

(6) After review by the student of the written disclosure required in sub. (5), the disclosure shall be signed by the student and a representative of the school. A copy of the disclosure shall be given to the student.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77; am. (4) and cr. (5) and (6), Register, March, 1982, No. 315, eff. 4-1-82.

C 2.04 Enrollment and records. (1) In all schools other than those operating on a semester system, the students may be enrolled and begin attendance at the school on the third Monday of each month. In schools operating on a semester system, the beginning attendance date shall be established on a date consistent with the opening of other classes in the schools and consistent with meeting the course requirements. All applications for student permits shall be completed and on file in the board office located at 1400 East Washington Avenue, Madison, Wisconsin, no later than 10 days prior to the beginning attendance date. A student permit may not be issued until the board has received proof of qualifications as provided in s. 458.02 (8), Stats. Students may not begin training until a permit has been issued. The permit fee and original documents submitted shall be returned and all other documents disposed of if a student permit is not issued.

(2) A complete record of the date a student enters school, daily attendance at classes and a student's grades and quota reports shall be maintained. This report shall be signed by a school representative and the student. Copies of this report shall be provided to the student and the board upon the student's graduation or termination from the school program.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77; am. (1), Register, March, 1982, No. 315, eff. 4-1-82; am. Register, March, 1986, No. 363, eff. 4-1-86.

C 2.05 Refund policy. (1) **DEFINITIONS.** In this section:

(a) "Business day" has the meaning specified in s. 421.301 (6), Stats.

(b) "Class day" means any day on which instruction is provided by the school and the student is scheduled to attend. Holidays, scheduled vacation periods, other days on which instruction is not provided by the school, and period for which the student is granted a leave of absence are not class days.

(c) "Total cost of the course of instruction" means the sum of all charges made by the school for tuition, books, materials, supplies and any other charges made by the school which are required to be paid by the student as the result of enrollment in a specific course of instruction. Room and board charges shall be included in the total cost of the course of instruction only if the school requires the student to utilize room or board facilities provided by the school.

(2) **FULL REFUND.** A school's refund policy shall provide for a full refund of all money paid by the student if:

(a) The student cancels the enrollment agreement or enrollment application within 3 business days after receipt of notice of acceptance from the school,

(b) The student accepted was unqualified or

(c) The student's enrollment was procured as the result of any written or oral misrepresentations made by the school or its agents.

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(3) **PARTIAL REFUND.** (a) In this subsection, "percentage of enrollment time" means the number of class days elapsed from the start of the student's attendance until the student's last date of attendance divided by the total number of class days required to complete the course of instruction.

(b) If, for any reason, a student withdraws or is dismissed by the school prior to the commencement of classes, the charge may not exceed 15 % of the total cost of the course of instruction or \$100.00 whichever is less.

(c) If, for any reason, a student withdraws or is dismissed by the school prior to the commencement of classes, the school's refund policy may not permit any charge to the student which exceeds \$150.00 plus the amount shown in Table C 2.05 (3) but in no case may the charge exceed the total cost of the course of instruction.

Table C.205 (3) Partial Refund

PERCENTAGE OF ENROLLMENT TIME		MAXIMUM PERCENTAGE OF TOTAL COST OF COURSE OF INSTRUCTION THAT MAY BE CHARGED
GREATER THAN	LESS THAN OR EQUAL TO	
0%	5%	20%
5	10	30
10	15	40
15	25	45
25	50	70
50	100	100

Note: Schools are encouraged to adopt a policy wherein the refund to the student may exceed the amounts set forth above when mitigating circumstances are in evidence.

(4) **EQUIPMENT FEES.** A school shall reimburse the cost of the unused equipment or supplies that a student was required to purchase as a condition of enrollment or continued participation in the course of instruction to a student who for any reason withdraws or is dismissed by the school and who within 15 days of withdrawal or dismissal tenders for reimbursement the equipment and supplies in their original condition.

(5) **SCHOOL CLOSING.** If a school is closed and no longer offering instruction after a student is enrolled, the student shall be entitled to a pro rata refund of total cost for the course of instruction such as lab and equipment fees.

(6) **REFUND DEADLINE.** The school shall make any refunds due to the student within 30 days of the school dismisses the student or receives notice of withdrawal, or of the school closing.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77; r. and recr. Register, October, 1988, No. 394, eff. 11-1-88.

C 2.06 Limitations of instructors. Instructors in a school of cosmetology may practice cosmetology on patrons only to the extent necessary to demonstrate the techniques to students and to carry out the student supervision. Register, October, 1988, No. 394

pervision required under this chapter. When an instructor is demonstrating techniques to students or checking patron services, the student receiving training must be physically present and participating in the teaching/learning situation.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77.

C 2.07 Ratio of instructors to students. (1) In this section "licensed instructor" means a person holding a license or temporary permit as an instructor granted by the cosmetology examining board.

(2) In this section "other qualified instructor" means a person who meets the qualifications of s. 458.08 (10), Stats., and who is employed by a cosmetology school to teach the subjects of hygiene, histology, anatomy, elementary chemistry or general science.

(3) There shall be at least one licensed instructor or other qualified instructor present at the school on each day that the school is open for instruction.

(4) There shall be sufficient licensed instructors present to maintain in each area of practical training a ratio of at least one licensed instructor to each 20 students or fraction thereof, except that this ratio may be as high as one to 24 in the freshman class of a licensed manager who acts as a teaching assistant.

(5) A licensed manager may be employed to act as a teaching assistant for no longer than 18 months, which time shall count toward meeting the instructor examination experience requirement. Licensed managers acting as a teaching assistant shall post their manager's license in the school.

(6) In order to facilitate the proper administration of this rule, an attendance report for each instructor of each school of cosmetology must be received by the board no later than the tenth working day after the end of each month the school is open for instruction. The instructor attendance report, which shall be signed by the instructor and the school of cosmetology operator or their designated representative, shall be submitted to the board on forms furnished by the board. Changes in instructors and teaching assistants shall be reported to the board within 5 working days.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77; r. (1) and (2), renum. (3) to be (6), cr. (1) to (5), Register, June, 1979, No. 282, eff. 7-1-79; correction in (2) made under s. 13.93 (2m) (b) 7, Stats., Register, March, 1986, No. 363; am. (1) and (2), Register, October, 1987, No. 382, eff. 11-1-87.

C 2.08 Supervision of patron services. All phases of practical work must be performed under the supervision of an instructor and each service shall be graded. Complete work shall be inspected by the instructor, at the student's work station, before the patron is dismissed. An explanation shall be given the student for the grade received. All students shall receive their share of the practical work.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77.

C 2.09 Training periods. (1) The students shall be classed as freshmen for at least the first 320 hours, as juniors for at least the next 480 hours, and as seniors for the remainder of the course.

(2) Students shall not practice on patrons during their freshmen period.

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(3) A badge or insignia bearing the name of the student must be provided by the school and worn by each student in colors as follows: freshmen, yellow; juniors and seniors, blue.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77.

C 2.10 Theory and practice. (1) The theoretical instruction shall include instruction in the following subjects as they relate to the practice of cosmetology: disinfecting and sanitation, personal hygiene, shampooing, scalp treatments, permanent waving and straightening, facial massage and cosmetic use, manicuring, hair tints, bleaches and color rinses, hair styling, hair shaping, fingerwaving, anatomy and physiology, skin, scalp and hair disorders, electricity, cosmetic chemistry, cosmetology law and rules, hair pressing and thermal curling, hair pieces and wigs, and basic business principles as provided in the syllabus.

(2) Practical instruction in the classroom shall consist of demonstrations, class work, and individual instruction under the direct supervision of an instructor in all phases of the cosmetology services but shall be limited to actual practice by students on other students, manikins, models, transformations, or other devices for the purpose of acquiring the fundamentals and the techniques of such services.

(3) Students shall receive instruction and practice in the usual cosmetology services which shall include but not necessarily be limited to: scalp treatment, hair cutting and shaping, shampooing, permanent waving and straightening, pressing and thermal curling, hair pieces and wigs, fingerwaving, hair styling including dressing and finishing, hair tinting, bleaches and rinses, facial massage, cosmetic use and arching, manicuring, and sanitary practices. The financial remuneration by schools in any manner to students for these services is prohibited. Action by any school to encourage tipping to students is prohibited.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77.

C 2.11 Examinations. (1) At the completion of each freshman and junior period of training, a written and practical examination shall be given, and grades received reported to the board. The questions and answers shall be retained by the schools for at least one year after graduation. Such examinations shall be available to the board and its representatives.

(2) A school must give a final examination in practical work and theory to every student before certification of eligibility for state board.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77.

C 2.12 Instructional hours. (1) Schools of cosmetology shall require as a prerequisite to graduation a course of instruction of not less than the number of hours required in s. 458.02 (3), Stats.

(2) Students, with the exception of those taking the manicurist course or those transferring from out of state or from a related program, shall take the complete course unless they hold operators' or managers' licenses.

(3) The course of instruction shall be divided to include 185 hours of theoretical classroom instruction and the minimum number of practical classroom hours of instruction and acceptable patron assignments as follows:

Subject	Minimum number of hours in practical class instruction	Minimum number of acceptable patron assignments to be completed during the Clinical period of training	
		Number assignments	Suggested time per assignments
Hair & scalp treatments	20	30	1/2 hour
Haircutting and shaping, including scissor, razor & clippers	65	100	3/4 hour
Shampooing	20	200	1/4 hour
Permanent waving	40	50	1-1/2 hours
Straightening	20		
Hairstyling, including dressing, fingerwaving wig care, pin curling, roller placement and thermal styling	100	200	1 hour
Hair coloring and lightening	50	20	1-1/4 hours
Basic skin care, makeup, and arching	25	10	1 hour
Manicuring	20	30	3/4 hour
Safety & sanitary standards	Required in every assignment		

(4) (a) The student shall demonstrate proficiency in each skill area of the subjects listed in sub. (3).

(b) No more than 15% of the minimum number of patron assignments in sub. (3) may be done on manikins.

(5) A school shall grant hour-for-hour credit to an individual who has had training in barbering and shall require the individual to complete at least 60 hours of instruction in manicuring including 30 hours of practical class instruction and 30 patron assignments. The school may require additional hours to ensure minimum competence.

History: Cr. Register, May, 1977, No. 257, eff. 6-1-77; r. (2), renum. (3) and (4) to be (2) and (3), Register, June, 1979, No. 282, eff. 7-1-79; am. (1), Register, March, 1982, No. 315, eff. 4-1-82; r. and recr. (3), cr. (4), Register, October, 1987, No. 382, eff. 11-1-87; cr. (5), Register, October, 1988, No. 394, eff. 11-1-88.

C 2.13 Competency list. A school shall provide instruction in all competencies listed in the syllabus in this section:

(1) SAFETY AND SANITATION

- (a) Define safety and sanitation terminology.
- (b) Explain bacteriology as it relates to spread of disease.
- (c) Evaluate the operator's role in maintaining a safe and sanitary work environment.
- (d) Describe the safe procedures for the use of electrical equipment.

(2) PREPARE CLIENT FOR SERVICES.

- (a) Explain the importance of communicating with clients.
 - (b) Identify diseases and disorders of scalp, hair, skin and nails.
 - (c) Specify the appropriate professional services based on clients' needs.
 - (d) Explain the need to recommend at-home maintenance.
- (3) ANATOMY AND PHYSIOLOGY.
- (a) Define related terminology.
 - (b) Describe histology of the cell.

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