



COURSE CATALOG 2013

ARROJO
cosmetology school

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A WORD ON THE SCHOOL



The opening of the ARROJO cosmetology school is a lifelong dream, fulfilled. Our vision is to deliver excellence to each student: A well-rounded, inspirational, and career-shaping program of education so you graduate with a skill set that paves the way for lifelong achievement.

We have a state-of-the-art school in SoHo, Manhattan's epicenter of fashion, trend, and style. You'll find inspiration all around you, while our intimate, small-class-numbers-only, facility is the perfect place for your work to flourish. The school, although completely private, adjoins ARROJO studio. This is one of New York's most successful hair salons with many of the world's great stylists working in house.

The idea to adjoin the two was deliberate. You'll have your own highly experienced professional instructors, but you'll also get regular guest demos and lectures from my studio team of master stylists and I. We will demo advanced techniques, provide you with exclusive insights to the industry, and give you a platform for success whether you want to work in the salon, in education, or in editorial and fashion-related work.

It's an intensive program that requires your dedication, too. You'll learn the foundations of high-quality hairdressing through theory and hands-on practical work, client communication, retail performance, presentation skills, creative expression and business building. And on completing the program, students can apply to become an ARROJO studio employee as part of the academy training program that leads to our salon floor.

I love the art and craft of hairdressing; I hope this program will inspire the same passion from you. Work hard, think big, and all your career dreams will come true.

NICK ARROJO

WHY ARROJO COSMETOLOGY?

- + Our training program includes advanced, creative, and comprehensive cosmetology curricula. The program was recognized by Modern Salon magazine as an honoree for The Next Level Alumni Advanced Education in the Excellence in Education category.
- + Our instructors are trained to our standards of excellence so that they can train you to be the best. Multiple educators were honored by Milady as Educator of The Year nominees with distinction in recognition of their commitment to Excellence in Cosmetology Education.
- + We have a state-of-the-art, boutique beauty school in the fashion and beauty capital of the world. We foster an intimate and personalized program that puts the attention on you.
- + You will be connected to the wealth of knowledge and talent at ARROJO studio. Master stylists from the salon give periodic guest demos and lectures, offering you their unique experience and insights to the industry.
- + Your education will be forever connected to the ARROJO name: A company known across the world for its creative excellence and commitment to the highest standards of hairdressing.
- + We help each and every student achieve their own career goals; we have connections throughout the industry and we use them to help to open the right career path for you. Also, after graduation, students can apply to join the ARROJO studio team.
- + Our combination of theory and hands-on practical work will build your knowledge, confidence, and creative repertoire so that you'll be ready for a lifetime of success.
- + You will learn a full range of skills including communication, business building, editorial, retail success, team work, how to set and achieve goals, as well as hair cutting, coloring, chemical restructuring and styling.
- + You will see cosmetology from every angle: You'll be behind the chair to cut, color, and style clients, you'll be in a retail environment, you'll be presenting your own creative projects, you'll meet and greet guests, you'll even be put into the shoes of a salon owner.

FAMILY EDUCATION RIGHT TO PRIVACY ACT POLICY (FERPA)

The policy of Arrojo Cosmetology School is to maintain confidentiality of information entrusted to it by students, prospective students or guardians of dependent minors. Therefore, prior to the release of information, a written Authorization of Release of Information form (in writing) must be on file with:

Arrojo Cosmetology School, 56 King Street, New York, New York 10014

An authorization for Release of Information is not required by students, prospective students or guardian(s) of dependent minors wishing to review their own records or for legal or accreditation purposes, a student or parent/guardian of dependent minors may review the students' record by contacting the school Director to make an appointment. The school Director will be present during the review to provide supervision and interpretation. A student shall be permitted to review his/her record on file with the school, seven (7) days after the school has received the student's written request to review his/her records in accordance with the manner set forth in the school catalog or any supplement to the catalog. The parent or eligible student may seek to amend educational records that the parent or eligible student believes to be inaccurate, misleading, or otherwise a violation of the student's privacy rights. Arrojo Cosmetology School will make a determination on the student's request for amendment within 30 days of the request. If the student's request. If the school agrees that the information in inaccurate, misleading or otherwise in violation of the privacy rights of the student, Arrojo Cosmetology School will amend the record accordingly and inform the parent or eligible student in writing that the record was amended. If Arrojo Cosmetology School decides not to amend the record, the student has a right to a hearing within 30 days of the denial. Arrojo Cosmetology School will notify the parent or eligible student of the time, date and place of the hearing.

The decision of the hearing will be sent to the parent or eligible student in writing and will be based solely on the evidence presented in the hearing. If the decision to amend the record is determined, the parent or eligible student has the right to place a statement in the student's file contesting the information in the record.

School staff members and administrators who the school deems to have a "legitimate educational interest" have access to student's information as required to perform duties that are specific to their position.

FERPA permits Arrojo Cosmetology School to disclose, upon request, directory information (Student's name, address, telephone number, date and place of birth, field of study, dates of attendance and degrees/awards received) without the student's consent unless the student has otherwise directed the school in writing.

The FERPA regulations include exceptions where the school may disclose personally identifiable information from the student's file without prior written consent. The institution provides access to student and other school records to its accrediting agency, if applicable, without the need for written consent.

YOUR COSMETOLOGY COURSE

The course takes a modern, dynamic, and personalized approach to teach you the latest theory and practical techniques in hair cutting, coloring, chemical restructuring and styling. It also includes foundation knowledge of nail and skin care and make up application.

We prepare all students to pass their State Board examination. We give all students the foundation to build a successful career and master the art and craft of cosmetology. We improve personal confidence and experience with exposure to a variety of clients.

Class sizes allow learning objectives to be achieved through individual attention. Expert staff from ARROJO studio will periodically provide advanced education in cutting, coloring, chemical restructuring, styling, make up and editorial and fashion-related hairstyling.

ARROJO Cosmetology School Mission Statement:

Arrojo Cosmetology School is passionately committed to future cosmetologists. We aim to provide an inspirational, career-shaping curriculum that exceeds state board requirements and paves the path to a rewarding and successful career.

The course curriculum is broken into four units:

STAGE 1: INTRODUCTION TO FUNDAMENTALS

To acquire theoretical knowledge and understanding of cosmetology.

STAGE 2: CUT & COLOR TECHNIQUES

Stage 2 covers State Board essentials and classic techniques in cutting, coloring, styling, blow-drying, and chemical restructuring.

STAGE 3: APPLY YOUR KNOWLEDGE

Now realizing techniques on models and clients on the student salon floor, students continue to evolve their skills in cutting, coloring, styling, and chemical restructuring.

STAGE 4: PERFECT YOUR SKILLS

Students practice and master advanced techniques. We also carefully assess theoretical and practical knowledge to ensure students are ready to pass their State Board exam and become a successful cosmetologist

YOUR FUTURE

Welcome to the exciting world of cosmetology. As a licensed Cosmetologist your future career opportunities will be rich and varied.

Job opportunities include, but are not limited to:

MASTER STYLIST

COLOR SPECIALIST

SALON AND/OR SPA MANAGER

BUSINESS OWNER

TV, FILM OR THEATER STYLIST

EDITORIAL OR SESSION STYLIST

EDUCATOR

CRUISE SHIP STYLIST

We are committed to your education and future career. Assistance in finding employment through salon visits, employer presentations, and promotion will be provided. We will also assist all students with salon placement by using our relationships with salons and spas across America. Career guidance is readily available. Students that excel during their cosmetology course will be considered for the ARROJO studio cutting or coloring assistant training program. However, the ARROJO Cosmetology School cannot guarantee employment for any graduate.

Standard Occupational Code (SOC Code) Hairdressers, Hairstylists and Cosmetologists <http://www.onetcodeconnector.org/ccreport/39-5012.00>

National Centre for Education Statistics (CIP Code) Classification of Instructional Programs <http://nces.ed.gov/pubs2002/cip2000/cip2000.asp?CIP2=12.0401>

Currently, Arrojo Cosmetology School does not offer housing.

FACULTY STAFF

The most important factor in the quality of your education is the quality of your instructors. We hire experienced, expert educators with an abundance of in-salon, editorial, and business-related knowledge. Each instructor has a broad understanding of cosmetology, our curriculum, and the standards we set for students and educators. Our instructors also have a caring attitude, a love of learning, and a desire to make a difference in your life.

All school directors and teachers hold current New York State Cosmetology and Teaching Licenses

SCHOOL OWNER

Nick Arrojo

SCHOOL DIRECTORS

Loretta O'Connell

Gina Arrojo

ARROJO COSMETOLOGY SCHOOL IS GOVERNED BY:

The New York State Education Department

Room 974, Education Building Annex
89, Washington Avenue,
Albany, New York 12234
Tel: 518 474 3969
<http://www.acces.nysed.gov/bpss>

ARROJO COSMETOLOGY SCHOOL IS ACCREDITED BY:

National Accrediting Commission of Career Arts & Sciences (NACCAS)

4401 Ford Avenue. Suite 1300
Alexandria, VA 22302
Tel: 703 600 7600
<http://www.naccas.org>

ARROJO COSMETOLOGY SCHOOL IS A MEMBER OF:

The American Association of Cosmetology Schools (AACS)

15825 N. 71st St.
Suite 100
Scottsdale, AZ 85254
Tel: 800 831 1086

Cosmetology Educators of America (CEA)

15825 N. 71st St.
Suite 100
Scottsdale, AZ 85254
Tel: 800 831 1086

New York State Beauty School Association

95 Tompkins Street,
Staten Island, NY 10304
Tel: 888 295 8360



COSMETOLOGY COURSE

FULL TIME

The full time program lasts for 30 weeks. It is split into 4 stages. Stages one, two, and three last for 8 weeks; stage 4 lasts for 6 weeks.

STAGE 1 - Introduction To Fundamentals (Stage 1: 280 Hours)

STAGE 2 - Cut & Color Techniques (Stage 2: 280 hours)

STAGE 3 - Apply Your Knowledge (Stage 3: 280 hours)

STAGE 4 - Perfect Your Skills (Stage 4: 160 hours)

The daily schedule for the full time program is:

Monday-Friday, from 9:00am to 5:00pm

PART TIME

The part time program lasts for 66 weeks. It is split into 4 stages. Stages one, two, and three last for 17.5 weeks; stage four lasts for 13.5 weeks.

Breaks are built into each part time schedule. These dates are shown on the class schedule.

STAGE 1 - Introduction to Fundamentals (Stage 1: 280 hours)

STAGE 2 - Cut & Color Techniques (Stage 2: 280 hours)

STAGE 3 - Apply Your Knowledge (Stage 3: 280 hours)

STAGE 4 - Perfect Your Skills (Stage 4: 160 hours)

The daily schedule for the part time program is:

Monday-Thursday, from 5:30pm to 9:30pm

Days off due to legal holidays are recorded as such and extend the enrollment contract.

ARROJO Cosmetology School recognizes the following days as legal holidays. Subject to change.

New Year's Day
Birthday of Martin Luther King, Jr.
Presidents' Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

*ARROJO Cosmetology School proudly observes Constitution Day.

COURSE CONTENT AND CURRICULUM

Nobody becomes a true master hairdresser in 1000 hours. But, done right, those 1000 hours will equip you with the skills to make a successful start to your career. And, done right, those 1000 hours will give you the impetus to continue to improve throughout your career.

The aim of this curriculum is first to give you a rock solid foundation so you can begin your career with confidence and second, to give you the inspiration and ability to keep learning and become a true master of the cosmetology craft. The curriculum is broken down as follows:

PROFESSIONAL REQUIREMENTS - 24 HOURS

- New York State License Requirements
- State and Federal Payroll Requirements
- New York State Sales Tax Requirements
- Career Opportunities and Placement
- Professional Ethics, Conduct and Attitude
- Professional Organizations, Trade Shows and Publication

SAFETY AND HEALTH - 26 HOURS

- New York State Laws, Rules and Regulations
- OSHA Regulations Concerning Hazardous Materials Communications
- Types and Classification of Infectious Organisms - Bacteria, Viruses, Molds, Fungus
- Growth and Reproduction of Infectious Organisms
- Infections and Their Prevention
- Immunity and Body Defenses
- Decontamination and Infection Control
- Physical and Chemical Agents

ANATOMY AND PHYSIOLOGY - 15 HOURS

- Cells, Tissues and Organs
- Body Systems
- Basic Principles of Nutrition
- Overview of Bones and Muscles of the Head, Arms, Hands, Legs and Feet

HAIR ANALYSIS - 10 HOURS

- Structure
- Growth Patterns
- Texture
- Porosity
- Elasticity

HAIR & SCALP DISORDERS & DISEASES - 10 HOURS

- Dandruff
- Alopecia

COURSE CONTENT AND CURRICULUM

- Fungal Infections
- Infestations
- Infections

CHEMISTRY AS APPLIED TO COSMETOLOGY - 5 HOURS

- Forms and Properties of Matter
- Elements, Compounds and Mixtures
- Chemical Reactions and Solutions
- The pH Scale
- FDA Laws Governing Hair Care Products and Product Safety

SHAMPOOS, RINSES, CONDITIONERS, AND TREATMENTS - 30 HOURS

- Client Preparation, Analysis and Consultation
- Hair Analysis Instruments and Equipment
- Shampooing Products, Composition and Procedures
- Rinsing Products, Composition and Procedures
- Conditioning Products, Composition and Procedures
- Procedures for Hair and Scalp Disorders
- Scalp Manipulations

HAIRCUTTING & SHAPING - 175 HOURS

- Fundamentals, Principles and Concepts of Design
- Scissor Haircutting - Nomenclature and Care of Scissors, Techniques and Procedures
- Razor Haircutting - Nomenclature and Care of Razor, Techniques and Procedures
- Clipper Haircutting - Nomenclature and Care of Tools, Techniques and Procedures
- Removal/Trim of Superfluous Hair
- Contemporary and Specialized Haircutting - Female Styles, Male Styles, Children Styles
- Mustache and Beard Shaping
- Shaving - Dexterity of the Hands and Razor, Preparation and Procedures

HAIR STYLING - 245 HOURS

- Fingerwaving
- Pincurling
- Skipwaving
- Roller Styling
- Patterns in Hairstyling - Waves, Pin Curls, Rollers and Combinations
- Finishing Techniques
- Twisting, Wrapping, Weaving, Extending, Locking and Braiding
- Traditional Weaving and Styling
- Services in Hairstyling - Tools and Implements, Blowdrying, Thermal Curling, Hair Pressing
- Hair Pieces

COURSE CONTENT AND CURRICULUM

CHEMICAL RESTRUCTURING - 180 HOURS

- Chemistry
- Chemical Restructuring Products
- Client Consultation
- Preliminary Procedure of Chemical Restructuring
- Procedure of Chemical Restructuring
- Corrective Chemical Restructuring

HAIR COLORING AND LIGHTENING - 180 HOURS

- Color Theory
- Chemistry
- Preliminary Procedures of Hair Coloring
- Client Consultation
- Hair Coloring Procedures
- Hair Lightening
- Special Effects
- Corrective Procedures

NAIL CARE AND PROCEDURES - 40 HOURS

- Nail Structure
- Nail Disorders and Diseases
- Nail Shape and Color Analysis
- Basic Manicuring and Pedicuring
- Manipulations of the Hand, Arm, Leg and Foot
- Nail Tip Application – Adhesives, Fitting, Design and Application
- Nail Wrap Application - Silk, Fiberglass and Linen Procedures, Surface Wrapping
Natural Nail and Mending, Tip Overlay Wrapping, Repair, Maintenance and Removal
- Liquid and Powder Nail Extensions - Application Procedures for Tips With Overlays,
Natural Nails and Sculptured Nails, Repair, Maintenance and Removal
- Chemical Reactions to Liquid and Powder

SKIN CARE AND PROCEDURES - 60 HOURS

- Structure and Function of the Skin
- Skin Conditions and Disorders
- Facial and Body Procedures - Client Preparation, Skin Analysis and Consultation
- Wet and Dry Exfoliations and Applications
- Use of Various Products to Enhance the Appearance of the Skin - Seaweed, salt, paraffin, mud, ampules, creams, etc.
- Discussion for Further Training Required for Advanced Techniques Such as Aromatherapy and Water Therapies
- Temporary Methods of Hair Removal - Manual Tweezing, Depilatory Lotion, Waxing, Bleaching
- Make-Up Application - Color Analysis, Morphology of the Face, Product Knowledge, Chemistry and Related Composition, Eyebrow Contouring, Corrections and Contouring, False Eyelashes, Further Training Required for Advanced Techniques



PROGRESSION

Progression will be noted on individual progress record. Additional tasks may be set if it is deemed necessary to progress. This will be evaluated through written testing, oral questioning, and observation of practical skills.

EVALUATIONS AND ACADEMIC ADVISING POLICY

Arrojo Cosmetology School students are advised regarding progress and achievement in the program on a regular basis. Academic evaluations include how the student is performing with regard to attendance, theory grades, practical skills criteria adopted by the school. Students are allowed to make up work and/or additional assignments at the discretion of the school Director. Student strengths and areas needing improvement are identified and discussed. Information and advice regarding state licensing requirements, employment and continuing education opportunities is available to students, as it is needed.

The student lounge area has a list of agencies for referral if a student needs other assistance. This information is also available for students to access in the administration office. ARROJO Cosmetology School is approved to participate in federal financial aid; ARROJO Cosmetology School employs a Financial Aid Administrator who will provide information on funding assistance to students in accordance with applicable regulations.

SATISFACTORY ACADEMIC PROGRESS POLICY & ATTENDANCE POLICY

Satisfactory progress in both attendance and academic work is required for all students enrolled in Arrojo Cosmetology School. All students must attend regularly and complete their course within the maximum timeframe.

A student's academic progress is evaluated at the end of each marking period. Satisfactory academic progress requires a minimum of 95% attendance and a minimum GPA of 75% at each marking period. Students are provided with a copy of their satisfactory academic progress evaluation results.

Course incompletes, repetitions and non-credit remedial courses do not apply to our school.

A leave of absence extends the student's contract period and the maximum time frame by the same number of days taken in the leave of absence.

The Cosmetology program is 1,000 hours. The normal time to complete the program depends upon the schedule the student attends, excluding school closings:

The maximum time allowed for students to complete the program at satisfactory progress is:

COURSE	MAXIMUM TIME ALLOWED	SCHEDULED HOURS
Cosmetology- 1000 Hours	FT 30 Weeks PT 66 Weeks	1050

PROGRESSION

All students must complete their course within the time frame or be charged \$ 14.70 per hour for additional instructional hours to complete the course.

Satisfactory Attendance Policy:

Students are required to attend a minimum of 95% of the hours possible based on the applicable attendance schedule in order to be considered making satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained a least 95% cumulative attendance since the beginning of the course which indicates that given the same attendance rate, the student will graduate within the maximum time frame allowed.

Academic Policy:

Students are required to maintain a 75% or C average. Written and practical tests are given throughout the course. Educators sign off on all theory and practical work. Theory assignments are graded numerically and students are graded on the following scale:

Grading Scale:

90 - 100%	= A	Excellent
80 -89 %	= B	Good
75- 79 %	= C	Pass
74% or below	= D	Fail

Practical assignments are evaluated as completed and counted towards course completion as graded. Practical skills are evaluated according to text procedures, state licensing agency requirements and set forth in practical skill evaluation criteria adopted by the school. If a performance does not meet satisfactory requirements that is the grade recorded. If absent, all assignments can be made up at the educator's discretion. Total possible scoring starts at 80%. It is the students responsibility to make up missed work. Students must attempt to make up missed assignments. Incomplete assignments will be graded as received.

Evaluations:

Written evaluations of satisfactory progress will be conducted at the end of each payment/marking period and reviewed with the student. The school has two formal evaluation periods which are at 450 and 900 scheduled hours. The first evaluation will occur no later than the mid-point of the academic year (900 hours). Evaluation periods are determined using scheduled hours. Scheduled hours are determined by date of enrollment and evaluations are given when that number of hours has been offered to the student. Actual hours a student has attended at that time may differ.

Academic and attendance progress will be measured at each evaluation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress until the next evaluation. In order for a student to be considered making satisfactory progress, the student must meet both

PROGRESSION

attendance and academic minimum requirements by the marking period.

Warning/Probation:

Students failing to meet minimum progress requirements will receive a written notice and will be put on a warning period with the opportunity to meet requirements by the next scheduled evaluation.

At the end of the warning period, the student's progress will be reevaluated. If the student is meeting minimum requirements, he/she will be determined as making satisfactory progress until the next scheduled evaluation.

A student that is deemed to be making unsatisfactory progress at any evaluation can re-establish satisfactory progress by obtaining a 95% attendance rate and a 75% academic average.

During a warning period, students are considered to be making satisfactory progress. The Director will advise students placed on a warning regularly. Additional help, by educators will be available for those students on warning.

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period. Only student who have the ability to meet the satisfactory progress policy standards by the end of the evaluation period may be placed on probation. At the beginning of the probationary period, a student may appeal the decision. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered to be making satisfactory academic progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, required for satisfactory academic progress, or by the academic plan, he/she will be determined as not making satisfactory progress.

Appeal Procedure:

The basis on which a student may file an appeal are: death in the family, an illness or injury, medical issues of the student or other extenuating circumstances. The student must submit in writing a request of appeal. The appeal should include applicable documentation for the reasons why decision to terminate should be reversed, what has changed that will allow the student to make SAP by next evaluation and a request for re-evaluation of progress.

The Director must receive this request within (30) days of the termination. Should a student fail to appeal this decision, the decision to terminate will stand. An appeal hearing will take place within (30) days of receipt of the written appeal. This meeting will be attended by the student, parent/guardians, (if the student is a minor), and the Director/School Owner of the school. A decision of the students appeal will be made by the Director/School Owner, in writing, within (10) business days. This decision is final.

PROGRESSION

A student that wins their appeal and is determined to be making satisfactory progress will be re-instated immediately. The appeal and decision documents will be retained by the school in the students' file. If the student prevails upon appeal, the satisfactory progress decision will be reversed and federal financial aid, if applicable, will be reinstated.*

Leave of Absence (LOA)/Interruption of Education/Termination

A student returning to school after an interruption in their education or after being dropped, must return to school in the same satisfactory progress as prior to their departure.

Terminations/Withdrawals/Course Incompletes

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and be considered to be making satisfactory progress at the point of reentry.

A student, who has been terminated at the end of probation and wishes to return to school, shall be reinstated in probationary status.

Noncredit and Remedial Courses:

Noncredit and remedial courses do not apply at the school. Therefore, these items have no effect upon the schools' satisfactory progress standards.

Reinstatement of Financial Aid:

If applicable, Title IV financial aid will be re-instated to qualified students who have prevailed upon appeal or who have re-established satisfactory progress by meeting the minimum cumulative academic, practical and attendance requirements.*

***Arrojo Cosmetology School is approved for participation in federal financial aid programs.**

SAP SATISFACTORY ACADEMIC PROGRESS

In order for a student to continue financial assistance eligibility, a student must maintain satisfactory progress. Any student not maintaining satisfactory progress will be ineligible to receive future disbursements of financial assistance. In order for the student to have financial assistance reinstated, the student's financial assistance along with the maximum time frame will be evaluated to determine the student's ability to complete the program within the recommended scheduled allotments.

When the student has met both the academic and attendance requirements, the student will be removed from the Unsatisfactory Progress status and financial assistance eligibility will be reinstated for the remaining period of time in the program. A student must complete the program of study in a period of time not to exceed those outlined in the schedules or maximum time frame. School holidays will not be considered in the calculation of cumulative attendance.

PROGRESSION

Institutions that enter into an agreement with a potential student, or parent of a student regarding a Title IV or HEA loan are required to inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

Financial Aid Warning Status

Students who are evaluated at the end of a payment period and fail to meet SAP are automatically placed on financial aid warning status. They may continue to receive assistance under the Title IV HEA programs for one payment period. Financial aid warning status may be assigned without an appeal or other action by the student. If the student does not achieve SAP by the end of that payment period eligibility for Title IV program funds will cease. A student may appeal and if successful may be placed on Financial Aid Probation.

Financial Aid Probation

The institution may place a student on financial aid probation and may disburse title IV, HEA program funds for the subsequent payment period. All the following conditions must be met

- The student must appeal the determination that they are not making satisfactory progress.
- The institution must determine that the student should be able to make satisfactory progress during the subsequent payment period and meet the institution's SAP standards at the end of that payment period.
- A student must have a basis to file an appeal. Acceptable reasons include the death of a relative, an injury or illness of the student, or other special circumstances. The student must explain what caused the failure to meet the standards. They must also explain what has changed in their situation that will allow them to demonstrate SAP at the end of the next payment period. The student must submit all information relating to the appeal in writing within 10 calendar days of being notified of not making SAP
- If the student's appeal is approved and he/she meets the SAP requirements, by the end of the probationary period, they will be removed from probation and will be considered making SAP. If the student does not meet or exceed SAP by the end of the probationary period, they will be considered not making SAP. This will result in loss of eligibility for title IV HEA program funds. The student may also be terminated from the program. Students meeting the minimum requirement at any evaluation are considered to be making SAP until the next scheduled evaluation.

Unsatisfactory Progress Status

If the student's progress is found to be of unsatisfactory status and Title IV privileges and funding are lost, the student is solely responsible for any financial balance remaining. This balance must be paid in full by the time of graduation. The student is still eligible to complete the course and the student is responsible for any makeup hour fees incurred.

PROGRESSION

Maximum Time Frame

Maximum time frame for students in the ARROJO Cosmetology clock hour program is 105% of the time it would take to complete the scheduled hours in the program. Time frame is based on schedule of attendance.

If a student must attend additional time beyond maximum time frame due to poor attendance, or to complete graduation requirements, the student's Enrollment Agreement will terminate. The School may have any student whose contract terminated execute a new Agreement if the student is readmitted to the program. The student shall be required to pay the current charges per program hour or credit in effect at the time the new agreement is executed for each program hour or credit that the student must complete.

A Cumulative Grade Average of 75% must be maintained in order to meet graduation requirements

- A student seeking reinstatement after termination caused by lack of SAP or official interruption must first meet with a Director. The Director will determine if the student is eligible to re-enroll. If a student applies for reinstatement, he/she must document the ability to successfully complete the program and certify that the causes of previous difficulties have been rectified. Students who ceased attendance while not making SAP will return as not making SAP. They will be allowed to continue their education but are not eligible for title IV program funds unless they are able to re-establish SAP

Normal Time to Complete

Students should have a reasonable expectation of the time it should take to complete a program in order to plan and budget accordingly. Program lengths for full time and part time schedules are stated in weeks and include estimated days the school is closed for holidays, teacher training, special events, inclement weather and a limited number of days scheduled to allow students to make up missed hours as necessary for state licensing purposes.

When calculating and disclosing normal time to complete and On Time Completion Rates, the number of days scheduled to make up absence is limited to 5% of scheduled hours. Students are permitted to make up additional absence in order to graduate, as long as they do not exceed the maximum time frame as described in the school's satisfactory progress policy, but they would not be counted as graduating within normal time for purposes of the calculation and disclosure of On Time Completion Rates.

GRADUATION REQUIREMENTS

Arrojo Cosmetology School will graduate a student who meets all of the School Graduation requirements listed below. Graduates will be issued a Certificate of Completion, Transcript of Hours and Licensing paperwork upon: successful completion of the 1000 hour cosmetology program, including maintaining a 75% or higher practical and academic grade and 95% or higher attendance, completion of all exit paperwork, attending an exit interview and after all tuition payments and any applicable make up hour fees are paid in full.

PROGRESSION

The institution ensures that each student meets all the graduation requirements before being awarded a certificate of completion. The institution ensures that each student it considers a graduate and awards a diploma, has fulfilled all the graduation requirements by completing the graduation checklist, attending an exit interview and met all requirements for final progress record and satisfactory academic progress record.

CERTIFICATE OF COMPLETION

A Certificate of Completion will be awarded to each graduating student. It will reflect the name and address of the institution, the students name, the course hours and the date of course graduation. Copies of the Certificate of Completion will be kept in the students' academic file. Certificates will be awarded upon meeting all attendance, academic and practical requirements and completing all tuition payments in full.

TRANSCRIPT

A transcript listing the course, grades, final average and other permanent student record requirements will be maintained in the students' academic file. A final transcript is critical for student assistance after graduation.

Arrojo Cosmetology School will issue a Transcript of Hours to students, who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and after all required tuition payments are paid in full. A refund calculation will be performed to assist in this process; any refund balance due will be paid within 45 days of withdrawal.

There is an additional \$20 fee for all additional requested transcripts.

LICENSING REQUIREMENTS

Arrojo Cosmetology School will inform students of all licensing requirements and student understands that he/she is responsible for state licensing exam fees and other examination or licensing related expenses



SPACE, EQUIPMENT AND FACILITIES

The ARROJO cosmetology school is a purpose built, state of the art facility. Designed with as much open-planned space as possible, the school reflects our belief in open lines of communication between students and staff. All equipment and facilities meet the highest professional standards.

INCLUDED IN THE SPACE:

The salon is large, bright and airy, and has been set up as a professional salon service environment. There will be a diverse spectrum of clients for you to practice hair and beauty skills and gain invaluable salon floor experience. All services will be performed under the supervision of your instructor(s).

The Academy is a secondary salon space used for workshops and model services.

Two large student classrooms are fully equipped for theoretical and practical education.

Retail Store featuring hair and beauty products from around the world helping to give you the opportunity to perfect your client service retail skills.

Student lockers and a fully stocked dispensary are included for your convenience.

ARROJO Cosmetology School is fully equipped for handicapped access.

Facility is 5000 square feet.

Featured images in this catalog all taken on location at Arrojo Cosmetology School, 56 King Street, NY, NY, 10014.

ADMISSIONS

If you want an inspirational education and a lasting, prosperous and rewarding career, there is no better place to start than ARROJO cosmetology school. To enroll, you'll need to show us your academic background and your commitment to the craft of cosmetology.

ADMISSIONS AND ENROLLMENT REQUIREMENTS:

Arrojo Cosmetology School is committed to equal educational opportunity and does not discriminate in its employment, admissions, instruction, career services or graduation policies or any other activity on the basis of gender, race, sex, color, age, religion, ethnic origin, pregnancy, disability, marital or veterans status, sexual orientation or financial status. Applicants will not be denied admission on the basis of any of the foregoing factors, but applicants must meet all requirements specified for admission.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

ENROLLMENT:

Arrojo Cosmetology School does not recruit students already attending and/or admitted to another cosmetology school offering the same or similar programs of study. Each student must meet the following requirements for consideration for admission to the cosmetology program of study:

- Be at least 17 years of age
- Have a high school diploma, GED certificate or Transcript verifying high school graduation. Arrojo Cosmetology School does not accept ATB (Ability-to-Benefit) students.
- Submit Verifiable United States citizenship or residency documentation
- Submit photo identification
- Complete the Admissions Questionnaire
- Have an interview with the school Admissions Director
- Provide a letter of recommendation
- To enroll, the applicant will also need to show their academic background and a commitment to the craft of cosmetology

Arrojo Cosmetology School reserves the right to deny admission to any applicant who on the basis of background, record and statements or conduct during the admissions process, determines not to be qualified to succeed in or benefit from an academic program offered. Providing false information or the purposes of gaining admission or access to financial assistance is a violation of law and could result in criminal prosecution as well as denial or termination from school. The cosmetology course is taught in English. The textbooks and course materials are only offered in the English language.

ADMISSIONS

Foreign diplomas must be translated and evaluated from a recognized agency such as World Educational Services (WES), Globe Language Services and Educational Credential Services.

ADDITIONAL ADMISSIONS INFORMATION

Arrojo Cosmetology School does not accept appropriate credit from other licensed schools for previous education. The school does not guarantee the transferability of its credits to any other institution, unless there is a written agreement with the school.

NEW YORK STATE REFUND POLICY

The refund policy applies to all terminations for any reason by either party, including student decision (or sponsor/parent/legal guardian), program cancellations, or school closure.

Applicants not accepted by the school shall be refunded all monies paid to the school. The “formal” cancellation date will be determined by the postmark or written notification, the date said notification is delivered to the school in person, 30 days after the last day of attendance or the expiration date of an approved Leave of Absence (LOA). Failure of a student to immediately notify the school director in writing of the student’s intent to withdraw may delay a refund of tuition to the student pursuant to section 5002 (3) of the Education Law. After 30 days of absence, school shall send by regular mail a termination notice: if student fails to respond within ten (10) business days from the date of the letter, the student shall be deemed to have withdrawn.

If a student cancels their enrollment (7 days) after midnight on the day which enrollment agreement was signed, all monies collected by the school shall be refunded.

If cancellation or termination of enrollment occurs after seven (7) days, but prior to the first week of instruction they will be charged for the following:

Non Refundable Registration fee, plus

- a) The cost of textbooks and supplies (inclusive of sales tax) accepted plus
- b) Tuition liability as of the student’s last date of physical attendance. Tuition liability is divided by the quarters in the program. The full-time day schedule is divided into three (3) quarters. Total tuition liability is limited to the quarter during which the student was terminated and any previous quarters completed.
- c) Enrollment time is defined as the time between the actual starting date and the date of the student’s last day of physical attendance in the school.
- d) Any monies due the applicant or student should be refunded within 14 days of formal cancellation by the student. Unofficial withdrawals shall occur when the institution determines that the student has been absent 14 consecutive days from the last date of physical attendance. Any monies due the student who unofficially withdraws, shall be made within 30 days of determination by the institution that the student has unofficially withdrawn without notifying the institution. Attendance is normally monitored weekly.

ADMISSIONS

Where a Leave of Absence (LOA) was involved, the expiration date of an approved leave of absence where the student notifies the school that he/she will not be returning or failure to return to school on the scheduled return date after a Leave of Absence with no prior arrangements or notification.

TUITION LIABILITY CHART

First Quarter, Full Time Tuition Owed Per Quarter: \$4,900	Subsequent Quarters, Full Time
<p>If termination occurs during the 1st week: School will earn 0%; \$0 Student will keep \$4,900</p>	<p>During the 1st week: School will earn 25%; \$1,225 Student will keep \$3,675</p>
<p>During the 2nd week: School will earn 25%; \$1,225 Student will keep \$3,675</p>	<p>During the 2nd week: School will earn 50%; \$2,450 Student will keep \$2,450</p>
<p>During the 3rd week: School will earn 50%; \$2,450 Student will keep \$2,450</p>	<p>During the 3rd week: School will earn 75%; \$3,675 Student will keep \$1,225</p>
<p>During the 4th week: School will earn 75%; \$3,675 Student will keep \$1,225</p>	<p>Weeks 4 through 10: School will earn 100%; \$4,900 Student will keep \$0</p>
<p>Weeks 5 through 10: School will earn 100%; \$4,900 Student will keep \$0</p>	

Failure of the student to notify the Director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law. The student refund may be more than stated above if the accrediting agency results in a greater refund.

ADMISSIONS

TUITION LIABILITY CHART

First Term, Part Time Tuition Owed Per Term: \$3,675	Subsequent Terms, Part Time
<p>If termination occurs during the 1st week: School will earn 0%; \$0 Student will keep \$3,675</p> <p>During the 2nd week: School will earn 20%; \$735 Student will keep \$2,940</p> <p>During the 3rd week: School will earn 35%; \$1,286.25 Student will keep \$2,388.75</p> <p>During the 4th week: School will earn 50%; \$1,837.50 Student will keep \$1,837.50</p> <p>During the 5th week: School will earn 70%; \$2,572.50 Student will keep \$1,102.50</p> <p>Weeks 6-16: School will earn 100%; \$3,675 Student will keep \$0</p>	<p>During the 1st week: School will earn 20%; \$735 Student will keep \$2,940</p> <p>During the 2nd week: School will earn 35%; \$1,286.25 Student will keep \$2,388.75</p> <p>During the 3rd week: School will earn 50%; \$1,837.50 Student will keep \$1,837.50</p> <p>During the 4th week: School will earn 70%; \$2,572.50 Student will keep \$1,102.50</p> <p>Weeks 5- 16: School will earn 100%; \$3,675 Student will keep \$0</p>

Failure of the student to notify the Director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law. The student refund may be more than stated above if the accrediting agency results in a greater refund.

ADMISSIONS

FEES

For the latest fee rates please see the included addendum 2

WITHDRAWAL

The failure of a student to notify the director(s) in writing may delay refund of tuition due pursuant to section 5002 of the education law.

Full Time	Part Time
<p>Tuition is divided into 3 Quarters. If termination occurs in the first quarter the school may keep: Prior to or during the 1st week: 0% During the 2nd week: 25% During the 3rd week: 50% During the 4th week: 75% After the 4th week: 100%</p> <p>Subsequent Quarters: During the 1st week: 25% During the 2nd week: 50% During the 3rd week: 75% After the 3rd week: 100%</p>	<p>Tuition is divided into 4 Terms. If termination occurs in the first term the school may keep: Prior to or during the 1st week: 0% During the 2nd week: 20% During the 3rd week: 35% During the 4th week: 50% During the 5th week: 70% After the 5th week: 100%</p> <p>Subsequent Terms: During the 1st week: 20% During the 2nd week: 35% During the 3rd week: 50% During the 4th week: 70% After the 4th week: 100%</p>

INSTITUTIONAL WITHDRAWAL SETTLEMENT POLICY

The student refund may be more than stated if the institutional withdrawal and settlement refund policy results in a greater refund to the student. A student's tuition liability will also be calculated in accordance with the state refund clause stated above.

Title IV Refund Policy

ARROJO Cosmetology is required to determine earned and unearned portions of Title IV Aid as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance.

Up through the 60% point in each payment period or period of enrollment to a Pro rated schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. For a student who withdraws after the 60% point-in-time, there are not unearned funds. When the refund is performed it is in the students best interest, therefore the first monies returned will be derived from student loans. Additional refunds will then be applied to the Pell grant.

ADMISSIONS

Return of Title IV Funds and Refund Policy

The law specifies how ARROJO Cosmetology must determine the amount of Title IV Program Funds that a student can earn if the student withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Stafford Loans, Plus Loans and Federal Supplemental Educational Opportunity Grants (FSEOGs).

When withdrawing during a payment period, if the amount of Title IV program funds that a student has earned up to that point is received on his/her behalf less assistance than the amount that the student earned, that student may be able to receive those additional funds. If the student received more assistance than earned, the school must return the excess funds.

The amount of assistance that a student has earned is determined on a pro-rata basis. For example, if a student completed 30% of a payment period, the student earned 30% of assistance that he/she was originally scheduled to receive. Once the student has completed more than 60% of the payment period, the student earned all the assistance scheduled to receive.

If the student did not receive all the funds that earned, that student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the student may choose to decline the loan funds so that he/she does not incur additional debt. ARROJO Cosmetology School may automatically use all or a portion of the post-withdrawal disbursement (including loan funds, if the student accepted them) for tuition and fees charges. It is in the student's best interest to allow the school to keep the funds in order to reduce his/her debt to the school.

Because of other eligibility requirements, there are some Title IV program funds that students were scheduled to receive that cannot be earned once withdrawn. For example, if a first-time, first-year undergraduate student and did not complete the first 30 days of your program before withdrawal, that student may not earn any Direct Stafford Loan Funds that would have been received had the student remained enrolled past the 30th day.

If the student receives (or the school or parent receives on the students behalf) excess Title IV program funds that must be returned, the school must return the portion of excess equal to the lesser of

1. The institutional charges multiplied by the unearned percentage of the fund, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of the students Title IV program funds.

If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that a student must return, the student (or parent for a PLUS Loan) repays in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

ADMISSIONS

Any amount of unearned grant funds that the student must return is called an overpayment. The amount of a grant overpayment that the student must repay is half of the unearned amount. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirement for Title IV program funds when a student withdraws are separate from any refund policy that the school may have. Therefore, a student may still owe funds to the school to cover unpaid institutional charges. ARROJO Cosmetology may also charge for any Title IV program funds that the school was required to return.

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the institution shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program, fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received payments of Title IV aid, he/she may be required to refund aid to the applicable program.

FINANCIAL ASSISTANCE

ARROJO Cosmetology is accredited by NACCAS and approved by the United States Department of Education for Federal Student Aid available to students who qualify. ARROJO Cosmetology School also offers private affordable financing options. Our Financial Aid Director is available to answer any questions you may have and will help select a payment plan that suits your needs.

There are two types of federal student aid available to ARROJO Cosmetology School students:

Grants

Financial aid that does not have to be repaid (unless, for example, you withdraw from school and owe a refund)

Loans

Allow you to borrow money for education purposes, which must be repaid, with interest, back to the Federal Government.

Federal Pell Grant (PELL)

Pell grants are the foundation of federal student financial assistance to which aid from other federal and nonfederal sources may be added. Federal Pell Grants are awarded to students based on financial need. Unlike loans, grants are not repaid unless, for example, you withdraw from school prior to the planned program completion date. These grants are awarded to undergraduate students and the award amounts can change yearly. The amount of the Federal Pell Grant depends upon cost of attendance, expected family contribution, enrollment status (FT/PT) and the length of the program.

ADMISSIONS

Federal Supplemental Educational Opportunity Grant (SEOG)

This type of grant is awarded to undergraduate students with exceptional financial need – those with the lowest Expected Family Contribution (EFC). Federal Pell Grant recipients receive priority for FSEOG awards which range from \$100 to \$300 per award year. The school's Financial Aid Office will determine the amount of your award.

Iraq & Afghanistan Service Grant

Is a grant that does not have to be repaid. For undergraduate students who are not Pell-eligible; whose parent or guardian died as a result of military service in Iraq or Afghanistan after 9/11; and who, at the time of the parent's or guardian's death, were less than 24 years old or were enrolled at least part-time at an institution of higher education

Veterans' Education Benefits

ARROJO Cosmetology is eligible for veteran's educational benefits for veterans, eligible dependents of deceased or disabled veterans and active status National Guard and Reserve personnel. Any student interested in this type of benefit must verify with the school representative that the school is eligible for Benefits.

William D. Ford Federal Direct Loan Program

Student loans, unlike grants, are borrowed money (monies) that must be repaid with interest. Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education. There are three types of loans in the program

Stafford Loan (Subsidized)

A student may borrow to cover some or all of school expenses. The United States Department Of Education will pay the interest while the student is attending school at least half time and for a grace period of the first six months after the program has ended. The amount of the loan cannot exceed the student's financial need. The fixed interest rate for 2012-2013 is 6.8%

Stafford Loan (Unsubsidized)

A student may borrow to cover some or all of student expenses. The United States Department of Education does not pay interest on unsubsidized loans. The student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it is paid in full. The fixed interest rate if 6.8% can be paid while attending school, during a period of deferment or forbearance or it can be accrued and the interest added to the principle amount of the loan.

Plus Loans (PLUS)

Parents of dependent students can borrow from the PLUS loan program. The terms and conditions include a requirement that the applicant not have an adverse credit history, a repayment period begins on the date of the last disbursement of the loan at a fixed interest rate of 7.9% for the direct loan.

ADMISSIONS

Federal Perkins Loan

Available for undergraduate and graduate students that demonstrate financial need. Funds depend upon availability at the school. This loan must be repaid with the interest interest rate of 5%.

Student Rights and Responsibilities

Students have the right to apply for aid to cover school expenses including tuition, fees and supplies. A minimum \$4,500 down payment is required of all students to complete the enrollment process prior to federal funds being awarded.

The student must complete a FAFSA, available online at: www.fafsa.ed.gov Providing the financial aid office with all the needed information will determine eligibility. If the student is eligible, the aid office will send an award letter outlining the amount and types of aid the school will offer.

Student Preparation Tips

There are several things students may want to consider while arranging a successful enrollment plan:

Choose a start date that allows sufficient preparation time

Make dependable housing arrangements

Prepare financially

Plan for dependable transportation

Obtain dependable childcare

Consider employment that supports the demands of your education

Entrance Counseling

Entrance Counseling is required before you can receive your first federal subsidized/ unsubsidized loan or plus loans for the first time. It usually takes about 20-30 minutes to complete You can find the link to complete entrance counseling here: <https://studentloans.gov/myDirectLoan/counselingInstructions.action>

Before the school makes the first loan disbursement the student will receive the following information about the loan:

- The full amount of the loan and the interest rate
- The date the student must start repayment
- A list of any charge the student must pay (loan fees) and information on how these charges are collected
- Information on the yearly and total amount a student may borrow
- Information about the maximum repayment periods and the minimum repayment amount
- An explanation of default and it's consequences
- An explanation of available options for consolidating loans and a statement that the student can repay the loan(s) with penalty at any time.

ADMISSIONS

Loans, unlike grants are borrowed money that must be repaid, with interest. Students cannot have these loans cancelled because they didn't like the education received or because of financial difficulty. These loans are a serious obligation.

Students will be notified in writing whenever any funds are credited to an account. The student may cancel all or a portion of the loan if the student informs the school within 14 days after the day the school sends a notice or by the first day of the payment period.

Parents of dependent students may apply for a Parent Plus Loan for students. They must pass a credit check. If they do not pass, they might be still be able to receive a loan if they can demonstrate that extenuating circumstances exist, or if someone they know (who can pass) agrees to endorse the loan and promises to repay if the parents do not.

For students that qualify, ARROJO cosmetology is a VESID approved school.
(For more information visit: <http://www.vesid.nysed.gov>)

SCHOOL POLICIES AND PROFESSIONAL STANDARDS

The cosmetology students of today are the hairdressing stars of tomorrow – but only when talent and technique combine with first-class professional habits. We set the highest standards of professionalism so you can practice these habits from the outset of your career. Do the right things every day and success will follow.

ATTENDANCE

Attendance for full-time students must be taken at the beginning and end of each class. Attendance for evening students is taken at the beginning and end of the evening session. Students enrolled in the full-time program are scheduled to attend 35 hours per week, 7 hours per day. Evening students are expected to attend 16 hours per week, 4 hours per evening. Day students receive a one-hour lunch break and evening students have no scheduled dinner break. If a student is unable to take the scheduled lunch break due to curriculum or client related activities, the instructor must approve the adjusted lunch break(s) and the student will be given the full hour to meet the daily schedule requirement.

Students are required to attend a minimum of 95% of the scheduled hours to ensure they get the most out of their career education and avoid paying extra instructional charges for extending their training beyond their contract ending date. The school does not add or deduct hours as a penalty nor does it round hours of attendance. Anyone more than 3 minutes late is considered tardy for the session. Attendance is recorded to the nearest quarter hour. Students unable to attend classes must call in one hour before the scheduled start.

An absence due to incremental weather, illness, death in the immediate family and/or any other unavoidable circumstance must be reported to the school. Students that are absent and fail to notify the school will be advised of the consequences during their academic advising process.

There are no excused absences allowed at ARROJO Cosmetology School: all students must complete 1000 clocked hours. Any hours missed must be made up within the maximum time frame or make up hours fees will apply.

LEAVE OF ABSENCE

A leave of absence must be requested in writing and in advance. A leave of absence will be granted only in extenuating circumstances, such as an accident, prolonged illness, or the death of a relative. The minimum time allowed for an authorized Leave of Absence is five consecutive (5) calendar days and the maximum time allowed is thirty (30) consecutive calendar days. The School Director(s) will review the student's request with the student, but not all leave requests will be granted.

The school will explain the implications of a leave to the student. If the student fails to return on the agreed upon date, the student will be dismissed and a refund calculation performed. Upon the student's return from an authorized LOA, a retention evaluation is to be performed.

SCHOOL POLICIES AND PROFESSIONAL STANDARDS

MAKE UP HOURS

Make up hours must be clearly differentiated from regular attendance. Any student wishing to purchase make up hours must apply in writing and pay all agreed fees before commencement of additional hours. Fees are calculated by dividing current tuition by the number of hours in the course to give an hourly rate.

See Addendum 2 for current make up hour charges. Make up hours are set at a maximum of 70 hours unless exceptional circumstances apply, as per discretion of School Director.

MAKE UP WORK

Make up work is associated with any missed or failed assignments. All assignments should be made up following an absence. Make up work can only be completed with the permission of the instructor or School Director.

Make up work is not permitted for the purpose of receiving Veterans Affairs training allowances.

PERSONAL RESPONSIBILITY

All students must be fully enrolled a minimum one day prior to course commencement. It is the responsibility of the individual student to ensure they arrive for class on time, in proper uniform and with all necessary tools and equipment.

INTERNAL GRIEVANCE POLICY

In accordance with the institution's mission statement, the school will make every attempt to resolve a complaint. The procedure outlining the specific steps of the complaint process are provided at Orientation. The policy of Arrojo Cosmetology School is that the complainant attempt to resolve any issues through the schools' internal complaint process before submitting the complaint to the State and school's accrediting agency, if applicable. This procedure does not in any way limit a student's right to exercise his/her legally protected rights.

NEW YORK STATE COMPLAINTS PROCEDURE

All complaints must follow the official complaints procedure. Please see the current edition of the Disclosure pamphlet for full instructions. Any student who believes he or she has been subjected to, or affected by any such harassing and/or discriminatory conduct, should report it to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the harassing and/or discriminatory conduct, in which case the complaint should be directed to the school director) so the supervisor may investigate and attempt to resolve the matter.

CORRECTIVE ACTION POLICY

Our goal is to provide clear direction and feedback on your performance. When you choose to perform or behave outside of the school policies and guidelines, corrective action will be taken. Students must understand that any infraction of the Professional Guidelines, General Policies or Enrollment Agreement could result in any of the following

SCHOOL POLICIES AND PROFESSIONAL STANDARDS

corrective actions. A student may be provided a written warning for any infraction of the Professional Guidelines.

Dismissal - A student may be removed (clocked out) from class for the day for any infraction of the Professional Guidelines.

Probation - A student may be placed on probation for a specific time for any infraction of the Guidelines. If the problem is not corrected the student may be placed on suspension for a specific time frame.

Termination of Enrollment –A student may be terminated at the discretion of School Director if it is deemed necessary to maintain the general objectives of the school.

Reason for Termination Include:

Failure to conform to Professional guidelines, general school policies or Enrollment

Failure to conform to state laws and regulations governing the school and students

Failure to maintain Satisfactory Academic Progress

Willful destruction of school property

Theft of school, student, client property

Any action that causes bodily harm to a client, student or Arrojo employee

Engaging in the use, manufacture, distribution, possession or sale of drugs or alcohol

Conduct deemed improper or immoral by school staff or management

Arrojo Cosmetology School may terminate a student’s enrollment for noncompliance with General Policies or State Laws and Regulations: Improper conduct or any action which causes or could cause bodily harm to a client, a student or employee of the school; willful destruction of school property and theft or any illegal act. A refund calculation will be performed to assist in this process; any refund balance due will be paid within 45 days of withdrawal.

PERSONAL CONDUCT

While on school property, or representing ARROJO Cosmetology School outside of school, all students must conduct themselves in a respectful, safe, and businesslike manner.

In order to maintain a professional environment, any student found to be disruptive (foul language, rude or unprofessional behavior), will be immediately removed from the learning environment and may be dismissed for the day, or until further notice.

PROFESSIONAL APPEARANCE

In order to conduct oneself in a professional manner a cosmetology student must look and feel professional in him or herself. Full uniform must be worn at all specified times, with no modifications or alterations. If uniform becomes damaged it is the individuals responsibility to replace it within 24 hours at their own expense. Suitable closed-in footwear must be worn to comply with health and safety rules and regulations. For the same reason no jewelry is to be worn whilst attending practical class. Hair must be clean

SCHOOL POLICIES AND PROFESSIONAL STANDARDS

and styled at all times as we are promoting and working in a beauty environment (certain classes may require tying the hair back from the face and neck for health and safety reasons). Fingernails must be a workable length, neat and clean; neutral nail polish is allowed.

PERSONAL HYGIENE

All students must be fully aware of their responsibility for their personal hygiene. A daily bath or shower must be taken, teeth must be clean with fresh breath, please use regular mints / mouthwash if you smoke or drink coffee. ARROJO Cosmetology School reserves the right to instruct students with regard to appearance and hygiene issues at any time.

PROFESSIONAL CONDUCT

All clients must be treated courteously at all times. Client confidentiality must be maintained and never discussed with peers in or outside ARROJO Cosmetology School. All students will be responsible for arranging their own models for practical classes. Please stress the importance of this to your model and have a back up arranged for emergencies.

PERSONAL BELONGINGS

All student kits must be brought clean, safe and sanitized to every practical lesson. It is the individual students responsibility to replace any missing or damaged items to the same quality they were provided. Tools and equipment must only be used for their purpose as directed. All belongings are the responsibility of the individual and ARROJO Cosmetology School bears no responsibility for items lost on school property. Lockers are provided for daily use and locks must be removed at the end of your course, otherwise items will be removed and destroyed. Students must provide their own locks.

DRUG-FREE WORKPLACE POLICY

Arrojo Cosmetology School intends to help provide a safe and drug-free work environment for our students and our employees. ARROJO Cosmetology has a drug abuse prevention program in operation along with a Campus Security, Crime Awareness and Drug free workplace policy. Arrojo Cosmetology School explicitly prohibits the use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on or around school premises.

MEDIA GUIDELINES FOR STUDENTS

Arrojo Cosmetology School respects the rights of students and co-workers to use social media during their personal time. Social media includes all forms of online publishing and discussion, including but not limited to Facebook, MySpace, Foursquare, Pinterest, Instagram, Twitter, Youtube, blogs, wikis, file-sharing and user-generated video and audio.

Arrojo Cosmetology School students are personally responsible for the content that they publish on social networking sites. Be mindful that what you publish will remain online

SCHOOL POLICIES AND PROFESSIONAL STANDARDS

for a very long time and be respectful of your audience.

Arrojo Cosmetology School does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or engaging in conduct that would not be acceptable in Arrojo Cosmetology Schools on any of ARROJO social media sites. Arrojo Cosmetology School reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of Arrojo Cosmetology School to protect itself from undue harm related to information that is shared on social networking sites.

COPYRIGHT INFRINGEMENT POLICY

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject a student to civil and criminal liabilities. A summary of the penalties may be found at: <http://www.copyright.gov/title17/92appf.pdf>.

Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information system will be terminated.

OCCUPATIONAL OBJECTIVES HAIRDRESSING AND COSMETOLOGY COURSE

The objective of the institute is to prepare each student to make the transition from school to a position in the field of cosmetology. To train each student to be able to take and pass the State Board Cosmetology Exam, thereby enabling the student to obtain a Hairdressing/Cosmetology Operator License. To obtain employment in the student's desired area(s) of the beauty field, using the skills mastered as a result of the training provided. In addition to the school's general curriculum and specialized courses, students are encouraged to seek their educational potential via extracurricular activities.

REASONABLE ACCOMMODATION POLICY

The Americans with Disabilities Act Coordinator is your School Director. Prior to starting school, the Director should be contacted by any person requiring information relative to the services available for individuals with disabilities.

TUITION REIMBURSEMENT FUND

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations. To file a complaint, either write the New York State Education Department - Bureau of Proprietary School Supervision, 116 West 32nd Street, 5th Floor, New York, NY 10001 or telephone (212) 643-4760. The New York State Education Department's staff will assist you in the preparation of a tuition reimbursement form (a sample of which should have been provided to you upon enrollment).

SCHOOL POLICIES AND PROFESSIONAL STANDARDS

POLICY AGAINST HARASSMENT

Arrojo Cosmetology School firmly believes that each individual has the right to study and work in an environment that promotes equal opportunities for all and prohibits discrimination, including any form of harassment. Therefore, Arrojo Cosmetology School has developed a “Policy Against Harassment” that is distributed at the time of enrollment. The Policy provides a means by which individuals can bring any violations of the Policy to Arrojo Cosmetology School’s attention. It also includes guidelines for the investigation of complaints and enforcement of the Policy. Please address any questions regarding the Policy to your School Director.

OSHA (OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION)

Arrojo Cosmetology School fully complies with all rules and regulations regarding OSHA industry standards. All MSDS sheets are kept on premises in a secured metal cabinet and are accessible to all employees as required.

WEATHER-RELATED SCHOOL CLOSINGS

Arrojo cosmetology school does not generally close because of weather- related conditions. When there is a serious “weather emergency,” which causes retail businesses and government offices to close, Arrojo Cosmetology School may cancel or delay classes. A decision to have a late opening or early closing will be made by the School Director. Students will be contacted by email regarding the status of the school.



APPLICATION FORM

PLEASE PRINTOUT AND COMPLETE THIS FORM IN FULL. IF NECESSARY, USE AND ATTACH SEPARATE SHEETS OF PAPER.

Please send the completed application to:
Arrojo Cosmetology School
Director Of Admissions
56 King Street New York
NY 10014

PERSONAL DETAILS

Name _____
Current Address _____
Mailing Address _____
Telephone (Home) _____
Telephone (Cell) _____
Email Address _____
Date of Birth _____ Current Age _____

EDUCATION HISTORY

Last School / College Attended _____
School / College Address _____
Date to and from _____
High School Diploma ? YES / NO
Any Previous Vocational Experience? _____

EMPLOYMENT HISTORY

Current or Last Employer _____
Address _____
Telephone _____
Date to and from _____
Job Title _____
Supervisor _____
Duties _____
Reason for leaving (if any) _____

COSMETOLOGY HISTORY

Do you have any previous
Cosmetology experience?

Reason for application

What personal skills do you have that
will help you with your new career?

FINANCIAL DETAILS

If accepted how do you plan to pay for
your course?

ARROJO Cosmetology offers financial aid from the government for those who qualify. ARROJO Cosmetology School also offers private affordable financing options.

Do you plan to work while attending
Cosmetology School?

YES / NO

(If yes) Where?

What days & hours?

OTHER DETAILS

Do you have any personal issues
(Personal Health / Family Issues)
that may affect your attendance /
completion of the course?

How did you hear about Arrojo
Cosmetology School?

Why did you choose Arrojo
Cosmetology School?

ADDENDUM 1:

FACULTY STAFF

NICK

Nick Arrojo's distinguished career began at Vidal Sassoon, Manchester, England. After ten successful years he joined Wella, London. Soon, his inspirational work caught the attention of Bumble & Bumble, and in 1994 he became Director of Education for this eminent New York City salon. Three years later, he opened ARROJO CUTLER, a new salon that would flourish under his guidance, while Nick became Global Master for Aveda. Then, in September 2001, Nick realized a lifelong dream: he opened the wholly independent ARROJO studio salon. Ten years later ARROJO studio is a multi-award-winning salon, world-renowned for the excellence and integrity of its services, and its success paved the way for Nick's business to become a brand, incorporating: salon, advanced education, cosmetology, product, and professional distribution. With thirty years on the salon floor, a razor-sharp portfolio, definitive exposure in print and television, Nick is recognized as the world's foremost razor-cutter, a revered stylist and educator, and a modern pioneer of the hairdressing craft.

LORETTA

10 years in a respected UK salon combined with a successful in-salon educator career led Loretta O'Connell to combine the two things she loved most: hairdressing and travel. She relocated to Bermuda for 7 years where she learned, on location, how high humidity and permanent sunshine affect hair types, styling, texture, and color. While working in a Bermudian salon, she established an education program for salon staff, and built a multicultural clientele of local businesspeople and dignitaries. Loretta moved back to the UK to focus on education, developing a teaching ethic that uses 'discovery' to make learning as fun and as interactive and effective as possible. While in the UK, Loretta also took and passed the Wella Master Color Program. Moving to NYC to be ARROJO Cosmetology School Director was the fulfillment of a lifelong dream. As School Director, Loretta is a mentor to her fellow teaching staff, creates an innovative curriculum, and enjoyable lesson plans. Her patience, experience, and attention to detail leave students with knowledge and inspiration.

GINA

After moving from Michigan to Manhattan, Gina followed family footsteps into the cosmetology industry. She was an ARROJO studio colorist before her desire to teach and to share took over. It led her to Aveda Institute as a cosmetology educator, where, in three years, she drew a plethora of credits, including winning the Best Educator Competition and representing the school on the 'Aveda Congress' stage. At ARROJO Cosmetology she is involved in curriculum development, and takes pride in keeping the learning fresh and inspiring. With fierce passion for the growth of her students, she excels in all elements of cosmetology and boasts an encyclopedic knowledge of the curriculum. As a top-class stylist, Gina's credits include New York Fashion Week Show styling and working on TLC's 'What Not to Wear.'

LINA

With ten years as part of the Vidal Sassoon creative team, and another six years as a master stylist at ARROJO studio, Lina combines vision, knowledge, and creativity with fierce technical precision. Her work includes hairstyling for New York Fashion Week

ADDENDUM 1:

FACULTY STAFF

and styling celebrities for the Sundance Film Festival. She also possesses a prodigious editorial portfolio, including collections for the ARROJO storefront window display. A world-class scissor and razor cutter, profiled and recommended by Allure magazine as a top New York City stylist, Lina has an intrinsic awareness of fashions and trends and styles. She is a charming, personable, inspirational communicator and educator.

AMANDA

Originally from Florida, Amanda moved to NYC to become Art Director at Toni & Guy. Six years later, her work would be recognized at global seminars, shows, and photo-shoots as she became the two-time recipient of their prestigious editorial award. She joined ARROJO studio in 2004, becoming our Director of Education for her mastery of, and commitment to, the art and craft of hairdressing. She has an innate sense of fashion and beauty and style, and loves to share her insights and ideas with students. Her clients include alternative rockers, The Kings of Leon, Good Charlotte, and Audio Slave.

JAMES

A global leader in the hair color craft, James' career spans more than 20 years and is a veritable checklist of the great and the good. His clients include models, actors and musicians, his work is featured in print and TV, and he is a contributor to the book, "185 Color Formulations From the World's Top Colorists." James creates the colors that feature in ARROJO editorial collections, and he presents new trends and techniques at worldwide shows and seminars. James loves to introduce students to the versatility of color, sharing his ideas for using coloring to instigate positive change in the way people look and feel. Originally from San Diego, he has worked alongside Nick Arrojo at ARROJO studio since the opening day in 2001.

LEE

From a career that started as a stylist in Fort Worth, Texas, Lee's abilities and dedication meant she quickly rose to prominence in the industry. While on the road as a product educator for Sebastian, she met the ARROJO team and became arrested by our commitment to technique, creativity, and craft. She moved to NYC, joined our team, and has gone from strength to strength as a stylist and educator blessed with artistic inspiration and technical rigor. As an educator who came through our own training program, she has an innate understanding of the ARROJO method, and finds happiness contributing to the growth and development of our students.

TOPHER

Born and raised in Brooklyn, New York, Topher is another exceptional stylist who joined us straight from beauty school. He completed our advanced training program for salon stylists, and is now a phenomenal hair cutter and expert educator in all elements of the craft. His career credits include traveling with the ARROJO show and seminar team, hairstyling for a host of burlesque superstars, and for the lheartbrooklyngirls.com annual calendar. Topher can also point to shining editorial work for iconic publications, GONYC, Velvet Park, Cosmopolitan, and Curve.

ADDENDUM 1:

FACULTY STAFF

PIA

Pia's cosmetology career began by winning the Aveda Natural Talent competition, which gave her a full scholarship to Aveda Institute, NYC. After graduation, she excelled at two world-class salons, Vidal Sassoon and Cristiano Cora. Technically precise, with renowned artistic flair, Pia boasts an exceptional record as an educator. She assisted Cristiano Cora at Davines' monthly cut and color education classes, and was production assistant for Cora's "No More Excuses" collection, Toronto, Canada. Approachable and friendly, she is a key member of our teaching team, and can boast the rare talent for inspiring students and making their talents shine.

KAREN

A graduate of ARROJO Cosmetology School, Karen quickly became a successful stylist at renowned New York City salon, Revolver. Soon, her passion for all aspects of the beauty industry meant she was looking to branch out. With extensive knowledge of the craft, and a Bachelor of Arts Communications Major from Saint Louis University, Karen felt her skill-set would be best served by serving others. She joined our team as Admissions Director with a commitment to work with current and future cosmetology students on finding the right career path for them. She is a passionate student mentor and guide who facilitates a happy and edifying school experience for undergraduates. Originally from Kentucky, Karen relocated to NYC in 2009 to be at the epicenter of beauty, culture, and fashion.

ELISA

Elisa has the academic and practical background to excel in any avenue of the industry. She has spent successful times in salons in New York and San Francisco, and can boast credits for the likes of Jimmy Choo and Elle Magazine. She is also a Business Management Graduate with extensive experience of directing and leading a team. As the head of Student Services for Christine Valmy International School of Esthetics, Elisa was the careers advisor and administrator, helping each student find the right path on their personal journey, while maintaining an efficient school system. When Elisa saw the opportunity to join a world-class brand, she jumped. Now the non-teaching school manager, she is responsible for maintaining records, creating a great experience for each student, putting on events, and the future development of the school.

KELLY

A native New Yorker, Kelly has an innate sense of style. Her interest in hairdressing began by styling hair in college theater programs, while treading the boards has given her an outgoing, confident personality. After realizing she would be better suited to a career in beauty, Kelly made a beeline for ARROJO Cosmetology School. As an A-star graduate, she joined our salon team and, with an intrinsic understanding of ARROJO techniques, aced the apprentice-training program. After three successful years as a colorist on our salon floor, a desire to teach and to share her knowledge and skills led her back into the school, now as an A-star teacher. As an educator, Kelly blends technical precision and an artistic eye with an inspiring oratory style, helping each student see and realize their potential.

ADDENDUM 1:

FACULTY STAFF

MEGAN

Originally from Arizona, Megan moved to New York to continue her blossoming career. Since then, she has worked alongside many of the industries luminaries. She trained at the esteemed Paul Labrecque Salon and Spa, becoming the personal assistant of Paul and his Creative Director. Later, she moved to the Gerard Bollei Salon. Here she continued her upward curve, building a large and loyal client base while simultaneously developing in-salon training programs for an extensive team of stylists. An impressive love of learning new things developed into a burning passion to share knowledge and inspire, which led her to join the faculty at ARROJO Cosmetology. With exceptional communication skills, Megan is an engaging, powerful educator, with an expert understanding of the artistic nature of the craft.

JAMIE

Originally from Cleveland, Ohio, Jamie brings Mid-Western grace and charm to our team of cosmetology educators. She also brings rarified knowledge, talent and skill. Jamie began hairstyling in 2004, solidifying her craftsmanship and creativity through the Toni & Guy advanced training program. As her technique began to shine, she built a strong client base for colors and cuts, and became a network educator for Bumble & Bumble. In 2011 she moved to New York to further her career. Landing as a color specialist and educator at Platinum Salon in the trendy Meatpacking district, her reputation continued to rise and Jamie can now put editorial photo-shoots and show styling at New York Fashion Week amongst her credits. She joined our team to be part of an advanced and inspirational curriculum that challenges the next generation of stylists to rise to the top, and to elevate the craft.

MAURICIO

Raised in San Francisco, Mauricio has the classic Californian demeanor: mellow. His skills, however, are rich and full. A career spanning fifteen years began at the esteemed 77 Maiden Lane, San Francisco. Further cut and color training at Toni & Guy and additional color education with Wella make Mauricio a veritable master, expertly schooled in all elements of the craft. His credits include a write up for the “Best California Blonde” in San Francisco’s famous 7x7 Magazine and New York Fashion Week Show Styling, including the highly regarded Electric Feathers runway show. As an educator, Mauricio uses his relaxed attitude and extensive experience to bring a reassuring presence and an insightful mind and eye. Celebrated for his illustrious blow-out skills, students form an orderly queue to see what he can do with a blow-dryer and a brush.

ADDENDUM 2:

CLASS SCHEDULE, 2013 - 2014

FULL TIME START DATES / FULL TIME GRADUATION DATES

September 3 2013 - April 10 2014
September 17 2013 - April 24 2014
December 2 2013 - July 8 2014
February 3 2014 – September 4 2014
April 14 2014 – November 14 2014
June 9 2014 – January 14 2015
August 18 2014 – March 26 2015
September 8 2014 – April 15 2015
November 17 2014 – June 23 2015

PART TIME START DATE / PART TIME GRADUATION DATE

September 23 2013 - February 11 2015
(Breaks are scheduled for 3/17/14- 3/20/14 inclusive & 9/1/14 - 9/4/14 inclusive)

April 28 2014 - August 31, 2015
(Breaks are scheduled for 11/24/14 - 11/27/14 inclusive & 5/25/15 - 5/28/15 inclusive)

September 15 2014 - January 28 2016
(Breaks are scheduled for 3/30/15 - 4/2/2015 inclusive 11/23/15 - 11/26/15 inclusive)

PAYMENT INFORMATION

ARROJO Cosmetology offers Federal Student Aid from the government for those who qualify. ARROJO Cosmetology School also offers private affordable financing options.

Students requiring loans may seek out a private personal loan.

Tuition: \$14,700

Books and Supplies \$2,200 (including tax)

Registration: \$100

Any balances outstanding beyond graduation are subject to 11% interest.

Make up hours fees are calculated by dividing current program tuition cost by the number of course hours to give an hourly rate. This is currently \$14.70 per hour. Make up hours are set at a maximum of 70 hours unless exceptional circumstances apply, as per discretion of School Director.

ADDENDUM 2: CLASS SCHEDULE, 2013 - 2014

FULL TIME CLASS	OPTION 1 \$17,000 Pay in Full	OPTION 2 \$7,000 deposit	OPTION 3 \$6,000 deposit	OPTION 4 \$5,000 deposit	OPTION 5 \$4,500 deposit
	-	7 months	7 months	7 Months	7 Months
MONTH 1	\$0	\$1,430	\$1,575	\$1,725	\$1,790
MONTH 2	\$0	\$1,430	\$1,575	\$1,725	\$1,790
MONTH 3	\$0	\$1,430	\$1,575	\$1,725	\$1,790
MONTH 4	\$0	\$1,430	\$1,575	\$1,725	\$1,790
MONTH 5	\$0	\$1,430	\$1,575	\$1,725	\$1,790
MONTH 6	\$0	\$1,430	\$1,575	\$1,725	\$1,790
MONTH 7	\$0	\$1,420	\$1,550	\$1,650	\$1,760
TOTAL	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000

Make up hours fees are calculated by dividing current program tuition cost by the number of course hours to give an hourly rate.

This is currently \$14.70 per hour. Make up hours are set at a maximum of 70 hours unless exceptional circumstances apply, as per School Director.

ADDENDUM 2:

CLASS SCHEDULE, 2013 - 2014

PART TIME	OPTION 1 \$17,000 Pay in Full	OPTION 2 \$7,000 deposit	OPTION 3 \$6,000 deposit	OPTION 4 \$5,000 deposit	OPTION 5 \$4,500 deposit
	-	17 months	17 months	17 Months	17 Months
MONTH 1	\$0	\$590	\$650	\$720	\$740
MONTH 2	\$0	\$590	\$650	\$705	\$735
MONTH 3	\$0	\$590	\$650	\$705	\$735
MONTH 4	\$0	\$590	\$650	\$705	\$735
MONTH 5	\$0	\$590	\$650	\$705	\$735
MONTH 6	\$0	\$590	\$650	\$705	\$735
MONTH 7	\$0	\$590	\$650	\$705	\$735
MONTH 8	\$0	\$590	\$650	\$705	\$735
MONTH 9	\$0	\$590	\$650	\$705	\$735
MONTH 10	\$0	\$590	\$650	\$705	\$735
MONTH 11	\$0	\$590	\$650	\$705	\$735
MONTH 12	\$0	\$590	\$650	\$705	\$735
MONTH 13	\$0	\$590	\$650	\$705	\$735
MONTH 14	\$0	\$590	\$650	\$705	\$735
MONTH 15	\$0	\$590	\$650	\$705	\$735
MONTH 16	\$0	\$590	\$650	\$705	\$735
MONTH 17	\$0	\$560	\$600	\$705	\$735
TOTAL	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000

Make up hours fees are calculated by dividing current program tuition cost by the number of course hours to give an hourly rate.

This is currently \$14.70 per hour. Make up hours are set at a maximum of 70 hours unless exceptional circumstances apply, as per School Director.

ADDENDUM 3:

OTHER AVAILABLE COURSES

ARROJO COSMETOLOGY SCHOOL

2013 - 2014 ADVANCED CLASSES

CLASSIC CUTS 1

AUG 25-27 2013, FEB 2-4, AUG 17-19 2014(16 HOURS)

\$1,150 (TUITION: \$975, KIT: \$85, REGISTRATION: \$90)

Relearn and master classic scissor cutting as applied to the traditional shapes of hairdressing. Establish precise technique. Build your creative repertoire. Explore geometric yet organic shapes. Increase control, flexibility, and style; improve all cuts from the most simple to the most dynamic.

CLASSIC CUTS 2

NOV 3-5 2013, JUNE 8-10, NOV 2-4 2014 (16 HOURS)

\$1,150 (TUITION: \$975, KIT: \$85, REGISTRATION: \$90)

Continue to explore classic scissor cutting technique, applied to geometric yet organic shapes. Over three days watch, practice, and master three cuts that improve technical precision and creative awareness: Classic Long Layer, Classic Round Graduation, & Classic Short Graduation.

CUT & COLOR INSPIRATION

JAN 26-27, JUNE 15-16, OCT 19-20 2014 (11 HOURS)

\$800 (TUITION: \$650, KIT: \$85, REGISTRATION: \$65)

Make color placement intrinsic to the shape and style of each cut. Practice the latest trends and techniques in cut and color. Be a versatile master of your craft.

RAZOR FUNDAMENTALS

OCT 20-21 2013, JAN 19-20, MARCH 30-31, SEPT 7-8, NOV 9-10 2014 (11 HOURS)

\$800 (TUITION: \$650, KIT: \$85, REGISTRATION: \$65)

Discover the technical and creative scope of precision razor cutting and make it a feature in your own work. Unlock the freedom of the straightedge blade. Take creativity to the next level.

RAZOR ADVANCED

NOV 17-19 2013, JUNE 22-24, OCT 26-28 2014 (16 HOURS)

\$1,175 (TUITION: \$915, KIT: \$170, REGISTRATION: \$90)

Learn to master advanced razor-cutting techniques, developed and practiced at ARROJO. Bring weightlessness, swing and movement, and creative versatility to your own razor-cutting.

ADDENDUM 3:

OTHER AVAILABLE COURSES

SALON FUNDAMENTALS

APRIL 27-MAY 22, JULY 13 – AUG 7 2014 (140 HOURS)

\$4,400 (TUITION: \$3,960, KIT: \$340, REGISTRATION: \$100)

Acquire advanced, detailed knowledge and practice of contemporary techniques in scissor and razor cutting, color, styling, and business-building. Go from good to great, potential to realization.

ARROJO INSPIRATION

FEB 9-10, NOV 16-17 2014 (11 HOURS)

\$800 (TUITION: \$650, KIT: \$85, REGISTRATION: \$65)

Explore the latest theories, trends, and techniques in modern scissor and razor cutting. Find insight and ideas in this flair-filled class. Focus on inspiration and creation.

SCISSOR ADVANCED

MARCH 16-17, OCT 5-6 2014 (11 HOURS)

\$800 (TUITION: \$650, KIT: \$85, REGISTRATION: \$65)

This class is for proficient cutters who want to evolve their work with sophisticated, innovative, edgy, fashion-forward scissor-cut styles. Gain an intuitive understanding of shape, function, form.

SCISSOR THEN RAZOR

FEB 23-25, OCT 12-14 2014 (16 HOURS)

\$1,175 (TUITION: \$915, KIT: \$170, REGISTRATION: \$90)

Over three days practice classic scissor and razor cutting, and then move on to our most advanced, inspirational ideas in workshops that empower you to reinvent the rulebook.

MEN'S CLASSIC CUTTING

MARCH 2-3, SEPT 21-22 2014 (11 HOURS)

\$800 (TUITION: \$650, KIT: \$85, REGISTRATION: \$65)

Confident and consistent men's cutting is essential to the success of the modern stylist, yet it requires a unique skill-set. This hands-on, two-day seminar examines the elementary principles of effective men's hairdressing. Covering long, mid-length, and short styles, the class centers on refining the technique and approach of each stylist. Skills taught include scissor over comb, using square-shoe sectioning patterns, layering, graduations, and other techniques that are fundamental to success. This seminar offers the perfect foundation for stylists who want to create contemporary and cool men's cuts, and provides a platform to improve all masculine styling, from timeless cuts to fashion-forward looks.

ADDENDUM 3:

OTHER AVAILABLE COURSES

ARROJO RAZORCRAFT

JUNE 1-5, AUG 10-14 2014 (27 HOURS)

\$1,975 (TUITION: \$1,620, KIT: \$225, REGISTRATION: \$100)

Pioneer of modern razor-cutting, Nick Arrojo set his brand apart by inventing a series of techniques to use with the straight-edge blade. From swinging bangs to invisible layers and other originals, these skills make ARROJO one of the most distinctive salons in the world. This new, 5-day certification workshop teaches our signature approach, so you can also distinguish yourself from the competition. Mastering this style allows you to create seamless, diffused shapes with edgy wear-ability. Cuts last longer, grow out better, and enable versatile styling options. Over the five days, you go from fundamentals to advanced to trend as you take in classic layers and graduations; creative undercuts and fluid shapes; asymmetry and juxtapositions. Learning control, stroke, rotation, and diverse applications of the tool, become a versatile master of RazorCraft.

EDITORIAL STYLING

FEB 16-17, AUG 24-25 2014 (11 HOURS)

\$800 (TUITION: \$650, KIT: \$85, REGISTRATION: \$65)

The editorial styling class takes the classic shapes of hairdressing and turns them into sensational, avant-garde styles, using a range of professional tools. For an inspirational start, day one begins with an editorial video, and a model presentation of our latest collections. Afterwards, attendees learn to create looks on the vanguard of fashion and beauty trends. Continuing the inspiration, day two begins with a slideshow of our editorial back-catalogue. Then we demo braids, Marcel waves, and weft work, which leads into a hands-on workshop where you use these skills to create progressive and pioneering styles of your own making. This special class, giving you the unique experience of world-renowned editorial stylists, is perfect for hairdressers who want to work in the fashion industry.

OCCASION STYLING

NOV 10-11 2013, MARCH 23-24 2014, OCT 12-13 2014 (11 HOURS)

\$800 (TUITION: \$650, KIT: \$85, REGISTRATION: \$65)

The occasion styling class increases the range of services you can offer on the salon floor. Taking a contemporary look at timeless styles, our master stylists guide and facilitate as you practice and master techniques perfect for weddings, black tie events, prom nights, and other special occasions. Over the two days, the central theme is preparation — put the right foundation in place and you can build looks with fabulous design details. Using blow-dries, roller-setting, hot-irons, and product usage, day one takes in elegant, classic looks, like ponytails, buns and twists, and teaches how to add magic to these apparently simple styles. One day two, you take it up a notch, creating elaborate updos, fancy French twists, wow factor texture and volume.

ADDENDUM 3:

OTHER AVAILABLE COURSES

HAIR PAINTING

SEPT 29-30 2013, APRIL 6-7, SEPT 14-15 2014 (11 HOURS)

\$800 (TUITION: \$650, KIT: \$85, REGISTRATION: \$65)

Free-hand hair-painting creates effects ranging from soft and natural to bold and creative. For clients it is as economical as it is fashionable because it doesn't leave strong lines of demarcation or re-growth. For these reasons, hair painting is now one of the most popular salon services. This class takes you to the heart of the vanguard. Over two-days, you will learn to use heavier or lighter saturations for varying effects; painting from narrow to wide for natural-looking high and low lights; and how to use the peaks and valley's of the hair line as your guide. You also learn how to paint in horizontal, diagonal, and zig-zag sections — each technique has its own benefits, ranging from: best for painting small pieces, best for an evenly blended finish, best for low-lighting.

ADDENDUM 4:

OEDS & STATE BOARD PASS RATES

ENROLLMENT, COMPLETION AND PLACEMENT RATE IN NEW YORK STATE PRIVATE TRADE SCHOOLS AND REGISTERED PRIVATE BUSINESS SCHOOLS JULY 1, 2010 THROUGH JUNE 30, 2011

COSMETOLOGY

A. PROGRAM ENROLLMENT

Full -Time	66
Part - Time	12
Total Enrollment	78

B. PROGRAM COMPLETION RATE

Enrolled	78
Graduates	68
Non Completers	9
Continuing Students	39
Completion Rate	88%

C. PLACEMENT OF PROGRAM COMPLETERS

Number of Graduates	68
Percentage of graduates who are:	
1.) Employed related field	67%
2.) Employed slightly related field	7%
3.) Employed unrelated field	1%
4.) In military	0%
5.) Seeking employment	9%
6.) Pursuing additional education	6%
7.) Unavailable for placement	0%
8.) Status unknown	10%

D. STATE LICENSING EXAMINATION RESULTS

Graduates	68
Pass Rate	82%

ADDENDUM 4: OEDS & STATE BOARD PASS RATES

ENROLLMENT, COMPLETION AND PLACEMENT RATE IN NEW YORK STATE PRIVATE TRADE SCHOOLS AND REGISTERED PRIVATE BUSINESS SCHOOLS JULY 1, 2011 THROUGH JUNE 30, 2012

COSMETOLOGY

A. PROGRAM ENROLLMENT

Full -Time	61
Part-Time	7
Total Enrollment	68

B. PROGRAM COMPLETION RATE

Enrolled	68
Graduates	64
Non Completers	7
Continuing Students	35
Completion Rate	90%

C. PLACEMENT OF PROGRAM COMPLETERS

Number of Graduates	64
---------------------	----

Percentage of graduates who are:

1.) Employed related field	90%
2.) Employed slightly related field	1%
3.) Employed unrelated field	5%
4.) In military	0%
5.) Seeking employment	1%
6.) Pursuing additional education	3%
7.) Unavailable for placement	0%
8.) Status unknown	0%

D. STATE LICENSING EXAMINATION RESULTS

Graduates	64
Pass Rate	75%

ADDENDUM 4: OEDS & STATE BOARD PASS RATES

COMPLETION, PLACEMENT, AND LICENSURE REPORT

RATES/YEAR	2010	2011	2012
COMPLETION	57/60 = 95%	67/76 = 88%	69/76 = 91%
PLACEMENT	55/57 = 96%	66/67 = 99%	57/69 = 83%
LICENSURE	41/54 = 75%	50/69 = 72%	57/73 = 78%

ADDENDUM 5:

PRE ENROLLMENT INFORMATION

COSMETOLOGY CAREER CONSIDERATIONS:

Arrojo Cosmetology School wants to ensure that students interested in pursuing a career in cosmetology consider all aspects of such a career decision.

Students interested in this career must:

- Enjoy working with the public and be able to follow a client's direction
- Make a strong commitment to the educational process and complete the course of study
- Have finger and hand dexterity and a sense of artistry
- Learn the skills necessary to operate a customer service based business
- Work long hours in order to build a clientele and earn the desired income
- Students and applicants should be aware that the profession requires:
- Applicants have the ability to maintain good body posture for long periods of time
- The work can be physically demanding because of long hours
- For people who are extremely sensitive, continuous exposure to cosmetic products can cause
- An allergic reaction or be harmful if used incorrectly
- Compensation methods vary and may be straight salary, salary plus commission, straight
- Commission, sliding scale compensation, retail commission and independent contracting
- Practicing industry standards for safety and client infection control methods for effective and Successful performances of services
- Personal investment is necessary to build and maintain a client base
- You may be required to produce advertising and promotional materials for effective marketing of your services

STATE LICENSING INFORMATION

The New York state law requires that students have 1000 clock hours of training and be graduated from licensed Cosmetology School to qualify for an initial Cosmetology license. Following graduation, students are required to take a written and practical exam with a passing grade of 70% or higher before receiving their Cosmetology license.

See attached the link to specific sections of the NY State Board website for your reference

GENERAL - <http://www.dos.state.ny.us/licensing/>

COSMETOLOGY page - <http://www.dos.state.ny.us/licensing/cosmetology/cosmetology.html>

LICENSE APPLICATION - <http://www.dos.state.ny.us/forms/licensing/0034-a.pdf>

ADDENDUM 5:

PRE ENROLLMENT INFORMATION

WRITTEN EXAM INFORMATION AND DATES - <http://www.dos.ny.gov/licensing/exams/July-December2013/cosmet.html>

STATES NY HAS RECIPROCITY WITH - <http://www.dos.state.ny.us/licensing/cosmetology/cosmetreciprocity.html>

PASS RATE - http://www.acces.nysed.gov/bpss/pdf/AppearanceEnhancementStats2011_12.pdf

The cost of tuition does not include the New York State Examination fee or license.

Voter Registration - www.elections.ny.gov/VotingRegister.html

Selective Service

To receive federal student aid, the student must be registered with Selective Service if the student is male, at least 18 years old, and born after December 31, 1959. Generally, men between the ages of 18 through 25 are required to register with the Selective Service systems. This requirement covers both U.S. citizens, permanent residents, and most other men residing in the U.S. Students may register with Selective Service by answering a question on the FAFSA or the student may register online at the Selective Service website at: www.sss.gov

Students who have questions about the Selective Service registration requirement may contact the Selective Service at 1-847-688-6888.

Standard Occupational Code (SOC Code) Hairdressers, Hairstylists and Cosmetologists

<http://www.onetcodeconnector.org/ccreport/39-5012.00>

National Centre for Education Statistics (CIP Code) Classification of Instructional Programs <http://nces.ed.gov/pubs2002/cip2000/cip2000.asp?CIP2=12.0401>

Student Kit, Books and Supplies

(see attached)

ADDENDUM 5:

PRE ENROLLMENT INFORMATION

STUDENT EDUCATIONAL MATERIAL

Milady Standard Cosmetology 2012, 1st Edition, Hardback Text Book
ISBN-10: 1439059306

Milady 2012 Theory Workbook, Soft Cover:
ISBN-10: 1-4390-5923-3

Milady 2012 Exam Review Soft Cover:
ISBN-10: 1-4390-5921-7

Milady 2012 Practical Workbook Soft Cover:
ISBN: 10:1-4390-5922-5

Anatomy & Physiology 2012: Reference for Beauty and Wellness Professionals
ISBN10: 1-111-64211-7,

PRODUCT LISTING: <http://www.milady.cengage.com/cosmetology/home.html>

ADDENDUM 5: PRE ENROLLMENT INFORMATION

BOOKS AND SUPPLIES (KIT) INFORMATION AND PRICING

SUPPLIER	ITEM	# OF ITEMS	SPECIFICS	RETAIL PRICE
LIC SALON APPAREL	Cutting Cape	1	Teflon White snap close	\$30.00
	Uniform	2	Grey with logo	\$100.00
	\$130.00			
BURMAX	Vinyl Comb Out Cape	1	Black - Scalpmaster	\$2.35
	Arrojo Nylon Chemical Cape	1	Black - Scalpmaster	\$6.48
	Arrojo Stylist Apron	1	Black - Scalpmaster	\$8.95
	Flip-Top Bottle	3	Clear - Soft'n Style	\$1.74
	Crystal Clear Spray Bottle	1	16 oz fine mist	\$0.90
	Hip Swivel Mankin Holder	1	Table Clamp	\$4.94
	Brush and Comb Cleaner	1	Brush and combs	\$0.79
	Teasing Brush	1	Nylon black - Scalpmaster	\$0.46
	Arrojo Expandable Bag with Detachable Carry-All Bag	1	Black	\$31.25
	Duck Bill Clips	1 box	12 Clips - Soft'n Style	\$1.18
	Double Prong Curl Clips	1 box	Double Prong - Soft'n Style	\$3.90
	Dual Purpose Pin Curl Clips	1 box	Double Prong - Soft'n Style	\$5.00
	Bobby Pins	1 box	1/2 lb. - Soft'n Style	\$1.73
	Hair Pins	1 box	1/2 lb - Soft'n Style	\$2.09
	Nylon Roller Pins	1 pack	Soft'n Style	\$1.14
	Styling Comb	1 box	7"- Aristocrat	\$1.04
	Pin Tail Comb	2	8" - Scalpmaster	\$2.14
	Rat Tail Carbon comb	1	8-1/2" - Salonchic	\$1.56
	Rat Tail Comb	1 box	8-1/4" - Aristocrat	\$1.04
	Dye Brush	4	Soft'n Style	\$1.36
	Plastic Sterilizing Tray	1	White	\$9.24
	Mini Concentrated Air Diffuser	1	Grey Sock - Soft'n Style	\$2.25
	Marcel Grip Iron	1	3/4 " Regular Hot Tools	\$25.18
	Snag Free Elastic Bands	1 pack	12 Black - Gold Magic	\$0.61
	Big Digit Digital Timer	1	Digital - Soft'n Style	\$8.70
	100 ml. Small Jar	2	Fanta Sea	\$0.84
	160 ml. Medium Jar	3	Fanta Sea	\$1.32

ADDENDUM 5: PRE ENROLLMENT INFORMATION

BOOKS AND SUPPLIES (KIT) INFORMATION AND PRICING

SUPPLIER	ITEM	# OF ITEMS	SPECIFICS	RETAIL PRICE	
BURMAX	Jumbo Lilac Rollers	1 pack	Lilac - Soft'n Style	\$0.46	
	Smooth Magnetic Set rollers	1 pack	1-1/8" Beige - Soft'n Style	\$0.82	
	Palm Size Peanut Clipper/ Trimmer	1	Wahl Trimmer	\$33.17	
	Disposable Kit For Natural Nails	3	DL Professional	\$3.45	
	Pedicure Set	2	8pc. - DL Professional	\$2.40	
	Feet To Go Travel Kit	1 pack	Gena sample products	\$7.80	
	Classic Manicure Bowl	1	Clear	\$0.89	
	Toenail Clipper	1	Satin Edge	\$0.81	
	French Manicure Kit	1	Fanta Sea	\$4.18	
				\$182.16	
	ARROJO	Detangling Brush	1	Arrojo AP-B11	\$16.00
		Round Paddle	1	Arrojo AP-B1	\$28.00
Small Paddle Brush		1	Arrojo AP-B10	\$22.00	
Large Round		1	Arrojo AP-B7	\$32.00	
Medium Round		1	Arrojo AP-B6	\$28.00	
Small Round		1	Arrojo AP-B5	\$24.00	
Extra Small Round Brush		1	Arrojo AP-B4	\$23.00	
Italian Long Bristle		1	Arrojo AP-B8	\$32.00	
Small Ceramic Round Brush		1	Arrojo AP-B12	\$23.00	
Medium Ceramic Round Brush		1	Arrojo AP-B13	\$26.00	
Ceramic Round Brush		1	Arrojo AP-B9	\$30.00	
Styling Brush		1	Arrojo AP-B2	\$25.00	
Cutting Comb		2	Arrojo AP-C2	\$17.00	
Cutting comb		2	Arrojo AP-C1	\$15.00	
Arrojo Razor		1	Arrojo Styling Razor	\$130.00	
Razor Blades		1 box	Guarded Styling	\$11.00	
Arrojo Scissors		1	Arrojo 5 1/2 inch	\$430.00	
Arrojo Thinning Scissors		1	Arrojo 5 1/2 inch	\$375.00	
Arrojo Red Clips		2	Pack of plastic clips	\$28.00	
Arrojo Hairdryer		1	Arrojo	\$229.00	
			\$1,544.00		

ADDENDUM 5: PRE ENROLLMENT INFORMATION

BOOKS AND SUPPLIES (KIT) INFORMATION AND PRICING

SUPPLIER	ITEM	# OF ITEMS	SPECIFICS	RETAIL PRICE
PIVOT POINT	Snap Cap Headform	1	Head form only	\$19.40
	Solid Full	3	one length medium length hair	\$264.30
	Quadrant	1	4 color hair	\$88.10
	Swatches Pack	1 pack	small pack of 70 blank swatches	\$20.30
MILADY CENGAGE	Milady Hard Cover Text Book	1	ISBN 10: 1-4390-5930-6	\$112.50
	Milady Theory Workbook	1	ISBN 10: 1-4390-5923-3	\$47.95
	Milady Practical Workbook	1	ISBN 10: 1-4390-5922-5	\$47.95
	Milady Exam Review	1	ISBN 10: 1-4390-5921-7	\$35.95
	Milady A & P Chart	1	ISBN 10: 1-111-64211-7	\$26.50
SHEAR WORLD	Detangling Comb	1	Champion Black	\$15.00
				\$15.00
TOTALS				\$2,534.56
	Tax 8.875% (Books not taxed)			\$200.86
	Grand Total			\$2,735.42

LIC Salon Apparel 866 997 6237

Burmax 800 645 5118

Arrojo 212 242 7786

Pivot Point 800 886 4247

Milady Cengage 800 998 7498

Shear World 800 533 3102

ADDENDUM 5:

PRE ENROLLMENT INFORMATION

MEDIAN DEBT OR MEDIAN LOAN DEBT

To help defray the cost of school, many students apply for student loans. Student loans are monies that must be repaid after leaving school. Arrojo Cosmetology School is accredited by NACCAS however not yet approved to receive government issued Title IV student loans. Please speak to our Admissions Director for more information.

Arrojo Cosmetology School calculates the median debt of students graduating from a program. Median debt refers to the 'mid-range' or amount of debt the average student has when they graduate.

The median debt for Non –Title IV students completing the Cosmetology Program at Arrojo Cosmetology School is \$0.

You may see non-Title IV students mentioned as a separate number. Non-Title IV means they did not receive government loan assistance. They may have received private loans, say from a bank or parent. Therefore, our non-Title IV median debt rate is typically \$0.

OCCUPATION DATA

Occupation data refers to a set of information about specific profession. You might hear it called an occupational profile. The Bureau of Labor Statistic put together a series of facts designed to give those looking for a career a complete picture of various professions. Data includes occupational tasks, work context, activities and job style. The data helps to explain exactly what you may be expected to perform for a specific job or occupation. Occupations are classified using a Standard Occupation Code (SOC). For each profession you are considering or researching, the SOC code assigned to that occupation will be different. To view specific occupational data, visit the website: <http://www.oneonline.org/link/summary>. In the lower left hand corner, you'll enter the SOC code to see a specific listing of the career's requirements. The codes are for the programs offered at Arrojo Cosmetology School are:

(Cosmetologist (or someone who does hair) – SOC 39-5012.00

ON TIME GRADUATION RATE

The instructional hours a student needs to complete a course of study are mandated by most states. When a student completes the graduation requirements and instructional hours on or before their original contracted graduation date, that student is considered an on-time graduate. The Department of Education prohibits an institution from including in the on-time graduation rate any graduate that has a delayed graduation date. Whether you graduate 'on-time' or not can be affected by several different factors. Many post-secondary students could have delayed graduation dates due to family responsibilities, day care issues and or conflict with employment schedules while attending school.

ADDENDUM 5:

PRE ENROLLMENT INFORMATION

Students, who fall into this category, although they graduate, do not meet the definition of on-time graduate and are not included in the on-time graduation rate. The on-time graduation rate represents those students who graduated on or before their contracted graduation date. At Arrojo Cosmetology School the on-time graduation rate is 98%.



FOR MORE INFORMATION

ARROJO COSMETOLOGY SCHOOL

ADDRESS	56 King Street, New York NY 10014
PHONE	1.212.242.7786 x208
WEB	http://www.arrojocosmetology.com
EMAIL	info@arrojocosmetology.com