



DELMAR
COLLEGE

PROFESSIONAL HAIR PROGRAMS
STUDENT HANDBOOK

WELCOME TO DELMAR COLLEGE OF HAIR AND ESTHETICS

Welcome to Delmar College of Hair and Esthetics! We are pleased that you are on our team and look forward to collaborating with you. Delmar College of Hair and Esthetics has been training hairstylists since 1950 and is one of the original hairstyling schools in Alberta. We are licensed under the Private Vocational Training Act, and we are a member of the National Association of Career Colleges and the Better Business Bureau.

Delmar has consistently been on the leading edge of post-secondary education for hairstylists, and we are now offering Esthetics training to our 63-year history of graduate success. The success ratio of our graduates is impeccable and is a great testament to the schools popularity. As training providers, our experience and knowledge of trade requirements and industry expectations consistently allow us to produce job ready and confident professionals of the highest caliber. Our success depends on all of us doing our jobs to the best of our abilities.

Delmar continues to grow and our success is contingent on continually striving to be student focused in our school and always meeting our customer's needs with services in our salon and spa. Students and clients are the focus of everything we do and customer satisfaction is our number one priority. We could not do this without you.

We have recently integrated Nuts and Bolts Personal and Business Development training in our nine month hairstylist program. Our goal is to give students the tools and the knowledge that will help students stay in the industry longer by showing them how to "WORK SMARTER AND NOT HARDER". This curriculum covers everything from client consultations and customer retention to retailing and professionalism.

We value our staff teammates and realize that for all of us to be successful we need to create an environment where you can reach your goals as well. We believe that all teammates have an important contribution to make and we are committed to providing an environment where all teammates are encouraged to reach their greatest potential.

A multitude of topics are covered in this handbook, however, if you cannot find the information you are looking for, or if you need more information, please do not hesitate to ask your immediate supervisor/manager, who will be pleased to answer your questions. Please read this handbook thoroughly and retain it for future reference.

Delmar College of Hair Design is committed to a culture of learning, creativity, and growth based on inspiring education, advanced curriculum, quality techniques, and teamwork. We strive to excel in exceeding our students' high expectations and recognize every student as our ultimate focus!

We wish you great success in your studies, and we hope that your journey with Delmar College of Hair and Esthetics will be a rewarding experience for you!

Sincerely,

Dan Cavanagh
President, Delmar College of Hair and Esthetics

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COURSE OUTLINE

term 1

THEORY

CHAPTERS

- Life Skills, Professional Image, Communicating for Success
- Infection Control
- Chemistry
- Properties of Hair and Scalp
- Principles of Hair Design
- Haircutting
- Hairstyling
- Chemical Texturing
- Haircoloring
- Barbering
- Review Exam

NUTS AND BOLTS BUSINESS CURRICULUM

PRODUCT KNOWLEDGE AND COLOR THEORY FOR RETAIL AND COLOR LINES

PORTFOLIO AND PROJECT REQUIREMENTS

PRACTICAL

WET HAIRSTYLING

- Curvature / Bricklay Roller Set
- Curvature Roller Set (1/2 Rollers, 1/2 Pincurls)
- Fingerwaving

HAIRCUTTING

- Line, Layer and Graduation Haircuts (Square, Round and Triangle Shapes)
- Razor Cutting
- Men's Taper Cutting (model required)
- Haircut Evaluations (requiring models)

THERMAL HAIRSTYLING

- Blowdry Finishing
- Thermal iron Finishing

PERMANENT WAVING

- 9 Section Wrap, Spiral Perm, Bricklay Perm Wrapping

LONG HAIRSTYLING (MARTIN PARSONS)

- Braiding, Banding, Knotting, Lacing Techniques, French Roll
- 6 Roller Dry Set

HAIR COLORING

- Virgin Lighter/Virgin Darker Applications
- New Growth Applications
- Highlighting Techniques

MODEL DAYS

- Student to bring a model for practice
- Curvature Roller Set (1/2 Rollers, 1/2 Pincurls)
- Fingerwaving

EVALUATIONS

- 9 Section Perm Wrap
- Virgin Color
- Blow Dry
- Curling Iron Set
- Curvature (1/2 Roller, 1/2 Pincurl) Set and Comb-Out
- Foiling
- Fingerwaves
- Scalp Massage

term 2

THEORY

CHAPTERS

- Anatomy and Physiology
- Electricity
- Salon Business
- Wigs and Hair Additions
- Study of Nails
- Study of Skin
- Mid-term Theory Exam
- Final Theory Exam

NUTS AND BOLTS BUSINESS CURRICULUM

PORTFOLIO AND PROJECT REQUIREMENTS

PRACTICAL

CLIENT SERVICES

HAIRCUTTING

- Advanced Haircutting

HAIR COLORING

- Design Foil Techniques
- Advanced Color Techniques

EXTENSIONS

- Hair Extensions
- Cornrowing

EVALUATIONS

- Mid-Term Practical Exam (9 Section Perm, virgin Color Application, Bow Dry, Curling Iron Set, Foiling, Fingerwaves)
- Final Exam Practical (Men's Taper Cut, Ladies' Layered Cut, 9 Section Perm, Virgin Color Application, Fingerwaves, Curvature (1/2 Roller, 1/2 Pincurl) Set and Comb-Out)

STUDENTS MUST ACHIEVE 70% ON ALL THEORY AND PRACTICAL EXAMS AND ASSESSMENTS TO PASS.

FINAL GRADES ARE RATES AS FOLLOWS:

THEORY: 40% from Chapter Exams and Mid-Term Exam

60% from Final Exam

TEXTBOOKS INCLUDE:

- Milady
- Barbering and Haircutting Manual
- Curriculum Support Manual
- Nuts and Bolts Business Training

Students must complete 1400 hours of instruction in order to receive a Diploma. Students will also be responsible for completing 1400 hours of Apprenticeship in a salon, two government theory exams and two government practical exams in order to gain their Hairstylist License. Upon completion of their Hairstylist License, stylists are able to apply for their Red Seal Certificate.

COURSE OUTLINE

term 1

term 2

HOW TO STUDY SUCCESSFULLY

Few people realize how fast memory fades. Studies on memory have shown that, without review, 47% of what a person has just learned is forgotten in the first twenty minutes and 62% is forgotten after the first day. Therefore, having good lecture notes to review can determine how well you are able to complete exams.

1. Come to class prepared.

- Use a three-ring binder instead of a spiral or bound book. Pages can be easily removed for reviewing. Handouts can be inserted into your notes for cross-referencing. You can insert your own out-of-class notes in the correct order.
- Bring highlighters to class. Instructors will frequently make comments like, "This is an important concept." Or, "Make sure you understand this." These are direct clues that this will more than likely be on an exam. Highlighting these notes will help remind you later that this is definitely something you need to know.
- Read assigned material and previous class notes before class. Make notations about material or concepts you don't understand. Look up vocabulary words that are unfamiliar to you. You will have a better understanding about what the instructor is lecturing about and that will allow you to better decipher the more important points of the lecture.

2. Improve your listening skills.

- Start by entering the classroom with a positive attitude. Going to class thinking, "This is the last place I want to be today" only sets the stage for inattentive listening. Approaching lectures with a positive attitude allows one to be open-minded and enables you to get the most out of the information presented.
- Make a conscious effort to pay attention. Concentrate on concentrating. Without concentration there is no focus, and without focus there is no learning.

3. Develop a note-taking method that works for you.

- Fine-tune the structure and organization of your notes to increase your note taking speed and comprehension later.
- Start each new lecture on a new page, and date and number each page. The sequence of material is important.
- Write on one side of the paper only. You can set them out side-by-side for easier reviewing when studying for an exam.
- Leave blank spaces. This allows you to add comments or note questions later.
- Make your notes as brief as possible. Never use a sentence when you can use a phrase, or a phrase when you can use a word.
- Develop a system of abbreviations and symbols you can use wherever possible.
- Note all unfamiliar vocabulary or concepts you don't understand. This reminds you to look them up later.

4. Pay close attention to content.

- Knowing what and how much to write down is sometimes difficult. Rely on some of the following tips for what to include in your notes.
- Details, facts, or explanations that expand or explain the main points that are mentioned. Don't forget examples.
- Definitions, word for word.
- Enumerations or lists of things that are discussed.
- Material written on the chalkboard or on a transparency, including drawings or charts.
- Information that is repeated or spelled out.

5. Review and edit your notes.

- Academic skills centers and other authorities on effective study skills consider reviewing and editing class notes to be the most important part of note taking and essential to increasing learning capacity.
- It is extremely important to review your notes within 24 hours.
- Edit for words and phrases that are illegible or don't make sense. Write out abbreviated words that might be unclear later.
- Edit with a different colored pen to distinguish between what you wrote in class and what you filled in later.
- Fill in key words and questions in the left-hand column.
- Note anything you don't understand by underlining or highlighting to remind you to ask the instructor.

STUDENT RULES AND REGULATIONS

1. Classes start at 8:30 am, please notify the office if you are going to be absent or late.
2. Time will be given for extra school sanctioned events and for working at the ABA. This time will not exceed 8 hours (per day) and at the schools discretion.
3. Clean-up time is assigned for each semester as is dismissal times. Please keep busy until the instructor allows you to clean-up and dismisses the class, otherwise you will be asked to clock out and forfeit time.
4. Breaks are to be determined by the instructor in order to keep class flow consistency. Eight hour classes receive a total of 1 hour in breaks. Ten hour classes receive a total of 1 hour and 15 minutes in breaks.
5. If it is necessary to leave the school early, you must let your instructor and the office know in advance and you must be clocked out. Failure to do so may result in you losing more time. If we do not know you left we will only give time from last break, or the last time that we physically saw you in class.
6. Dress code must be followed every day with no exceptions. Failure to meet dress code could require being clocked out and sent home for the day.
7. We will not tolerate cellphones, CD players, iphones, iPods, Blackberries, or any other type of MP3 player or personal device and headphones in the classrooms or on the working floor (if there is a valid reason that you require your cell phone, you must get permission in advance and have it set on vibrate).
8. Beverages and food are permitted in the designated area of the school only and will not be allowed in the classrooms or on the working floor area. Water is acceptable as long as it is in a unbreakable, sealable container.
9. Student awards are given during assemblies that are held monthly.
10. Students will be rewarded for selling retail products. This is given to you in points which can then be used to buy supplies, products or equipment.
11. The school stocks and can order tools or equipment that may be purchased at a considerably lower price than some of the distributors. Some equipment we order directly from the manufacturers and can pass the savings onto our valued students and customers.
12. Smoking Area: The smoking area is at the North end of the building. Students are required to make sure to dispose of their cigarettes in the appropriate receptacle provided.
13. Parking: Students are prohibited from parking in the staff parking lot at the back of the building or in the customer parking at front. If a student is found parking in these spots, they will be towed unless previously authorized by administration ONLY. Students are not permitted to park at the front of the building.
14. Valuables: Students should not bring large sums of money, expensive jewelry or other valuables. Please ensure that all of your gear is clearly labeled and under lock and key. Delmar College of Hair and Esthetics is not responsible for any lost or stolen property.
15. Locks and Lockers: Students are assigned individual lockers which they must retain. Lockers are not to be shared, must be locked at all times, and combinations kept confidential. Lockers are school property and on loan, consequently, the school has the right to inspect the contents at any time without consent.
16. Once you secure any form of employment after graduation, whether it is in your field of study or not, you are obligated to provide Delmar College with the name, address and phone number of your place of employment, as per Private Vocational Training requirements.
17. Gum chewing is not permitted.

STUDENT COMPLAINT PROCESS

A word about our student relations philosophy.

We are committed to providing the best possible climate for maximum development and goal achievement for all students. Our practice is to treat each student as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual student.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

Harassment.

We prohibit harassment or bullying of any student/employee by another student/ employee, supervisor or third party for any reason including, but not limited to: race, color, religion, sex, national origin, age, ancestry; physical disability; mental disability; medical condition, including genetic characteristics; marital status; sex; pregnancy, childbirth or related medical conditions. Harassment of supervisors or third parties by our employees is also prohibited.

The purpose of this policy is not to regulate the personal morality of students. It is to assure that in the workplace, no student harasses another for any reason. While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing. Any student who feels that he or she is a victim of such harassment should immediately report the matter to their instructor or direct supervisor. The school will investigate all such reports as confidentially as possible. Adverse action will not be taken against a student because he or she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy may result in disciplinary action, up to and including termination.

Sexual harassment.

Sexual harassment is against school policy and is unlawful under provincial and federal law.

We firmly prohibit sexual harassment of any student/employee by another student/employee, supervisor or third party. Harassment of supervisors or third parties by our employees is also prohibited. The purpose of this policy is not to regulate the morality of students. It is to assure that in the workplace, no student or employee is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it may include: unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, uninvited touching or other sexually-related comments.

Sexual harassment will not be tolerated. Violations of this policy may result in disciplinary action, up to and including termination for cause. There will be no adverse action taken against students or employees who, in good faith, report violations of this policy or participate in the investigation of such violations.

Complaint Procedure.

All complaints to be investigated by Delmar College of Hair and Esthetics will be treated in the strictest confidence.

Procedures for a formal complaint.

The following steps should be taken if a student feels that he or she is being harassed:

STEP 1: ASK THE OFFENDER TO STOP

Tell the person that the behavior is unwelcome, inappropriate or unacceptable. If the person refuses to co-operate, inform the person of the school harassment policy. Keep a record of the incident(s) or harassment. A person doesn't need a written record to make a complaint, but documentation serves to make a complainant's case stronger. It is also not necessary to ask the offender to stop in order to proceed with a complaint.

STEP 2: GET ADVICE OR COUNSELLING

Inform the Director, who is the authorized advisor for the Anti-Harassment Policy. A second advisor of the opposite sex may also be appointed and may provide advice and assistance, however, the advisor is not an advocate for either party, but rather an impartial party, remaining neutral and listening to both sides. The advisor provides information and referrals to services needed, such as counseling, in the "advice seeking" stage.

STEP 3: MAKE A COMPLAINT

If the above steps have not resolved the alleged harassment to the complainant's satisfaction, or, if the harassment continues, a complaint should be filed with the Director. The Director, acting in their capacity of "Anti-Harassment Advisor", will be responsible for implementing the steps outlined below for addressing complaints under this policy, except where otherwise stated.

A person must make a complaint within 1 month from the date of the alleged harassment. It is best to make the complaint as soon as is possible after the alleged incident.

A person must put forth his/her complaint in writing before the Director can talk with the alleged offender. The alleged offender will be given a copy of the complaint and an opportunity to respond to the complainant in writing.

The complaint should contain, but not be limited to, the following information:

- Name of the alleged harasser
- A description of what exactly happened
- When and where the incident took place
- Names of any witnesses

The Director/Advisor will talk privately with both parties. Both parties may have someone they trust come with them to this meeting. The Director/Advisor will try to help both parties reach a resolution. If a resolution can be reached, both parties must signify their acceptance of the resolution in writing. The Director/Advisor will monitor the terms of the agreement to make sure they are respected.

If the Director/Advisor decides that a resolution cannot be reached, then both parties will be told in writing within 5 days of the Director/Advisor's decision.

The person making the complaint has 10 days to ask the President in writing for an investigation to further determine whether the allegations and details of the situation warrant a further investigation.

STEP 4: A PANEL INVESTIGATES

If the investigation results in finding that harassment and/or discrimination has occurred, disciplinary measures as determined by the President may include any of the following:

1. A verbal reprimand;
2. A written reprimand;
3. Suspension from school at Delmar College of Hair and Esthetics;
4. Termination of contract from attending Delmar College of Hair and Esthetics; and
5. Removal of the right to use the services of Delmar College of Hair and Esthetics.

STEP 5: APPEAL OF THE DECISION

If the resolution is not satisfactory to the complainant or to the alleged offender, either party may appeal the decision. The appeal must be made in writing to a third party mediator agreed to by the complainant and the President and shall include all appropriate documentation.

The appeal shall be made within 30 days of the finding made in Step 4 of this procedure.

The findings and recommendations of the third party mediator shall be final and binding.

CONDITIONAL CLAUSES

If the original complaint is found at any stage not to be supported or is withdrawn by the complainant, no documentation shall be placed in the personnel, student or client file of the alleged offender.

If the alleged offender is the Director, then the President shall fulfill all the duties assigned to the Director under this policy.

RECORD OF HOURS

The 5 day a week and 3 day a week hair program is 1400 hours in length. These hours are an integral part of your success in the program. Instructors take daily attendance. You will be required to keep track of your hours. It is also a good idea to keep your own log of hours in case of a discrepancy. Record your arrival time as well as your dismissal time.

Attendance is calculated monthly from your log-in and you will receive a printout of your hours received and missed at that time.

Any adjustments or discrepancies to your time must be adjusted through administration. Please ensure that you book an appointment to address any time issues.



DRESS CODE

Delmar College strives to provide a professional work environment for both staff and students. In turn, our students should be well groomed and take a common sense approach to their personal appearance. The industry standard for hair styling dictates that employees wear black, taking the attention off the stylist and directing it on to the client.

SMOCKS: All students will be issued a black smock in their student kits. Smocks are to be worn at all times on the floor. Smocks must be kept neat, clean, and in good repair. If you misplace or damage your smock, you will be required to purchase another one at your own cost.

PANTS: Must be black. No rips or tears allowed. No yoga pants (gym attire). Black jeans or blue jeans are only to be worn on designated days.

SKIRTS: Must be black. Skirts should be no more than 2" above the knee. Opaque black nylons or tights must be worn- no bare legs.

SHORTS: Not permitted.

SHIRTS AND BLOUSES: Must be black. No sleeveless, spaghetti strap or tank top is permitted. All tops must have a sleeve and not expose the armpit or the back. Low revealing tops are not permitted. Shirts with logos are not permitted.

SHOES: Footwear must be black. Shoes must provide proper foot protection and comply with WCB Regulations. Footwear must be low- heeled, closed toe, and well maintained. Running shoes, canvas shoes and winter or cowboy boots are not acceptable.

HAIR AND MAKEUP: Please ensure that you arrive at school with your hair neat and styled. You are not permitted to apply makeup or style your hair at your stations.

SWEATERS: Fleece type sweatshirts, hoodies, or jogging wear is not permitted.

HATS: Not permitted, except on designated days

STUDENT IDENTIFICATION: You will be given a student ID card at the start of your program. Please ensure that you have the card with you at school.

DISCIPLINARY ACTION

- It is expected that the school policies and procedures as set forth and agreed to are followed without diversion, otherwise notice of termination may result.
- Notices will first be given verbally. If there is no apparent change in the inappropriate attitude or behavior then;
- Written warnings will be issued and kept in your file. This will be followed by suspensions (determined by the administration). If there is still no change, then a termination of your contract with Delmar College will follow.

Unprofessional behaviors.

- Insubordination or disobedience towards Delmar Instructors.
- Unprofessional behavior towards instructors, peers, Delmar employees, or others in the building complex; includes negativity towards instructors, peers, Delmar employees.
- Disruptive or abusive behavior, including gossiping and meddling.
- Refusal to comply with the school policies and procedures (as agreed), refusal to perform curriculum objectives, or to participate in class activities and assignments.
- Refusal to perform a service on a client.
- Foul language on the school premises.

Absenteeism.

- A doctor's note or other appropriate documentation is required to verify the cause of absence. A doctor's note or other appropriate documentation is required to verify the cause of the absence. Students will still have to make up the missed hours but will not be charged over-contract fees. According to compliance policy with National Student Loans Services, if a student is absent for 5 consecutive days without documentation or due cause, Delmar College is obligated to withdraw students from the program.
- Evidence that students are being withdrawn from studies in accordance with the Withdrawal Policy for Students Attending an Alberta Private Vocational Training Institution, which states that if five consecutive classes are missed without a legitimate excuse, that student will be deemed as having withdrawn effective the date of the first absence, or if 30 consecutive absences will prevent a student from successfully completing their program within the scheduled study period, that student will be withdrawn and the last day of attendance will be use as the effective withdrawal date. Please be advised that your repayment responsibilities are such that you contact Student Aid upon completion of your program to start the repayment process. Lates: Students are expected to clock in before 8:30 am, if you are late coming to class, it is your responsibility to catch up on material missed.

IMMEDIATE TERMINATION

Theft in any form. Pilfering school supplies, borrowing others equipment without their permission, etc. "The perpetrator may also face criminal charges".

Drugs or alcohol. Involvement with the use of drugs or alcohol anywhere within the school complex or within school hours.

Unwarranted breakage. Destruction or vandalism of the school or building property.

"The perpetrator will be expected to pay for any repair or replacement as required and may face criminal charges".

Bullying. Bullying of students or staff will not be tolerated. Any bullying behaviors including cyber bullying are subject to immediate termination.

Slander. Any written or verbal derogatory comments about Delmar College or its staff will lead to immediate termination.

INFORMED CONSENT-STUDENTS

STUDENTS OVER THE AGE OF 18 YEARS AND ADULT EDUCATION STUDENTS

This information will be kept on file for reference throughout the school year.

1. Publish or display student work.

- ☐ I **CONSENT** to Delmar College of Hair and Esthetics publishing or showing my photograph, name, program and samples of my work in various publications or at school organized events. I understand that photographs posted in the school or on the website will not identify me by name.
- ☐ I **DO NOT CONSENT** to Delmar College of Hair and Esthetics publishing or showing my photograph, name, program or samples of my work in various publications or at school organized events.

2. Media.

I **CONSENT** to being photographed, videotaped or interviewed by the media.

I **DO NOT CONSENT** to being photographed, videotaped or interviewed.

* Should circumstance change during your program, you may change your consent at any time by contacting Administration in writing.

** This personal information is being collected under the authority of Private Vocational Schools related purposes. It is protected by the Freedom of Information and Protection of Privacy.



OVER CONTRACT STUDENTS

The following rules pertain to all students who have not completed the required 1400 hours by their contract date and are therefore over contract;

NOTE: Please be advised that once you go over your contract date. Delmar College is under no legal obligation to continue your contract and has the option to end your contract on that date. This would then require you to go through the apprenticeship program to acquire your journeyman's certificate.

When more than 5 days over-contract, the student will not be allowed to:

- Do their final exams with the rest of their class (they will wait to do their exams with the next graduating class).
- Work on client services when requested by administration.
- Work in either the dispensary or at the reception.
- Over contract fees must be paid in full, before you will be allowed to do your exams.

The student will be required to practice and complete practical exam requirements and quotas as directed by the instructors;

- 3 practical exam objectives: Timed
- 3 quota objectives: Assigned

Anyone who refuses to comply with the above directives will be suspended or terminated (upon which a written report will be sent to the Apprenticeship Board Re: The department of the individual and our recommendations and concerns about their ability to complete through the apprenticeship means).

Students that need to complete their program past their prescribed contract date will be subject to a fee of \$85.00 per day to complete their program.

I, _____

fully understand that an extension fee of \$85.00 per day will be due and payable once my contract date of 1400 hours is complete. I also agree that it is my responsibility to pay this amount in full before I receive my diploma or letter confirming that I have completed the 1400 hours required by Alberta Apprenticeship and Industry Training in order to register for and complete the Government exams needed to obtain my Hairstyling License.

I also understand that Delmar College is within its rights to deny me the ability to complete the hours I require until all extension fees are paid in full.

CONTRACT

STUDENT LOAN REPAYMENT AGREEMENT

I have been informed and totally understand that I must repay the Canada and Alberta Student Loan(s) awarded to me for the above program. Upon completion of the program I will contact the National Student Loan Centre to discuss repayment plans.

If I have a change in address, move out of Alberta, change my cell phone number, change my email address, or change my name, I will immediately contact the National Student Loan Centre to advise them of any changes.

PRIVATE PAYMENT AGREEMENT

I have been informed and totally understand that I must pay \$5,000. on or before the first day of class. The tuition owing will then be divided into 3 equal payments, payable every 2nd month, starting with the second month of class. Tuition must be paid off when student has completed 60% of the training. Payments can be made in advance at any time.

If payments are not received on the month they are due, I will not be able to graduate the program until all payments have been received by Delmar College.

DELMAR COLLEGE OF HAIR AND ESTHETICS 1400 HOUR HAIR PROGRAM

1. Course Outline

2. Rules and Regulations

3. Student Complaint Process

4. Record of Hours

5. Dress Code
6. Disciplinary Action

7. Informed Consent

8. Over Contract Students

9. Student Loan Repayment Agreement

10. Private Payment Agreement

I, _____

fully understand and agree to follow all the school policies and procedures as outlined in the Student Handbook and presented to me on the first day of class. I understand that failure to comply with these policies could lead to the termination of my contract with Delmar College.

The signature below acknowledges that the above student has read and agrees to all the policies and procedures listed within the Student Handbook.

STUDENT NAME	STUDENT SIGNATURE	DATE
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ADMINISTRATOR NAME	ADMINISTRATOR SIGNATURE	DATE
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“TELL ME AND I FORGET,
TEACH ME AND I MAY REMEMBER,
INVOLVE ME AND I LEARN.”
BENJAMIN FRANKLIN

Delmar College has been training hairstylists since 1950 and is one of the original hairstyling schools in Alberta. We added the Esthetician, Laser/IPL, and Nail Technician Programs in January 2010, and have now expanded our programs to include an evening Makeup Program, in 2014 offering a dedicated Medical Esthetics Program.

Delmar is committed to bringing your level of skill to the highest level in the industry. Our dedicated staff continually upgrade to be sure that their knowledge is current, and relevant to today's beauty specialists entering the field.

We are registered under the Private Vocational Training Act, a member of the National Association of Career Colleges, and the Better Business Bureau.

Delmar is continually on the leading edge of post-secondary education. The success ratio of our graduates is impeccable and is a great testament to the schools popularity. As training providers, our experience and knowledge of trade requirements and industry expectations consistently allow us to produce job ready and confident professionals of the highest caliber.



CONTACT INFO:

1-403-264-8055 or 1-888-264-2422
www.delmarcollege.com

We are located at:
5915 1A Street SW
Calgary, Alberta T2H 0G4

We have free parking and are
located just 2 blocks east of
Chinook Mall and 2 blocks from the
new Chinook Station.

