



Mission Statement

Providing exceptional training in a supportive environment that allows our students to master the skills that will ensure their licensure and job placement.

Our Facilities

Bluestone Academy is located in a historic landmark building in Ellensburg, Washington. The 5,000 square foot building, built in 1924, was remodeled to accommodate Bluestone Academy's cosmetology, esthetics, nail technology, and instructor programs and serve as a continuing education center. The façade of the building was restored to maintain its historical character, while the interior was remodeled to provide the students with a modern facility to enhance their learning experience.

The Academy includes the haircutting floor, nail and pedicure stations, facial room, waiting area with front desk, offices, student lounge and two restrooms. Walls of windows bathe the interior with beautiful natural light. Two classrooms total 1300 + square feet.

The Academy also boasts an extensive resource library with the most current text and video resources available. On site computers as well as wifi are available for in house internet training and on-line training and testing.

Bluestone Academy offers an attractive welcoming atmosphere in which to receive an excellent education that will impact your life for years to come. You will be challenged to do more and become more than you thought possible. Personal attention and support from our dedicated staff will ensure you receive an excellent education and develop as a person. Our average student to instructor ratio is 12-1.

Call 509.962.3184 to apply or go online to bluestone-academy.com to experience more.

Thank you for your interest,

Theresa Bugni
Owner
Bluestone Academy
201 N. Pine St.
Ellensburg, WA 98926
509.962.3184

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“Catalog certified as true and correct for content and policy.” Signature: _____ Date _____

General Information

Licensing

Bluestone Academy of Cosmetology, is licensed by the State of Washington. The address of the licensing agency is Business & Professions Division, Cosmetology Section, Box 9026, Olympia, WA 98507. Phone: (360)586-6387.

Non-Discrimination Statement

The faculty and administration of Bluestone Academy does not discriminate on the basis of sex, age, race, color, ethnic origin, religion or physical handicap.

Admissions Requirements & Transfer Policies

A heartfelt commitment is necessary in order to complete the program successfully.

Note: The Academy reserves the right at its sole discretion to refuse admission to an applicant or to terminate their participation if it is determined that the applicant has misrepresented his or herself or omitted significant information as requested on the application.

Bluestone Academy of Cosmetology offers enrollment based on space and availability.

Enrollment Requirements are as follows;

1. Student must be at least 17 at time of enrollment. Cosmetology, Esthetics, Nail and Instructor Students may become licensed at 17.
2. Complete an application for the desired course, and pay a \$100 registration fee.
3. Provide proof of high school education or equivalent, such as a diploma, GED, or certified transcripts.
4. Have proof of age with a current photo identification such as a drivers license or passport.
5. Be able to speak, read, write and understand the English language sufficiently to satisfactorily participate in and complete the program
6. Any physical or mental disabilities or chronic illnesses that may interfere with training should be disclosed before enrollment.
7. Students need to be available for school on Saturdays.
8. All enrollment fees must be paid at least 4 weeks *prior* to class start date.

The school does not discriminate in its employment, admission, instruction or graduation policies on the basis of sex, race, ethnicity, religion or economic status.

“Bluestone Academy does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.”

Cosmetology, Esthetics, Barbering & Nail Technology Transfer Policy

The cosmetology, esthetic and nail technology programs accept transfer students on a case by case basis. The student must meet all the admission requirements, and have a certified copy of their transcripts from the Washington school they wish to transfer hours from*. Bluestone Academy reserves the right to accept or decline any transfer hours or portion thereof, at the sole discretion of the Director. (*Hours acquired at a school outside Washington state cannot be accepted.)

Students' Records and Releasing Information

Cosmetology Arts students are permitted to review their records at any time. These records are considered confidential and will be release only by written consent from the student or his/her guardian, if under the age of 18. Parents of minors and/or guardians will be permitted to view such records by appointment Wednesday thru Saturday. A list of exceptions where the school may disclose information are listed in the Academy's FERPA Policy, which is given to the students during orientation. .

Grievance/Appeal Policy

A copy of the school's grievance form is provided to each student no later than the first day of class orientation. A student, may file a complaint against the school; however, the complaint should be in writing, within 60 days of the occurrence, to the school Director and should outline the allegation or nature of the complaint that contains the relevant names and dates and briefly describes the actions forming the basis of the complaint and be accompanied by copies of any documents or materials that support the allegations, when available. Students must follow the grievance/appeals procedures outlined above. Receipt of the complaint shall be acknowledged to the complainant in writing by the Director within thirty (30) days. Students must exhaust the Academy's internal complaint process before submitting the complaint to the schools State Licensing or Accrediting agency

Employment Assistance

Students are assisted with resume development which is completed during their fourth quarter.

The school will assist with finding suitable employment by posting area employment opportunities, and helping the student develop a complete job resume. However job placement is not guaranteed.

Our Dismissal Policy

Any student may be subject to dismissal from the program for any of the following reasons:

- Poor academic performance/academic failure (overall grade average under 75%).
- Health concerns that preclude the successful practice of cosmetology arts, or places any student or clients at risk.
- Failure to meet financial obligations to the Academy.
- Excessive absences, as determined by the director, for any reason.
- Academic cheating or dishonesty.
- Falsification of any information required during the admission's process.
- Theft, vandalism, or destruction of Academy property.
- Alcohol or drug use, abuse, possession, or distribution on the Academy's property.
- Failure to maintain appropriate personal hygiene as determined by the Academy.
- Possession, use, or threat of use of a weapon or what resembles a weapon on the Academy's property.
- Failure to maintain professional boundaries with students, staff, or clinic clients such as but not limited to sexual contact or advances.
- Failure to perform duties and assignments as directed by an Instructor, Academy owner, administrator, or representative.
- Smoking inside the Academy or within a 1 (one) block radius of the Academy.
- Discourteous, rude or unprofessional behavior exhibited towards a fellow student, Instructor, staff member, clinic client or visitor.
- Multiple No Call Call No Show (Not calling in before 8:30am, even if you call later in the day)
- Readmissions will be considered on a case-by-case basis.

Cosmetology Arts Programs Information

Staff

Director

Theresa Barlen

WA License: Cosmetologist, Esthetician, Barber, Nail Technician & Instructor.

Certified Aromatherapist.

Instructor

Alicha Mecham

WA License: Cosmetologist, Nail Technician, Esthetician & Instructor.

Substitute Instructor

Vanessa Schademan

WA License: Cosmetologist, Nail Technician & Instructor

Part Time Instructor

Alexis Poyer

WA License: Cosmetologist, Esthetician & Instructor

Part Time Instructor

Jaimey Jones

WA License: Cosmetologist, Esthetician & Instructor

Class Schedule

Regular class hours are Wednesday thru Saturday from 8:30 am until 7:00 pm.

A three or four day option is available for students to complete the program. But students should be available on Saturdays, unless a hardship deems it necessary to be absent on Saturdays, which must be approved by the Owner. The school is closed four weeks out of the year. The week preceding the Labor Day Holiday. The week of the Thanksgiving Holiday and the two week Winter break around the end of December, and the 4th of July if it falls on a scheduled school day or is decided by the director that the days preceding or following the holiday will effect student or client scheduling. Students in good standing with attendance (minimum 95%) may also take four days off for spring break, between the first of March to the end of April. Our Cosmetology classes start three or four times a year with Fall, Winter and/or a Spring/Summer enrollment dates. The Esthetics, Barbering and Nail Technology Programs start on an as needed basis. All of the above program start dates may be subject to change depending on class size and availability.

State Board Preparation

All students will receive time for state board preparation and mock board participation. Mock boards may or may not be scheduled on a school day. Students will be notified if they need to attend on a non school day. Students will be provided with a physical kit box but will be required to purchase non-reusable items such as mannequin heads, paper towels, disinfectant wipes, etc. Each section should have a pass rate of at least 80% before receiving the paperwork to schedule your boards. You may not take a kit after graduation unless you have qualified to schedule your exams.

Attendance and Late Arrival Policy

The practicality of being in the service industry requires being available and on time for the client. Attendance and punctuality play an important role on the student's training and success in the work place.

The maximum time frame for students to complete their individual program is 111% of the amount of time required to complete their contracted hours. (See chart below.) Students must complete their program within the maximum time frame for course completion, including approved absences. An approved absence is scheduled two weeks in advance, and may include leave for family functions such as weddings, graduations or reunions etc. Days missed for illness or emergency within school guidelines, physician verified medical leave, and death in the immediate family will be considered on a case-by-case basis. Requests for time off should be done two weeks in advance. Any time requested off with less than 2 weeks notice may not be approved. If multiple students request the same day off, no more than 5 students will be approved to take that day off. Approvals for absences will be done on a first come first serve basis.

Attendance is based on scheduled hours elapsed between the student's actual starting date and the current date.

Program	Standard Hours ~ 100% Attendance	Maximum time frame* ~ 111%
Cosmetology	1680 Hours	Additional 187 Hours
Full Time	42 Weeks	46.7 Weeks
Part Time	56 Weeks	62.25 Weeks
Nail Technology	620 Hours	Additional 69 Hours
Full Time	15.5 Weeks	17.25 Weeks
Part Time	21 Weeks	23 Weeks
Esthetics	760 Hours	Additional 84 Hours
Full Time	19 Weeks	21.1 Weeks
Part Time	25.3 Weeks	28.1 Weeks
Barbering	1000 Hours	Additional 111 Hours
Full Time	25 Weeks	27.75 Weeks
Part Time	33.3 Weeks	37 Weeks

*Transfer students will have their maximum time frame adjusted according to the number of hours they are contracted for.

1. Students must clock in upon arrival. Class instruction does not begin until 8:30 a.m. Any one clocked in before this time will automatically be "bumped" to 8:30 a.m.
2. Any student clocking in after 8:31 a.m. (or 1 minute or later after their scheduled arrival time) will be asked to clock out and return the following hour. More than 17 late arrivals will result in a mandatory absence for the entire day.
3. The time clock automatically rounds to the nearest quarter hour. (example: 12:11p.m. would automatically round to 12:15 p.m.) Keep this in mind when clocking out for lunches.
4. Students must clock in and out for their lunch. If no lunch is clocked for the day, one hour may be added at the discretion of the administrator if the student had a scheduled lunch on the books, and time to take it.

5. Loitering after client services and end-of-day chores are completed will not be tolerated. Students must be engaged in an appropriate learning activity or be clocked out for the day.
6. All absences or late arrivals must be called into the school before 8:30 AM. Any student who fails to call in for either absence or late arrival will put into a “no call, no show” status, which may result in suspension, and will be taken into consideration when evaluating student’s for activities such as student to student services, competitions, or other special event considerations.
7. A leave of absence will be considered for absences of 12 or more consecutive school days, and will require a physicians note or other documentation to validate reason for the leave of absence.
8. Any absences greater than 118% of a programs hours, will result in an automatic \$10.00 an hour for any additional hour missed until completion of the contracted program. Any extenuating circumstances will be considered on a case-by-case basis.
9. Students may not attend more hours weekly than they are scheduled. (example: a part time student may not attend an extra school day to “make up” hours missed previously.) If you attend school on a day you are not scheduled for, the hours you attend will be added to your schedule.
10. Hours for extracurricular activities such as hair shows, or classes attended with an *instructor present* are open to all full and part time students, and can be attended over the students scheduled hours.

Student Responsibilities

Our expectation of our students is that they will be as fully present as possible and bring their deepest commitment to learning and personal growth. The nature of our program demands that they be willing to take responsibility for their experience and willing to work with us in creating a cooperative, dynamic learning environment.

Professional behavior is a standard that is fostered at Bluestone Academy. We want our students to learn the behaviors that will best prepare them for a successful career after graduation. With that said it must also be understood that the following guidelines are put in place to act only as a reference from which student behavior will be evaluated and guided.

School Rules, Regulations and Operating Policies

1. Positive treatment of self and others: Talks courteously and constructively to others. Shows clear respect for all persons and property at all times. Avoids threatening, or derogatory behavior toward others. Uses modulated and dignified language. Student works on positive personal behaviors and responsibility.
2. Good attendance: Class attendance between 95% to 100%
3. Dress Code and Appearance: *Clothes and shoes should be black, white or grey, neat, clean, dignified, and modest in appearance at all times. Proper clinic floor attire to include aprons and closed toe shoes. All attire should be kept clean, and cover the underarm area. No jeans, or short-short skirts/shorts (All shorts & skirts should be longer than the students fingertips when standing with arms at their side).* Students will be requested to have a professional appearance. Students may be sent home to change if attire does not meet these standards.
4. Observing routine rules:
 - a. Bluestone is a NO SMOKING school.
 - b. Student Parking is South of 2nd Street or East of Pine Street.
 - c. Safe use of school property and equipment.
 - d. Food and drink should be kept in designated areas.
 - e. NO GUM CHEWING.
 - f. Individual workstations must be kept clean and disinfected at all times.
 - g. No personal phone calls except in case of an emergency.
 - h. Courteous compliance with staff directions. (Even if you plan to appeal those directions to a higher level.)

- i. No client assignment can be refused without instructor consent.
 - j. An instructor must check ALL work.
 - k. Any intake or uses of alcohol or controlled substance, while at school, are grounds for immediate dismissal.
 - l. All cell phones must be turned off during class time and are not permitted on the clinic floor.
5. Doing one's best on assigned work: Students should be engaged in an appropriate learning activity at all times except while at lunch. All students in the clinic area must be personally accountable for their time and availability for their appointments.
 6. All client services will be paid for at the time of service. Any exceptions to this will be at the discretion of the instructor.
 7. Students must have instructor approval before adding services to a client ticket.
 8. All clients will enter and exit via the front door only. The rear door is for student, staff and delivery only.
 9. The student lounge is for student and staff use only.
 10. Students must maintain a basic level of personal hygiene. A student must have their hair clean and styled, facial makeup in place and fingernails must be clean and groomed BEFORE class starts at 8:30am. If this is not done before the start of class, the student will be asked to clock out while they finish their hair and or makeup and will lose the theory hour for that day.
 11. Students are responsible for scheduling their own lunch and break periods. All break and lunch periods will be subject to change to best accommodate client services and training opportunities. STX can schedule up to 5 lunches at one time.
 12. Student to Student Services should be scheduled as early as possible on Wednesday and Thursdays. Students must check with an instructor before participating in student-to-student services. All student services should be written on the white board before the service beings, and will remain on the board until paid for. Services must be paid for at the time of service. *Student to student services on Friday or Saturday will be scheduled at the discretion of an instructor.*
 13. All students are responsible for participating in the monthly chore assignments on a daily basis. The list will be posted the first Day of each new month. Each chore has a check list based on WAC 308-20-110 Minimum safety and sanitation standards for schools, cosmetologist, manicurists, estheticians, barbers, instructors, salons/ shops, mobile units and personal services.
 14. Early departures, late arrivals and absences should be arranged at least two weeks in advance using the Student Time-Off Request book. All absences are approved on a first come first serve basis, and no more than 5 absences will be approved for a single day.
 15. Students are responsible for personal property and equipment. Personal items will be kept in locked lockers or stations at all times. Bluestone is not responsible for loss or theft of items.
 16. The Academy reserves the right to immediately suspend from the program any student whose account is past due 30 days until the amount is brought current.
 17. All photos, videos or recordings of students while in attendance at the Academy or participating at an Academy authorized event become the sole property of Bluestone Academy and may be used for educational, promotional or marketing purposes at the discretion of Bluestone Academy and parent company Bella Vita Inc.
 18. Any client clothing that is damaged by a student during a service will be paid for by the student.
 19. All client services should start on time, unless otherwise directed by an instructor to facilitate schedule timing. Any student running late for a client may have their schedule adjusted to fit scheduling needs.
 20. Students should notify an instructor if they finish a client 30 minutes or more ahead of schedule, so the schedule can be re arranged if needed to accommodate other student lunches or client services.
 21. No student shall leave the building for any reason during any portion of a client service, unless given permission from an instructor to do so.

22. All chemical formulas are property of Bella Vita Inc. and are not given to clients or students for use outside of the Academy.
23. Smoking is not permitted in or within a one (1) block radius of any entrance of the Academy. The smell of smoke remains in the air, on hands, hair, and clothing. Students who smoke must wash their hands carefully and use mouthwash. If necessary, they must change clothing prior to entering the class room or clinic floor to remove the odor. Any student smelling of cigarette smoke will be asked to wash their hands, use mouth wash or change their clothing if needed to remove the smell.
24. Students are responsible for clean up and disposal of all food and beverage items at the end of their break or lunch periods. Any utensils or dishes left outside of a locker or personal bag may be thrown away after 5:00pm.
25. Students are subject to up to two random inspections each month. Names will be drawn each week to decide who will be inspected. The inspection will include the students' station and kit bag; commons areas used that day, as well as their monthly chore. Any student who does not receive a 75% or better for each inspection will be given a warning the first time with a written letter going into their file. The second offense will result in student to student services being suspended for 2 weeks, 3 weeks for the third offense, 4 weeks for the fourth offense, and 5 weeks for the fifth. Any future offenses will result in permanent suspension of student to student services. Inspection scores will be tallied at the end of the day, and if you are found to be out of compliance, you will be notified the next morning. The date of student to student service suspension starts from the date of notification.
26. Students will be required to be a model for their classmates during orientation, for services including, but not limited to; Shampoo/Blowouts, Manicures, Pedicures, Waxing, Lash/Brow Tinting, Facials & Makeup.

Student Evaluation and Graduation Qualification

Evaluation will consist of textbook assignments; weekly written tests, practical exams, chore & station inspections, and Coursemate time accrued.

Notebooks should be kept in order, and Trackers filled out as you go. Any notebook received without and up to date Tracker will be returned to the student to complete.

Program	First Academic Check	Second Academic Check	Third Academic Check	Fourth Academic Check
Cosmetology 1680 Hours				
Notebook Collection	400 Hours	800 Hours	1200 Hours	1600 Hours
Coursemate Hours	8	16	24	32
Nail Technology 620 Hours				
Notebook Collection	200 Hours	400 Hours	600 Hours	n/a
Coursemate Hours	4	8	12	n/a
Esthetics 760 Hours				
Notebook Collection	200 Hours	400 Hours	600 Hours	720 Hours
Coursemate Hours	4	8	12	15
Barbering 1000				
Notebook Collection	250 Hours	500 Hours	750 Hours	950 Hours
Coursemate Hours	5	10	15	20

Students should turn in their notebooks according to the following schedule. Any incomplete assignments should be made up as soon as possible. If assignments are not complete at the time the students notebook is turned in, the student will have one week to make up the missing assignments and resubmit the assignments. If a student has fallen below the minimum 75% grading scale they will be put on academic probation, receive a written letter going into their file, and need to turn in their notebook every 120 hours until their average is above 75%. As cosmetology is a rigorous course, we request that students seek counseling by a trained professional if needed.

Grading Scale:

- 100% - 93% -- Exceptional**
- 92% - 87% -- Above Average**
- 86% - 81% -- Average**
- 80% - 75% -- Competent**
- 74% or less -- Not Competent**

The student must complete the following graduation requirements (which are applicable to all courses):

1. Have a cumulative grade point of 75%.
2. Complete contracted hours of training (depending on program) not to exceed 125%.
3. Current with all financial obligations to the Academy.

Upon completion of the program the student will receive their hours report, cumulative grade point average, and a school diploma.

Hard copies of student records are kept on the premises indefinitely, and electronic copies of all student hours and grades are kept on an off site server through SMART School Management System.

Approving Licensure/Boards Testing Application

The student must meet the following criteria:

1. Have achieved at least 80% passing rate on 3 *consecutive* cengagebrain.com tests, and confirmed this with an instructor.
2. Taken a mock board with an instructor with a minimum 80% on each section.
3. Be current with all financial obligations to the Academy.

If all these criteria are *not met*, the Academy may withhold documents and the practical exam kit, that will enable you to schedule your boards, until such time that these criteria are fulfilled.

Refund Policy

Cosmetology - Esthetics - Nails - Instructor

1. An applicant not accepted by the Academy will be entitled to a full refund of all moneys paid, less the \$100.00 registration fee.
2. If a student cancels (or in case of a student under legal age, his/her parent or guardian) his/her enrollment, and demands his/her money back in writing, within three business days from the date the enrollment contract was signed, all moneys collected by the Academy will be refunded (less the \$100.00 registration fee). The postmark on written notification, or the date the information is delivered to the Academy Director in person, will determine the cancellation date. The policy applies regardless of whether or not the student has actually started training.

- 3.If a student cancels his/her enrollment within three business days after signing the enrollment contract, but prior to entering class, he/she will be entitled to a full refund of all money paid to the Academy, less the \$100.00 registration fee.
4. If a student cancels his/her enrollment after entering classes, or otherwise leaves school prior to graduation, the Academy will be entitled to retain or receive a tuition amount calculated, and approved by the state, according to the following:

Percentage Length Completed to Total Length of Program or Course	Amount of Total Tuition Academy will Receive or Retain
.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% or More	100%

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student’s last day of physical attendance at the Academy. Any moneys due to the student will be refunded within 30 days of formal cancellation as defined in #2, or formal termination by the Academy. The determination will occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return.

5. Additional costs to the student, such as student kit and text book will not be considered in tuition refund computations. Supplies and equipment are non-returnable, and will not be released until all financial obligations have been paid in full.
6. If the Academy is permanently closed and no longer offering instruction after a student has enrolled, the student will be entitled to a pro-rata refund of tuition. If a course is canceled subsequent to a student’s enrollment the Academy will, at its option, provide either a full refund of all moneys paid or provide completion of the course.

Course Goal

Bluestone Academy’s main goal is to train students in the principles and practices in the professions of Cosmetology, Esthetics, Manicuring/Nail Application and Instructor Training. Students will also be prepared to successfully pass the Washington State Board Examinations. With this instruction they will be able to take advantage of opportunities in the salon and spa setting, industry marketing and manufacturing, business development and education or training. Each program offers a variety of different types of instruction including, but not limited to, Classroom lectures, hands on training, independent study and group study. Each program will meet or exceed the number of hours required by the Washington State Department of Licensing, to receive a license in their chosen field of training.

Course Descriptions

Cosmetology 1680 Hours

The theory and practical applications in safety and disinfectant skills pertaining to cosmetology, including Laws, Rules and Regulations. Instruction will cover the practice of cosmetology, barbering, manicuring and esthetic services. Upon graduation and receiving a license, a student can gain employment in one or more of the following positions, but not limited to, stylist, salon owner, instructor, color specialist, texture specialist, or platform artist.

Cosmetology Curriculum	Hours
Theory	240
Manicuring and Pedicuring	100
Application of manicuring and pedicuring services	
Esthetics	100
Facials, skin care, hair removal and makeup	
Shampooing	50
Draping, brushing the hair, conditioning, and rinsing.	
Scalp and Hair Analysis	30
Scalp and hair analysis, scalp manipulations, and treatments for hair and scalp.	
Hair Cutting and Trimming	260
Classic and current techniques & trends, shear, razor and clipper techniques.	
Styling	200
Wet, dry, thermal styling, braiding and styling aids, special occasion and competition.	
Cutting and Trimming Facial Hair	10
Beard and mustache design and eyebrow, nostril and ear trim	
Artificial Hair	10
Extensions and fitting	
Permanent Waving	60
All types/kinds	
Chemical Relaxing	10
All types/kinds	
Coloring and Bleaching	270

Cosmetology Curriculum	Hours
Safety, application, color theory and product differentiation	
Business Development	80
Communication, salesmanship, business and salon management, record keeping, ethics and conduct.	
Disease and Disorders	100
Skin, scalp, hair and nails	
Disinfection	100
Bacteriology and infection control	
Safety	30
Proper use and storage of chemicals	
First Aid	30
As it relates to Cosmetology.	
Total Hours	1680

Esthetics 760 Hours

The theory and practical applications in safety and disinfectant skills pertaining to esthetics, including Laws, Rules and Regulations. Instructions will cover the practice of skin care. Upon graduation and receiving a license, a student can gain employment in one or more of the following positions, but not limited to, Salon or Day Spa Esthetician, Educator, or Manufacturer Representative.

Esthetics Curriculum	Hours
Theory	150
Skin Care	150
Care of the skin by application, use of preparations, antiseptics, tonics, essential oils, exfoliants, superficial and light peels or by wraps, compresses, cleansing, conditioning, stimulation, superficial skin stimulation, pore extraction and product application and removal.	
Facials	150
Manual, chemical and electrical, except laser.	
Electrical Equipment	20
Safe skin care techniques using various modalities of electricity, except laser.	
Tweezing	10

Esthetics Curriculum	Hours
Utilize tweezers to safely remove hair from the face and body.	
Depilatories	2
Demonstrate safe hair removal using depilatory creams.	
Body Waxing	50
Perform various body waxing hair removal services	
Facial Waxing	40
Perform various facial waxing services	
Diseases and Disorders	35
Of the skin, face, neck and hands	
Disinfection	35
Bacteriology and Infection control	
Safety	30
Proper use and storage of chemicals, implements and tools	
First Aid	8
As it relates to esthetics	
Lash & Brow Care	50
Application of product to the eyelashes and eyebrows, including extensions, design and treatment, tinting and lightening of the hair, excluding the scalp.	
Business Development	20
Communication, salesmanship, business and salon management, record keeping, ethics, and conduct.	
Makeup	10
Conduct consultations and perform safe makeup applications	
Total	760

Manicuring/Nail Technician 620 Hours

The theory and practical applications in safety and disinfectant practices of natural nail manicuring and artificial nail application, including Laws, Rules and Regulations. Upon graduation and receiving a license, a student can gain employment in one or more of the following positions, but not limited to, Nail Technician, Salon Manager, Product Educator, Distributor Sales Consultant, or instructor.

Manicuring/Nail Technician Curriculum	Hours
Theory	96
Manicuring	150
Cuticle care, proper trimming, cleaning and shaping of the nails and hydration. Relaxation hand and arm manipulations, polish techniques and application.	
Pedicuring	150
Cuticle care, proper trimming, cleaning and shaping of the nails and hydration. manipulations for feet and lower leg. Foot baths, polish techniques and application.	
Artificial Nails	120
Including silk, linen, fiberglass, acrylic, gel, powder, extension and sculpting, preparation, application, nail breakage and repairs, fills and removal.	
Disease and Disorders	20
Structure and function of the hands, feet and nails. Study of anatomy, bacteriology and sanitation. Composition of nails, nail growth, nail shapes, irregularities, diseases and disorders	
Disinfection	40
Hygiene standards and procedures. Cleanliness of the work area, equipment and tools	
Safety	12
Proper use of chemicals, implements and electrical appliances for the client and nail professional. We teach natural, acrylic and gel nail applications.	
First Aid	12
As it relates to manicuring.	
Business Development	20
Client communication, record keeping, booking and follow up. Retail sales, inventory costs and controls, marketing plans and promotions	
Total Hours	620

Barbering 1000 Hours

The theory and practical applications in safety and disinfectant skills pertaining to barbering, including Laws, Rules and Regulations. Instruction will cover the practice of barbering. Upon graduation and receiving a license, a student can gain employment in one or more of the following positions, but not limited to, stylist, salon owner, instructor, or platform artist.

Barbering Curriculum	Hours
Theory	100
Shampooing	50
Draping, brushing the hair, conditioning, and rinsing.	
Scalp and Hair Analysis	50
Scalp and hair analysis, scalp manipulations, and treatments for hair and scalp.	
Hair Cutting and Trimming	400
Classic and current techniques & trends, shear, razor and clipper techniques.	
Styling	100
Wet, dry, thermal styling, braiding and styling aids, special occasion and competition.	
Cutting and Trimming Facial Hair	20
Beard and mustache design of the hair of the face, neck and scalp.	
Business Development	50
Communication, salesmanship, business and salon management, record keeping, ethics	
Disease and Disorders	50
Skin, scalp, hair and nails	
Disinfection	100
Bacteriology and infection control	
Safety	30
Proper use and storage of chemicals	
First Aid	50
As it relates to Barbering.	
Total Hours	1000

Instructor Training 500 Hours

The theory and practical applications of classroom studies and student evaluation, including Laws, Rules and Regulations. Upon graduation and receiving a license, a student can gain employment in one or more of the following positions, but not limited to, Instructor for the area(s) which they are already licensed, Product Educator, or School Owner/Manager.

Instructor Training Curriculum	Hours
Preparation for Classroom Activities	125

Instructor Training Curriculum	Hours
Choosing teaching methods, classroom setup topic/subject matter, student assignments and record keeping	
Presentation of Information	125
Lectures, demonstrations, questions and answers, project methods and discussions	
Application of Practices	125
Clinic supervision, classroom management and client relations	
Evaluation of the Student's Understanding/Performance	125
Written assignments, practical assignments and communication skills	
Total	500 Hours

Cosmetology Arts Tuition and Fees

Cosmetology 1680 Hour Course	
Tuition*	\$10,500.00
Registration Fee	\$100.00
Kit	\$850.00
Text Book & Coursemate	\$252.00
Refundable Boards Fee	\$50.00
Tax	\$88.16
Total	\$11,840.16
Down Payment	\$1,340.16
Nail Technician 620 Hour Course	
Tuition*	\$4,500.00
Registration Fee	\$100.00
Kit	\$450.00
Text Book & Coursemate	\$254.00
Refundable Boards Fee	\$50.00
Tax	\$56.32
Total	\$5,410.32
Down Payment	\$910.32

Esthetics 760 Hour Course	
Tuition*	\$6,250.00
Registration Fee	\$100.00
Kit	\$400.00
Text Book & Coursemate	\$267.00
Refundable Boards Fee	\$50.00
Tax	\$53.36
Total	\$7,120.36
Down Payment	\$870.36

Barbering 1000 Hour Course	
Tuition*	\$7,000.00
Registration Fee	\$100.00
Kit	\$750.00
Text Book & Coursemate	\$160.00
Refundable Boards Fee	\$50.00
Tax	\$72.80
Total	\$8132.80
Down Payment	\$1.132.80

Instructor Training 500 Hour Course	
Tuition*	\$4,750.00
Registration Fee	\$100.00
Text Book & Coursemate	\$304.00
Refundable Boards Fee	\$50.00
Tax	\$24.32
Total	\$5,228.32
Down Payment	\$478.32

*Down Payments should be paid at least 4 weeks prior to the class start date, during the enrollment process.

Cosmetology					
	12 Months	2 Years	3 Years	4 Years	5 Years
Tuition	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500
Annual Percentage Rate	Zero	4.66%	4.66%	4.66%	4.66%
Monthly Payment	\$875.00	\$459.05	\$313.09	\$240.19	\$196.52
Cost		\$517.20	\$771.24	\$1,029.32	\$1,291.20
Total of Payments	\$10,500	\$11,017.20	\$11,271.24	\$11,529.12	\$11,791.20
	6 Years	7 Years	8 Years	9 Years	10 Years
Tuition	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500
Annual Percentage Rate	5.66%	5.66%	5.66%	5.66%	5.66%
Monthly Payment	\$172.34	\$151.68	\$136.25	\$124.30	\$114.79
Cost	\$1,908.48	\$2,241.12	\$2580.00	\$2,924.40	\$3,118.40
Total of Payments	\$12,056.40	\$12,741.12	\$13,080.00	\$13,424.40	\$13,188.40

Esthetics					
	12 Months	2 Years	3 Years	4 Years	5 Years
Tuition	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00
Annual Percentage Rate	zero	4.66%	4.66%	4.66%	4.66%
Monthly Payments	\$520.83	\$273.25	\$186.37	\$142.97	\$116.97
Cost		\$308	\$459.32	\$612.56	\$768.2
Total Of Payments	\$6,250.00	\$6,588.00	\$6,709.32	\$6,862.56	\$7,018.2

Nail Technology					
	12 Months	2 Years	3 Years	4 Years	5 Years
Tuition	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00
Annual Percentage Rate	zero	4.66%	4.66%	4.66%	4.66%
Monthly Payments	\$375.00	\$196.74	\$134.18	\$102.94	\$84.22
Cost		\$221.76	\$330.48	\$441.12	\$553.20
Total of Payments	\$4500.00	\$4721.76	\$4,830.48	\$4,941.12	\$5,053.20

Barbering						
	12 Months	2 Years	3 Years	4 Years	5 Years	6 Years
Tuition	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00
Annual Percentage Rate	zero	4.66%	4.66%	4.66%	4.66%	5.66%
Monthly Payments	\$583.33	\$306.03	\$208.72	\$160.12	\$131.01	\$111.63
Cost		\$344.72	\$513.92	\$685.76	\$860.60	\$1,037.36
Total of Payments	\$7,000.00	\$7,344.72	\$7,513.92	\$7,685.76	\$7,860.60	\$8,037.36

All payment plans have a 4.66% interest on contracts that run 24 - 60 Months or 5.66% interest on contracts that run greater than 60 months. The down payment includes the cost of kits, books, boards kit fee and tax, and are not included in the above figures and will be paid at time of enrollment. Payment plans are available for up to ten years on the Cosmetology program and up to three years on the Esthetics, Nails and Instructor Training programs.

Financial Assistance

Bluestone Academy is a private school. We are licensed by the state of Washington and meet or exceed the basic requirements for hours mandated by the state. Our tuition is extremely competitive and with an in house payment plan we are able to adapt to the financial needs of our student population.

We recommend that you come into the Academy for a review of payment plans that are available and most suitable for your individual needs.

Native American Educational Grants are done through the individual's tribe.

We are also a licensed provider for the Department of Vocational Rehabilitation.

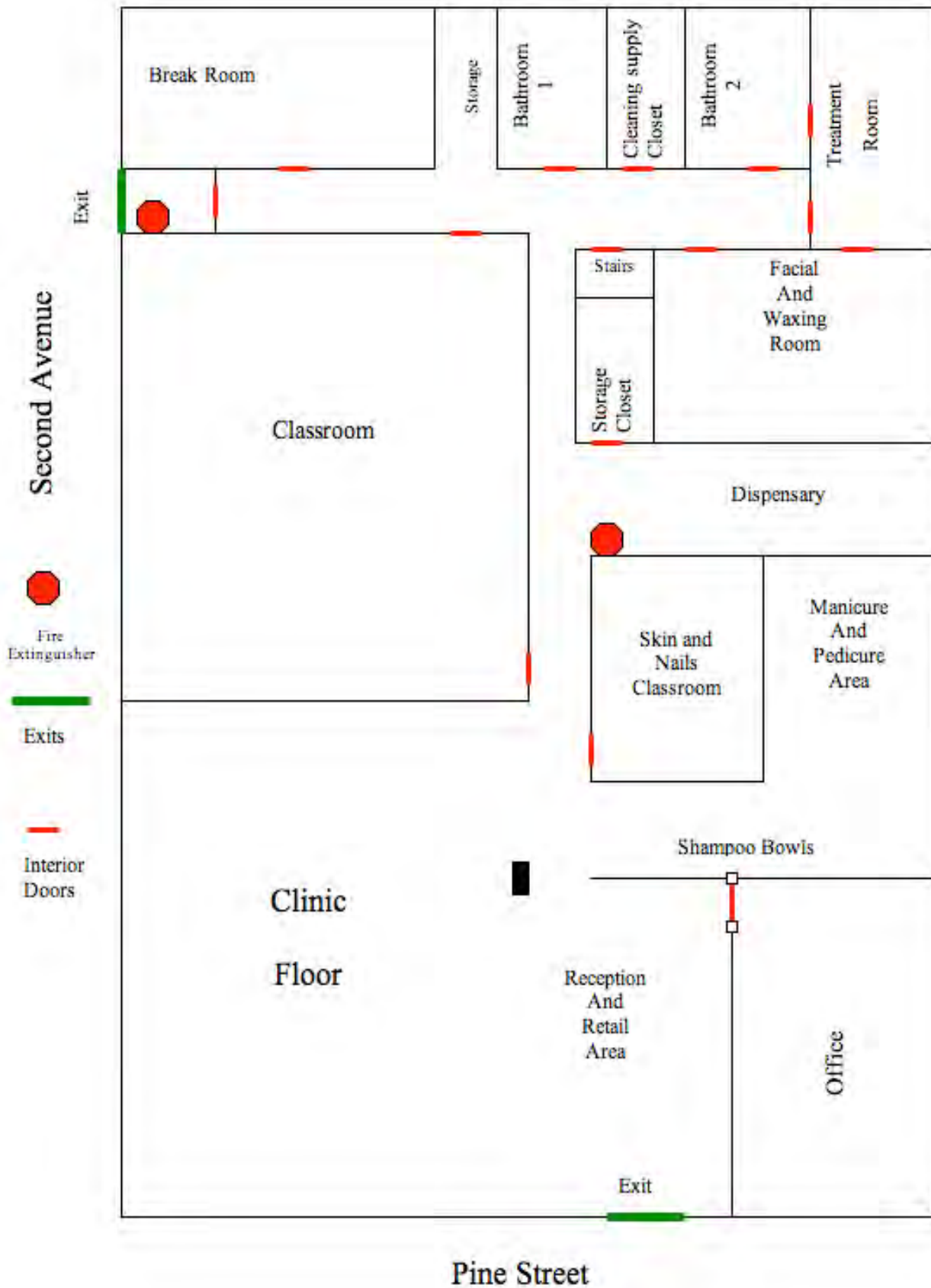
If you feel that you may qualify please contact Juan Ortiz, Vocational Rehabilitation Counselor at 509-225-4452, or toll free at 800-548-8755

There is also a Scholarship available through NIC Testing, the deadline for 2015 is May 31st. You must write a personal Essay of at least 250 words, and have 3 letters of reference. For more info go to <http://www.nictesting.org>

Selected programs of study at Bluestone Academy are approved by the Workforce Training and Education Coordinating Boards's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Student Support Services

We maintain the Kittitas County Family Resource Manual available to the students which provides information for any counseling or advising service available to them in our community. At the schools discretion we may refer students if we feel it is appropriate.



Essential Career Considerations

Going into the Beauty Industry can be very demanding. Many think it will be a relaxed environment to work in. It is somewhat, but there are many challenges such as getting a client and keeping them coming back. This takes knowing how to talk to people and really listen to them and setting your own agenda aside. Do you think you have what it takes to really put the client first?

The public often comes in to the salon/spa looking for solutions to their beauty needs for which they act as if the operator can perform “magic” and solve all of their problems. Do you enjoy problem solving for other people without expecting anything in return?

This work can also be very physical and at times become very hectic. Along with dealing with the emotional component of these occupations there are also the concerns of working around noxious chemicals and because of the close contact there is always the possibility of contracting a communicable disease.

Operators will be around many different chemicals on a daily basis, including, but not limited to, hair color, bleach, peroxide, hospital grade disinfectants, acetone and non-acetone polish remover just to name a few. An MSDS sheet is provided for each chemical used and accessible to each student. Students will be provided with gloves and other protective equipment as needed. Each product should be used according to the manufactures directions. If at any time a student has questions they should refer to an instructor or the MSDS.

Persons who want to work in the Cosmetology Arts must consider the following requirements:

1. Enjoy dealing with the public and be able to follow client directions.
2. Keep abreast of the latest techniques used in their field of work.
3. Work long hours while building a clientele in order to make a desired income.
4. Learn business skills applicable to a desired position.

Licensing Requirements:

Cosmetology, Barbering, Esthetics and Nail students must pass a practical and written exam, through Ergometrics. Once these students are within 80 hours of completion they can be referred for testing through the Academy if they have met the requirements outlined in this catalog. The test can be scheduled at this time but can not be taken until after training is complete. Students are given an auto generated user name and password for scheduling their exams.

After the student passes the exams, they may apply and pay for the license fee online at www.cosmetologywashington.com.

Bluestone by the numbers, as of 2015:

93% of all the students who enrolled graduated.

96% of those students have gone on to work in their industry.

99% of all students have passed their Practical & Written Board Exams.

The average wage of a Cosmetologist in Washington State is \$35,400.00*

The average wage of a Barber in Washington State is \$29,960.00*

The average wage of an Esthetician in Washington State is \$30,505.00*

The average wage of a Nail Technician in Washington State is \$27,890.00*

* statics taken from www.bls.gov 3/5/2015

Catalog Acknowledgement

By signing this I acknowledge that I have received this catalog from Bluestone Academy.

Printed Name: _____ Phone Number (____) ____ - _____

Address: _____

Signature: _____ Date: _____

School Official: _____ Date: _____

The Academy reserves the right to make changes in the program, fees, staff, and general layout. This clause gives us the flexibility to adjust to State licensing guidelines and to student and staff evaluations. Revised 8 /2016