



Naturally Yours Barber and Beauty Salon and School, Inc.

(DBA Naturally Yours Barber and Beauty Salon and School)

STUDENT HANDBOOK

MARCH 2026

259 Wadsworth Drive, Chesterfield, Virginia 23236
www.naturallyyoursbarberandbeautyschool.com

The Naturally Yours Barber and Beauty Salon and School, Inc. is licensed to operate by the Virginia Department of Professional and Occupational Regulation-Board of Barbers and Cosmetology and does not discriminate based on race, sex, creed, religion, disability, or national origin.

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School History

Ms. Shirley Cameron, the founder of Naturally Yours Barber and Beauty School, is a Richmond, Virginia native, an educator, motivator, and mentor. Ms. Cameron holds beauty licenses in cosmetology and permanent cosmetic tattooing and an instructor license in each study area. Ms. Cameron received her cosmetology license in 2002.

Ms. Cameron, an entrepreneur since 2005, has been recognized and honored by several organizations and is the President of the Naturally Yours Barber and Beauty School Corporation, founded in 2018. Ms. Cameron received her instructor training from LB Beauty Academy, Richmond, and was a staff member for over five years.

Our Mission

“To help you unleash your potential by empowering you with the knowledge and skills to move forward in your career!”

Our Commitment to Students

Naturally Yours Barber and Beauty Salon and School’s primary purpose is to help students reach their potential thru classroom and hands-on training. We are committed to teaching our students new skills and techniques and broadening their learning potential. Naturally Yours Barber and Salon and School have high standards and expectations for our School and students. We want to see all our students continually seek new ideas and improve their skills. Our students’ success is our success.

Classroom training will include all The Virginia Department of Professional and Occupational Regulation (DPOR) rules and regulations. By the end of the course, students should have a knowledge base of the rules and regulations with a clear understanding of them.

What to Expect

Naturally Yours Barber and Beauty Salon and School offer a great learning environment with experienced licensed instructors. Students will experience theory (classroom) and practical (hands-on training). We offer day, evening, and weekend classes to fit their schedule (subject to change). Our classes have a minimum of four students per class, and we use Milady online courses for testing. Therefore, grades may be viewed at any time.

Attendance

The length of each course completion is determined by the weekly hours students attend. The time for all courses is recorded in clock hours.

Classes with 500 hours or less is not allowed to miss any days, and classes with over 501 hours is allowed to miss 3 days without being penalized.

When more than five consecutive days have been missed, the student is considered to have made a voluntary withdrawal and will be terminated. There will be a reinstatement fee of

\$500 for all terminated students.

Time-Keeping Errors: If a student feels there is an error or has any questions, please see the office manager or email officemanagerny@aol.com

Tardiness Policy

Each student is expected to be signed in and seated at the start of class. If a student misses information, they must get with the instructor after class or at an agreed-upon date and time.

Missed Time

All missed time must be made up. A student absent from class will be assessed a separate fee to have an instructor go back and cover the missed material. This fee is (\$100.00 per hour) separate from the tuition course fees and payable in advance.

Sign In

Students are required to sign in each day. If a student is tardy, they are expected to use their arrival time, not the time the class started. A monthly timesheet is kept in each student's folder. All supervised hours by an instructor are considered clock hours. These hours include clinical labs, workshops, lectures, and online study and training. Each student may ask to review their clock hours at any time. No student is allowed to sign for another student.

Career Resources

Naturally Yours Barber and Beauty Salon and School do not provide employment placement or career development. However, we can provide a written reference for your attendance, attitude, and techniques upon request.

Transfer of Hours to other Learning Institutions

****All credit hours received from Naturally Yours Barber and Beauty Salon and School, Inc. may be transferred; it is up to the receiving institution whether they will be accepted. Credit will be given an hour for an hour with a passing grade of 75%. Naturally Yours Barber and Beauty Salon and School, Inc. do not accept credits from any other learning institution. There is a \$50.00 fee for all transcripts.**

Release and Use of Information

Students have access to all their records. However, if they wish any third party to view their records (ex., parents or guardians), a written request (by email) must be submitted with specific instructions on what information is to be shared and email (officemanagerny@aol.com).

If an in-person meeting is requested, follow the same steps stated above, include a date and time, and outline what topics will be discussed—all approvals sent within 48 hours.

Admissions – Open Enrollment

1. Be 16 years (except for tattoo and PCT-must be 18 years old) or older.
2. Complete an in-person interview.

Termination

When a student is terminated for any reason, Naturally Yours Barber and Beauty Salon and School, Inc. will provide a written report to the student, at their request, documenting all practical and technical hours completed.

Pre-Registration

The following requirements must be met before the first day of class:

- Registration form and Registration fee of \$400.00
- Acceptance Letter (Picture Id required)
- Enrollment Contract
- Payment and Payment Arrangement form
- Photo Release form
- Instructor Agreement

Tuition costs do not include books, kits, supplies, tools, or state testing and license fees. All materials must be purchased before the start of class and are required on the first day of class.

Dress Code

Our required dress code consists of scrubs, a black top, and black bottom.

Each student will be issued a name badge and must wear it to class each day. If a student's name badge is misplaced, we will reissue a new badge for \$5.00. (Please have your uniform wrinkle-free)

Textbooks

Students are responsible for their supplies. Books, kits, supplies, tools, or licensure fees are not included in student tuition. Milady Textbooks and Workbooks are utilized for all courses. All required learning materials are required in class on the first day.

Hours of Instruction

All programs are based on clock hours. There will be a 15-minute break for every 2 hours of class time.

Winter Break

The School follows the Chesterfield School System schedule.

Inclement Weather

The School follows Chesterfield School System rulings.

Grievance

Any complaint(s) should be reported promptly in writing, dated, and signed.

First, submit the complaint to the instructor and if the situation cannot be resolved, then submit the written complaint to Ms. Shirley Cameron. If the complaint cannot be resolved using our guidelines set forth in the student handbook, the student may file a complaint with the Department of Occupation and Regulations (DPOR) as a last resort.

No intimidation or adverse actions will be taken against any student who files a complaint.

Grading System

A student must maintain a minimum of 75% to be considered satisfactory.

Satisfactory- 75% - 100%

Unsatisfactory- 74% or below

Progress reports are given every month.

Probation Period: When a student's grade falls below 75%, they will be placed on probation.

*** Students can pay \$50.00 per hour for tutoring with an instructor.

The instructor for each course will complete the following for each student: *Student Daily Notes

*Student Progress Report (monthly)

*Theory Evaluation

To be awarded credit, students must score 75% or higher on chapter theory exams.

Retaking of chapter exams is unlimited.

*Performance Evaluations - All records are maintained for reference.

Mid Completion of Course

When each student has completed 50% of their course, they will receive by email a progress report stating the course material that has been completed, any outstanding assignments that need to be turned in, and any tuition balance that is due.

Any student at any time during their training may request a progress report.

Code of Conduct

Each student is expected to conduct themselves professionally. Students will address their instructors and other personnel by Mr. or Ms. and peers respectfully. If the parties involved cannot resolve a situation, a third party will intervene as a mediator. Please leave all gossip and negative comments at the door. No food or drinks are allowed in the classroom near the computer stations. No illegal/legal drugs or alcohol are permitted on the premises (if we can smell it, you will not be permitted to attend the class). There is to be no smoking in the classroom. Please leave cell phones in your car or turned off until class has ended. Each student is expected to be in the correct uniform for class each day (Please have your uniform wrinkle-free).

Disciplinary Action

The following is a guideline of offenses that will warrant disciplinary action:

- Students not wearing the appropriate attire when they attend class.
- Lack of attendance to class, lectures, online training, or any other training resource.
- Speaking disrespectfully to an instructor or other student(s) includes using profanity.
- A student's failure to follow instructions and a disregard for authority.
- Theft- taking school property off the premises without permission.
- Theft- taking another student's property without permission.
- Falsifying time sheets, signing any for another student, or taking part in any falsification of paperwork.
- Destruction of school property or another student's property.
- The use of alcohol / illegal drugs / legal drugs on school premises (if the substance can be smelled, you will not be allowed to attend the class).
- If a student is under the influence of alcohol / illegal drugs / legal drugs on school premises.

- Failure to follow DPOR rules and regulations.
- All firearms are prohibited from being carried on the premises.
- Naturally Yours Barber and Beauty Salon and School, Inc. reserve the right to add or modify this list at any time. Students will be notified in writing of any changes.
- A violation of these rules can result in suspension or termination from your program. The length of the suspension or decision for the termination will be determined by the Naturally Yours Barber and Beauty Salon and School Owner / Dean, Ms. Shirley Cameron.

Leave of Absence – 3-day period

A student may request a Leave of Absence in case of exceptional circumstances such as death in the family, accident, unexpected illness, or other extenuating circumstances.

A request for a leave of absence must be made in writing or by email. Upon approval, the maximum number of days that can be consecutively missed is five in 3 months. Once the Leave of Absence is granted, the student will not be penalized for missed time. The payment agreement will be reinstated when the student returns.

Naturally Yours Barber and Beauty Salon and School, Inc. reserve the right to terminate a student if he or she does not return on the agreed-upon date. All documentation for the Leave of Absence will be kept in the student's file:

- Request Letter (Please date, give the reason for the request, and sign)
- Approval Letter
- Agreement on Return Date

When more than five consecutive days have been missed, the student is considered to have made a voluntary withdrawal and will be terminated. The last date of attendance will be the date that the Leave of Absence was granted. There will be a reinstatement fee of \$300 for all terminated students.

Complaint Process:

- Submit a complaint to the instructor. If the instructor does not resolve the complaint, the complaint is then forwarded to the Director of the School.
- If the complaint is not satisfied at that level (Director), the student may file a school complaint to the Department of Professional and Occupational Regulations (DPOR).
- The instructor or Director is available daily from 10 a.m. to 1 p.m. Mondays and Saturdays to discuss students' concerns.
- Students will not be subjected to adverse actions by any school personnel because of initiating a complaint.
- All complaints must be submitted in writing in a reasonable time, dated, and signed.

Refund Policy

For students who pay their tuition in full prior to beginning the program, refunds will be calculated based on the percentage of the total course completed.

Withdrawal Within the First Three (3) Days:

If a student withdraws from the program within three (3) calendar days of enrollment, the student may be eligible for a refund of tuition paid, less any applicable non-refundable registration fees, books, kits, supplies, tools, or other charges that have already been provided or incurred.

After the First Three (3) Days:

If a student withdraws after the first three (3) days, the refund will be based on the percentage of the total program hours completed

Naturally Yours Barber and Beauty School Education Loan

Truth-In Lending Payment Schedule

STUDENT: _____ ID NUMBER: _____ CREDITOR: _____

_____ Naturally Yours Barber and Beauty School

Loan Rates & Estimated Total Costs: _____

Total Loan Amount: _____ Interest Rate: _____ Finance Charge: Total of Payments: _____

Itemization of Amount Financed: _____

Amount paid to School: \$ _____

Amount paid by others on the student's behalf: +\$ _____
(_____)

Amount Financed: =\$ _____

Initial Finance Charges (Total): +\$ _____

Total Loan Amount: =\$ _____

Estimated Repayment Schedule & Terms

Amount Financed: \$ _____ (0% Interest)

Deposit Amount: \$ _____

Balance Financed: _____ \$ _____ (divided by weeks/months/other)

Payment Amounts Due: \$ _____

Schedule of Repayment:

Weekly: _____ () Date Due: _____ # of weeks Repayment _____

Monthly: _____ () Date Due: _____ # of weeks Repayment _____

Other: _____ () Date Due: _____ # End Date Repayment _____

Specific Other: _____ Date Due: _____

Student: _____ Date: _____

Guarantor: _____ Date: _____

As Guarantor, I understand that I am liable for amounts set forth herein if the student does not pay.

School Representative: _____ Date: _____

Enrollment Contract Acceptance

I, _____ understand that by signing the Enrollment contract, I agree to all policies and procedures in the student handbook.

I am enrolling in the _____ course.

I am committing to completing _____ hours to obtain my degree or certificate.

I understand that I am responsible for all learning materials needed for my course.

I have submitted a \$400.00 registration fee

Circle One:

I will be paying all fees in a one-time payment.

I will be signing a payment plan agreement.

Signature: _____

Date: _____

REPRESENTATIVE'S CERTIFICATION

I hereby certify that _____ (student) has been interviewed by me and, in my judgment, meets all requirements for acceptance as a student in the _____ program at Naturally Yours Barber and Beauty School, as described in the school handbook. I further certify that there have been no verbal or written agreements or promises other than those appearing in this agreement.

Signature of School Official: _____

Date: _____

INSTRUCTORS

All instructors are licensed and in good standing with the licensing agency, DPOR. Character references are good, and each staff has experience working with adults. Licenses are posted in the reception areas of the School.

Post-Graduate Administrative Assistance & State Board Preparation

Post-Graduate Administrative Assistance

Naturally Yours Barber & Beauty Salon and School is committed to supporting our graduates beyond program completion. Post-graduate administrative assistance may include:

- Guidance with completing state board applications
- Assistance with navigating the licensing process
- Direction for scheduling examinations
- General clarification regarding documentation requirements
- Verification of training hours (as applicable)

Administrative assistance is provided as a courtesy to our graduates. Graduates are responsible for ensuring all required documents, fees, and submissions are completed accurately and submitted within required timelines established by the appropriate regulatory authority.

Additional Academic Assistance

Graduates who feel they need additional academic support after program completion may request tutoring or review sessions. These sessions are designed to reinforce theory knowledge, practical procedures, safety standards, and professional expectations.

Additional assistance sessions must be scheduled in advance and may be subject to availability and applicable fees.

State Board Bootcamp (If Additional Preparation Is Required)

If a graduate requires intensive preparation prior to taking the state board examination, the school offers a **State Board Bootcamp** option.

Bootcamp Details:

- Flat Fee: **\$500**
- Duration: **3 hours**
- Format: Conducted in one day
- Focus: Concentrated review of theory, practical procedures, safety and sanitation standards, testing expectations, and mock examination preparation

The State Board Bootcamp is structured as an accelerated, high-focus session intended to strengthen confidence, correct deficiencies, and ensure readiness for examination.

Payment must be made in full prior to scheduling the Bootcamp session.

Naturally Yours Barber & Beauty Salon and School remains dedicated to graduate success and professional excellence. Participation in post-graduate assistance programs does not guarantee examination passage but is designed to enhance preparedness and confidence.

If you would like, I can also format this in a slightly stricter policy tone or make it more student-friendly depending on your handbook style.