduate or students
- Injuries, damages or loss relating to a slip, trip or fall of any kind. Any auto injury or loss of any kind.
- The student agrees to sign any and all insurance registration documents as requested by the college and to protect the college from liability with any insurance coverage available to the student.
- Any injury, damage or loss due to consumption of any drink, food, supplement or any other item orally consumed at the school or a school related event. In addition, it is common for students & sometimes staff to bring food or drinks for consumption and the school does not accept any responsibility for the quality and potential damages, loss, injuries or illness due to this practice. Individuals who want to avoid this risk are requested not to eat or drink or consume while at school or school related activity.
Injuries, damages or loss relating to any substance or product applied or put on any student, graduate or customers skin or hair.
(Please note, in rare cases, individuals could experience a allergic reaction to skin or hair products and food. In addition, a small risk of thermal injury exists when students & staff train in stone massage- The students agree to hold everyone harmless from these and similar potential injuries.)

The college is a Christian College and is strongly against any form of harassment and strive to prevent any and all forms of sexual harassment. The school will strive to have an atmosphere that is wholesome and Christian. The student agrees to help in this pursuit and to instantly clearly and specifically communicating any perceived or actual harassments or embarrassment to: 1. the person causing or doing the offense and to 2. the instructor or staff involved and 3. The Campus Director and 4. The owner of the college. Failure to comply with this requirement only makes our goal of a harassment free school more difficult. The student and customers hereby agree to comply with this requirement and agrees to hold the school, the staff, the owners, and the other school customers harmless from any and all injuries related to the above stated topics.

Student waives any and all claims to loss, damages or injuries directly or indirectly resulting from being placed on a leave of absence, probation, suspension, withdraw or termination. In case where legal litigation determines a student has been wrongfully or incorrectly been suspended, withdrawn or terminated, the student waives all rights to damages of any kind and agrees to hold the school harmless.

This is a liability release form and agreement. Individuals are not required to sign; however, applicants and students are not allowed to attend without signing & agreeing with this document.

By signing below, I have read, understand and agree to all of the above.

____________________________________________________
Student or Customer Signature goes here when this line is in enrollment agreement.
All Blue Cliff Career College Students and massage/cosmetology/esthetics clients are required to agree to, abide by and sign this document. This is necessary to protect the school and students. We apologize in advance for the annoying nature of the detail.

It is my choice to receive student massage therapy and/or cosmetology services including skin care and instructor/graduate massage therapy and/or skin cares and I understand that treatments and/or techniques are being given for the well being of my body and mind. Because massage therapy and/or skin care therapy and/or cosmetology should not be performed under certain medical conditions, I affirm that I have stated all my known medical conditions and answered all questions honestly and completely. I understand the massage therapy and/or skin care services are designed to be a health aide and do not, in anyway, take the place of a doctor’s care. I understand that the school staff & students do not diagnose or prescribe or do anything outside the scope of massage therapy and/or skin care such chirpactic. I agree to hold harmless the student, the staff, and school for any and all injuries or losses that may occur at the school or school activity or homework. Not fully reading or understanding this form is not to be an acceptable excuse. I have completed this form (including client intake information) to the best of my knowledge and agree to keep it and all of my therapists updated each and every time I am in a situation where I may be touched. I understand that this is a school environment and mistakes may be made- it is the nature of the school environment and that is not to be transformed and considered negligence. Information exchanged during the massage therapy and/or skin care session is educational in nature, intended to help me become more familiar and conscious of my own health, and is to be used at my own discretion with my own medical advisors. I agree to hold the school, the student and staff harmless from any injuries— and I understand that this is a school training, clinic, or outreach and I accept any and all risks involved. I hold the school, instructors and students harmless in all situations. I understand and agree that the massage therapy and/or skin care therapy given here is for the purpose of health improvement or stress reduction, relief from muscular tension or spasm, or for increasing circulation and in no way takes the place of a doctor’s care. I understand that the massage therapy and/or skin care therapist does not diagnose illness, diseases, or any other physical or mental disorder. As such, the massage therapy and/or skin care therapist prescribes neither medical treatment nor pharmaceuticals, nor performs any spinal manipulations. It has been made very clear to me that this massage therapy and/or skin care therapy is not a substitute for medical examinations and/or diagnosis and that it is recommended that I see a physician for any physical ailment that I might have. I agree that the session is for relaxing the client and client muscles only. Because a massage therapy and/or skin care therapist must be aware of existing physical conditions, I have stated all of my known medical conditions and take it upon myself to keep the massage therapy and/or skin care therapist updated on my physical health each and every time I am in a touch situation. If I need extra sheets to write on, I will ask for them. I agree to keep each and every therapist informed & updated in writing and verbally every time I am in a position that I may be touched at the school or at a school or student event. I understand that my therapist is a student (sometimes an instructor or staff member) AND I agree not to ever let them touch me unless I am absolutely certain that I am healthy enough to receive massage therapy and/or skin care without a chance of injury. In fact, I, the customer/client won’t even get on the table if I am not extremely healthy. The customer is required to consult with their physician if they have any significant injury/accident history and to get a complete release prior to receiving the massage therapy and/or skin care or training. The burden of screening problem areas & contraindications is on the massage therapy and/or skin care client and his/her physician. (A sample contraindication list is available, if you don’t get one, feel free to ask the student or instructor.) I, the client do hereby hold the school, the staff & students harmless from all judgments, decisions & actions related to the visit, the massage therapy and/or skin care and relating to issues about preexisting or non-preexisting conditions. I understand that in a student setting the student is practicing massage therapy and/or skin care techniques and that they may not implement the massage therapy and/or skin care session optimally and mistakes may or may not occur, but as the client, I accept all risk and waive all rights in the case of injury or loss. I certify that I am healthy enough and have the responsibility to obtain my own health care and health advice from sources other than the school including a physician. (As the client) I agree that if I have any vertebrae or vertebrae disk problems but I will not get a massage therapy and/or skin care, but in the event that I do receive a massage therapy and/or skin care, I specifically hereby hold the school, staff & students harmless from any injury or loss relating to the vertebrae and the area including nerves. (Note) I, the client agree to the following: Even with proper massage therapy and/or skin care techniques are used, disks & vertebrae that are compromised, weakened or damaged may continue getting worse immediately or over time and the school, students & staff are not & shall not be held liable or responsible in any way. If I take any legal action against the school, staff or student, I agree to limit any and all claims to $25. In case of injury, alleged injury or negative outcome from a school
event or massage therapy and/or skin care, I do hereby authorize the school to obtain any and all medical records as well as authorization to conduct a personal & criminal background check on me. I, as the clinic client or student client, or student do hereby certify that I have not been charged, convicted, or pleaded on any of the following: Felony, fraud, or Felony Insurance Fraud, or sexual related crimes or false statement crime(s). In addition, I as the client agree to inform fully the school about any previous personal injury claims of my past and agree not to get on the table without specific written permission from a school director or his/her designated official if I have a criminal or personal injury record/history. I certify that I am not on any medication that would dull my senses or be contraindicated for receiving massage therapy and/or skin care therapy. I acknowledge and agree to abide by the school’s “2 second rule” which is summarized as follows: #1. Clients are required to be responsible for their own health and protection and #2. Clients or students are not to get on a table if they are not fully healthy enough AND #3. If I, the customer want someone to stop touching me or doing a technique Or if what the therapist or instructor is doing hurts or could hurt then the client or student is required to say “STOP”, Don’t Touch me there” repeatedly over and over until he or she or they stop. This phrase must start immediately but no later than 2 seconds after you figure out that it is a negative situation. The same rule applies if someone is saying or doing something that makes you uncomfortable or offends you – in those cases, I the student OR customer agree to say “Stop saying that Or doing that”, It is offensive to me” until they stop. If a session is stopped at any point, any party involved including the student, the client, staff or instructor may choose to end the session. Failure to notify everyone involved rapidly about a negative outcome may result in lack of credibility of testimony. I agree not to save up complaints but to communicate them immediately. The school has a “0” tolerance rule on sexual harassment and I agree to hold the school & staff harmless from any claims and to inform the school and party involved immediately if something is perceived as harassment or potential harassment. I limit any claims in this area to $25. This release & agreement is binding each and every visit or interaction with the school, staff & students. I agree to remind each therapist, student and staff person each and every time I am in a situation where I may be touched. If any one part of this agreement is determined to be not legal, void or voidable, it shall not effect any other part of this agreement. If there are any conflicts here or elsewhere, the provision that is most favorable to the protection of the school & staff is to apply. These releases also apply to potential injuries & losses in Cosmetology and esthetics. This release applies to any and all interactions and/or sessions.

Enrolling students sign and agree to this document in their enrollment agreement and students and clinic clients sign and agree also.

I have completed this form and the Client intake form to the best of my knowledge and have been complete. I have indicated in writing any and all significant conditions on the intake form and agree to all conditions on this form.

Print Client Name OR Student Customer ___________________________ Client/Customer Signature ___________________________ Date ________________

Print Witness Name ___________________________ Witness Signature ___________________________ Date ________________
BLUE CLIFF'S CODE OF ETHICS

All Blue Cliff Students must agree to sign and abide by the following Code of Ethics.

I, the Student___________________, agree to:

To have a sincere commitment to the highest quality education possible for myself and other students, thereby making every effort to create a safe, comfortable and supportive environment in and outside the classroom. To abide by all school policies & procedures published with catalog. To abide by local, state & federal laws & regulations and by the Professional Code of Ethics of the member association of ABMP.

Conduct personal business, and school activities with honesty and integrity, and project a professional image in all aspects of my practice. To refrain from false statements, lies, theft & other dishonest acts.

Practice only the skills that I am taught, not venture into techniques which are beyond my educational level, refrain from diagnosing conditions and/or prescribing medical treatments, and represent my level of education, certifications and professional affiliations correctly and honestly. To refrain from practicing massage therapy or skin care without proper intake and liability disclaimers forms signed by clients. And to always conduct a complete assessment of contraindications prior to touching any student or client.

Strive for personal excellence through regular self assessment of personal strengths, limitations, and effectiveness through maintaining regular attendance in the classroom, keeping commitments and appointments, receiving tutoring and counseling when necessary, and through giving and receiving constructive feedback.

Have a sincere commitment to provide the highest quality care to practice clients and fellow students and treat my practice clients with the utmost respect and be conscious of their emotional and physical well being.

Work to eliminate prejudices in the profession and the classroom and acknowledge the inherent worth and individuality of each person, and therefore not discriminate unjustly against practice clients, fellow students, faculty, staff or any other persons.

Respect the integrity of each person and the professional distance required for the learning process and, therefore, refrain from engaging in any sexual conduct or sexual activities involving fellow students, practice clients or school personnel. Also, to avoid the appearance of the above. To refrain from "dating" or trying to date school officials.

Acknowledge the confidential nature of relationships between students and practice clients and respect each person’s right to privacy. Respect all ethical health care practitioners and conduct all aspects of my business honestly, fairly, professionally and ethically. Students are responsible and required to keep medical information of other students and clients confidential.

To respect and help protect school property and keep the classrooms clean and in good order. Agrees not to bring food or drink other than water into areas other than the designated break areas. In addition, students agree to refrain from taking the school's clinic clients or seeing the schools clinic clients outside of the schools official clinic. To unethically take any of the schools clinic clients is considered unethical and is a reason for dismissal. To refrain from copyright violations and to help protect privacy & security issues on campus including computer security

To refrain from gossip, stirring up trouble, exhibiting a negative attitude towards the students, staff or the school. Student agrees to maintain a respectful attitude and tone when interacting with students and school staff & customers. Students are to refrain from frequently complaining. The school takes this code/rule seriously and may dismiss students who are believed or perceived to break this rule. To abide by the ABMP code of ethics.

To protect the schools computer software from illegal copying or copyright violations. To be respectful and attentive in class and to come to class prepared and on-time.

To pay school obligations on time and not request or obtain school transcripts until school has been paid in full for tuition & services.
I have thoroughly read and agree to abide by this code and the school policies and all policies and terms with in this policy & procedures and school catalog herein dated __________________. (Note: This Form should be signed when the student is signing the enrollment agreement or soon after.)

Print Client Name OR Student Customer ___________________________   Client/Customer Signature ___________________________   Date ___________________________

ADMISSION AND COMPLETION REQUIREMENTS
The student agrees to comply with admission requirements as listed in the College Catalog. The College catalog and policies are subject to periodic updates and revisions. If student enrolls prior to establishing approved funding, then the acceptance of this enrollment agreement is contingent upon the student successfully obtaining approval for funding or a College approved payment plan. This enrollment and acceptance by the College is contingent on student satisfying all admission requirements including securing approved financing in a timely manner. College has the right to delay class start dates and cancel this contract under special circumstances. The College's tuition & fees must be paid in full before the student qualifies to receive a transcript or diploma. Class starts are subject to delays.

COMPLETION: The student is required to successfully complete an exit interview and an exit exam in order to be complete and receive documents of completion. Massage students are required to work on up to 100 clinic customers prior to graduation. It may not be uncommon for students to spend more than 100 hours in class to end up massaging 100 clinic clients. Any exception or modification of this requirement must be given in writing by a school director.

FACILITY LEASE AND THE SCHOOL
The school currently leases the current facility and the facility layout and design is subject to change and subject to change of location if and when the lease ends or the lease is not renewed. Students agree that the school has the right to re-locate to another part of the area of the city of Mobile.

STUDENT GIVES PERMISSION TO SCHOOL AND EMPLOYERS TO COMMUNICATE REGARDING JOB PLACEMENT
As part of the agreement with Blue Cliff Career College, the student must agree to actually give permission and authorization to confirm and get information regarding employment, even if the student is self employed. Student agrees to sign authorizations for statistical placement records for regulatory agencies.

This catalog is subject to update. This catalog was updated June 8th, 2016
FERPA - The Family Educational Rights and Privacy Act

It is Blue Cliff Career College policy to comply with all aspects of this act. The attached form is one method of maintaining compliance.

Family Policy Compliance Office (FPCO) Home
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  o School officials with legitimate educational interest;
  o Other schools to which a student is transferring;
  o Specified officials for audit or evaluation purposes;
  o Appropriate parties in connection with financial aid to a student;
  o Organizations conducting certain studies for or on behalf of the school;
  o Accrediting organizations;
  o To comply with a judicial order or lawfully issued subpoena;
  o Appropriate officials in cases of health and safety emergencies; and
  o State and local authorities, within a juvenile justice system, pursuant to specific State law.
 Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a
reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.
For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.
Or you may contact us at the following address:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

See Detailed Disclosure at URL: http://www.blue.edu/#!ferpa-privacy/csly

Many more school disclosures on the Web
Blue Cliff has many more public disclosures on our websites. Please come to the school and get a paper copy or go to our websites listed again below.

Disclosures:
http://www.bluecliffdisclosures.com
http://www.blue.edu
Blue Cliff Career College

Drug & Alcohol Abuse Prevention Program

BCCC students and employees are asked to abide by biblical values and commit to abiding by BCCC’s standards when enrolling. One of those standards is total abstinence from alcohol and illegal drugs. It is important that each BCCC employee and student understand the following regarding the prevention of drug and alcohol abuse:

- BCCC’s standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution’s property or as part of any of the institution’s activities
- Applicable legal sanctions under state, local, and federal law
- Drug and alcohol abuse health risks
- Options and availability of counseling, treatment, rehabilitation, or re-entry programs
- BCCC’s sanctions for violation of standards of conduct

Please see the following resources for further information regarding BCCC’s standards for employees and students regarding the use of drugs and alcohol:

- BCCC Code of Conduct
- BCCC Employee Manual
- BCCC Drug Information Sheet

If you are unable to locate the information you need from the resources above, you may contact the following departments for more information.

Education Office or Financial Aid Office (251) 473-2220

Upon request, BCCC will make available to the Department of Education and to the public the information distributed to students and employees as set forth above and the results of a biennial review of its program that:

- Determines the effectiveness of the program and implements needed changes
- Determines the number of drug and alcohol-related violations and fatalities that occur on the institution’s campus (as defined in HEA Sec. 485(f)(6), see “Security Report (Including Emergency Response and Evacuation Procedures) Timely Warnings, and Crime Log”) or as part of the institution’s activities, and are reported to campus officials
- Determines the number and type of sanctions that are imposed ensures that sanctions are consistently enforced

Counseling & Treatment

The College encourages individuals with substance abuse problems to seek assistance. Employees at Grantham University have a free resource through Care24. Employees are encouraged to speak with Human Resources for more information on who to contact for help.
BLUE CLIFF CAREER COLLEGE
Annual Disclosure of Consumer information

Blue Cliff Career College provides numerous disclosures to the public, prospective students and to current students.

BCCC distributes an annual notice to enrolled students of availability of required information. This information is located in your admissions packet at time of enrollment and is available at the financial aid office.

Paper copies of all disclosures are available upon request. These disclosures and more are available at the financial aid office and/or by going on line to:

http://www.bluecliffdisclosures.com
http://www.blue.edu then click on disclosures

• A paper copy will be provided upon request
• Financial aid and institutional information
• Family Education Rights and Privacy Act (FERPA). (See admissions packet for FERPA). This and the comprehensive disclosures are made available with this document.
• Terms and conditions of the Title IV, HEA loans students receive
• Rights and responsibilities of students receiving financial assistance
• Information disclosed to students or parents of students who enter into an agreement regarding a Title IV, HEA loan that the loan will be submitted to NSLDS and accessible by authorized agencies, lenders, and institutions

Some additional disclosures include:
Fire Safety Report / Log
Crime Log / Computer Security / Privacy / Copyright Laws, etc.
Drug and Alcohol Abuse Prevention Program
Transfer of credit policies
Contact Information for Assistance in Obtaining Institutional or Financial
Net price calculator and gainful employment disclosures
Student Financial Aid Information
Facilities and Services Available to Students with Disabilities
Price of Attendance / Application for admission
Financial Aid Policies including refunds

By signing below, the student / prospect acknowledges receipt of these notices and acknowledge their understanding of the availability of these on campus and on the web.

_________________________  __________________________  __________________________
Print Name                      Signature                      Date

Class Code: __________________

Page 95 of 96
BLUE CLIFF CAREER COLLEGE

Student Loan Default Prevention Program

Blue Cliff Career College is dedicated to assisting and educating students in learning methods, life skills & strategies of the following:

- Avoiding debt when possible
- Responsible repayment of student loan debt
- Personal budgeting and financial planning
- Communicating with creditors, the school & default prevention team
- Protecting credit scores
- Avoiding penalties and additional interest

In addition, Blue Cliff Career College insists on the agreement of the students to maintain communication with the school in various ways. Some ways of enhancing communication and thereby increasing assistance to students include:

- Special Email Account for students / Blue Cliff
- Facebook communications and other social media
- Occasional texting and phone calls
- Direct mailings and emailing
- Providing alumni events for BCCC graduates
- Posting to the school website in the default prevention page
- Posting to the school websites about alumni events & association

By signing below, the student and future graduate agrees to participate and maintain communication in the ways listed above during their time at Blue Cliff and during their repayment period. The student agrees to work hand in hand with the default prevention program and any third parties contracted by the school to help them manage their loans. The student agrees to be responsible to check their school assigned email at least weekly and that the school assumes if it is in your email, you, the student has been notified.

_______________________________  __________________    ____________
Print Name  Signature  Date

Class Code: ______________