



*Cosmetology & Spa Services  
Northern Catskills Occupational Center  
Course Requirement*

**Cosmetology and Spa Services**

1. Each student must purchase a **COSMETOLOGY KIT** that includes basic supplies for practical work. The cost of the kit is **\$100.00**. This kit is the property of the student, therefore ONC BOCES in **NOT** responsible for lost or stolen items. Students are required to keep their kits clean and organized as part of their grade. A locker and lock will be provided for each student.
2. **A pair of low heeled, closed toe shoes are REQUIRED! No open shoes are allowed. Black pants or a black skirt and a single colored shirt/top with sleeves are required for Salon and Spa days.**
3. **DAY SPAS** are the first **Thursday** of every month (unless a holiday occurs on that day). Students are encouraged to attend from 9:30 a.m. to 6:00 p.m. The extra hours acquired during these days are beneficial for the completion of 1,000 hours. **STUDENTS MUST PROVIDE THEIR OWN TRANSPORTATION HOME.**
4. **ATTENDANCE** is especially important for cosmetology students to meet the New York State-mandated 1,000 hours. After completion and 1,000 hours of instruction are met, students may sign up to take the written exam. The Practical exam will be taking after passing a score on the written is obtained. A NYS Cosmetology License is given when both tests are passed.
5. **FREQUENT ABSENCES CAN PREVENT COMPLETION OF THIS PROGRAM!** Students are required to attend a summer session. Students who do not attend will **NOT** have enough hours to complete the required 1,000 hours. Students are able to attend a summer session before or after their junior year. Students may return for a summer session after graduation at the **STUDENTS COST.** Students will be billed for each hour of additional instruction needed to complete the 1,000 hours.
6. **STATE BOARD KIT**  
Upon completing the program, there will be a state board exam kit offered to students for purchase to use during their practical exams. This kit costs approximately \$80.00
7. **GRADING**  
Academic/Hands-On Skills = 60%; Work Ethic = 40%
8. **STUDENT RULES & REGULATIONS**  
Each student will be provided with a Student Handbook during the first week of school. He/she will be responsible for knowing the rules and complying with them. Good attendance is essential for your success in school.

**SEE BACK FOR SIGNATURE PAGE**

## **ACCIDENT INSURANCE**

(As stated on your original application to the Center)

Every year student accidents occur. While these accidents are few and fortunately have not been severe, they can be costly to the student or his/her family in terms of possible hospital and/or outpatient treatment.

The Board of Cooperative Educational Services (BOCES) **does not** carry Student Accident Insurance, but all of the school districts served by the Northern Catskills Occupational Center do carry accident insurance on their students. The policies vary; therefore, you should be familiar with the coverage provided by your district. Please have student return this form to his/her teacher.

I have read and understand the information given in this letter.

Signed: \_\_\_\_\_  
                                Student

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_  
                                Parent