



Topcurl Beauty Academy

Registration Process
2020-2021





Welcome Prospective Students!

Topcurl Beauty Academy offers education in Cosmetology, Nail Technology, and Makeup Artistry. A Topcurl Beauty Academy education enables students to obtain required clock hours for industry careers in many beauty specialty areas.

The overview is to advise prospective students of the registration process for Topcurl Beauty Academy.

We welcome your interest in Topcurl Beauty Academy, and we extend a cordial invitation to visit our campus and discuss your ambitions and goals with our staff. Congratulations on taking that new step!

Topcurl Beauty Academy
12164 CENTRAL AVENUE
SUITE 200
BOWIE, MD 20721
TEL: 631-TOPCURL (867-2875)
www.TOPCURL.com

STATE APPROVAL

The Maryland Higher Education Commission 6 N. Liberty St., 10th Floor, Baltimore, Maryland 21201.
(410) 767-3301 Toll Free: (800) 974-0203 <https://mhec.maryland.gov/>

The Maryland Board of Cosmetologist 500 N. Calvert St., 3rd Floor, Baltimore, Maryland 21202
(410) 230-6231 Toll Free: (888) 218-5925 <http://www.dllr.state.md.us/>

Topcurl Beauty Academy (referenced as "Topcurl" or "TBA") and the logo are registered trademarks of Training By Topcurl, LLC. Topcurl Beauty Academy reserves the right to modify its policies based on changes in accreditation requirements, state or federal laws, or for any other reason at the discretion of Topcurl Beauty Academy School Director. Changes will be made with the approval of the appropriate state regulatory agency.

PROGRAM REGISTRATION 2020-2021 / TOPCURL BEAUTY ACADEMY



Mission Statement

It is the mission of Topcurl Beauty Academy to provide a quality beauty school education and the tools needed for students to become exceptionally trained, and qualified professionals in cosmetology skills for licensure and job entry-level skills for a rewarding career in the field of Cosmetology Arts and Sciences.



FACILITY

Located minutes from downtown Largo, Maryland, Topcurl Beauty Academy is the perfect setting for your professional education. Our 3508 square foot facility is decorated as the ideal place to study beauty and maximize learning in a small learning community. Each classroom is equipped with a whiteboard, LCD projector, computer, speakers, tables, chairs, workstations, and state of the art instructional equipment and tools to stay abreast of the growing industry. Each classroom adapts easily either to a lecture, workshop-style class, and work area and contains ample seating, modern audio-visual equipment, storage cabinets, water facilities, and drying area.

ACADEMY LOCATION

MITCHELLVILLE PLAZA

12164 Central Avenue Suite 200
Bowie, MD 20721

TRANSPORTATION

Topcurl Beauty Academy is minutes from Largo Metro Station and walking distances from bus lines C21, C22, C26, and C29.

HOURS OF OPERATIONS

Monday-Thursday 6:00 p.m.-10:00 p.m.
Saturday 8:00 a.m.-4:00p.m.

PARKING

- **Parking Lot:** FREE parking in the parking lot. No overnight parking allowed.

PROGRAMS

- **Cosmetology-** Explore the latest styles and techniques in hair cutting and styling, skincare, nail care, and makeup.
- **Makeup-** Learn specialized techniques to enhance the skin naturally with traditional and airbrush makeup.
- **Nail Technology-** Learn manicuring skills and advanced nail enhancements.

All three programs encompass three types of learning:

- **Theoretical knowledge**, the foundation of the education.
- **Practical experience**, the hands-on application of the knowledge.
- **Clinical experience**, the applied theory and practical knowledge on clinical guest.

2020-2021 Registration Process



Come in during business hours or make an appointment to complete an application. You may also register online here:

<https://www.topcurl.com/pay-online>

A \$170 Application & Registration Fee applies to begin your registration.

Please note: \$170 does not reserve your seat. It only starts your account.

Not adhering to the completion steps below may push your start date to the next class.

Minimum age for students who may enroll in a program is **18 or 17 with a parent co-signer**. The cosigner would then complete the steps.

To be considered registered, all the following must occur 1 month prior to the start date:

- Valid **Government-issued Picture Identification** on file
- Original **Social Security Card copy for citizens or Tax ID number for non-citizens** on file
- Complete and **signed contract** for enrollment on file.
- Paid registration fee of \$170.
- All students in all programs must submit a **transcript, high school diploma or GED** showing high school completion; or a **state issued credential for secondary school completion if homeschooled**. Any 1 must be on file.
- Paid at least 1 tuition payment (full tuition cost paid for Makeup Artistry)
- Paid student kit

After everything above is done, wait for your class start date to begin for orientation ☺

Payment Plan below is a guide, if needed. You may pay more, but not less.

Cosmetology	Nail Technology	Makeup Artistry
Registration & Appl Fee \$170	Registration & Appl Fee \$170	Registration & Appl Fee \$170
Books & Supplies \$2175*	Books & Supplies \$725*	Books & Supplies \$675*
Tuition \$16,100	Tuition \$3,100	Tuition \$1,250
Total \$18,445 \$18,575.50 with MD taxes	Total \$3,948 \$4,038.50 with MD taxes	Total \$2,095 \$2,135.50 with MD taxes
\$3,714.50 to reserve a seat 14 payments of \$1,061.50 left	\$1,972.50 to reserve a seat 2 payments of \$1033 left	Paid in Full before Class Payments may be made prior

Email us at staff@Topcurl.com for a registration appointment if you prefer in person.

Prices Effective August 1, 2020-December 31, 2021. Payments are due the 1st of every month while enrolled.

*Books and supplies are subjected to MD taxes of 6%.

Up to 12 months Financing Available to Those Who Qualify. To learn more information about this option, click the link <https://squareinstallments.com/apply/topcu>

Payment Methods

Each student is treated as an individual, and a payment plan will be agreed upon in writing before the start of class. Acceptable payment methods include but are not limited to cash, credit card, or money order. No Title IV funding at this time. No personal checks accepted. Credit Card payments are subjected to a 3% transaction fee.

Please note: 4 students are required for a class to begin. The start date may be adjusted until 4 students are registered for each program. You may pre-register for a later start date. Transcripts will not be released to State Board of Cosmetologist for exam until your account reflects a \$0 balance. *Books and supplies are subjected to MD taxes of 6%. Email us at staff@Topcurl.com for a registration appointment.

School Academic Calendar 2020

Program	Start Date	Stop Date
<u>Cosmetology</u>	January 6, 2020	January 14, 2021*
Part Time Mon-Thurs 6-10pm &	April 9, 2020	June 30, 2021*
Saturdays 7am-3:30 pm	July 13, 2020	May 2022*
<u>Nail Technology</u>	January 6, 2020	April 1, 2020*
Part Time Mon-Wed 6-10pm &	April 6, 2020	June 30, 2020*
Saturdays 7am-3:30 pm	July 6, 2020	August 14, 2020 (FULL TIME)*
Full Time Mon-Fri 9am-5pm	September 8, 2020	December 7, 2020*
<u>Makeup Artistry</u>	January 7, 2020	February 6, 2020*
Part Time Tues & Thurs 6-10pm	March 10, 2020	April 9, 2020*
Full Time Mon-Fri 9am-5pm	May 5, 2020	June 4, 2020*
	July 13, 2020	July 17, 2020 (FULL TIME)*
	August 4, 2020	September 3, 2020*
	October 6, 2020	November 5, 2020*

*End Dates are based on 100% of the scheduled program length, including holidays and scheduled school closings and assuming a student either maintains a 100% rate of attendance, or a minimum of 90% rate of attendance and makeup all missed time during their enrollment period.

School Academic Calendar 2021

Program	Start Date	Stop Date
<u>Cosmetology</u>	January 4, 2021	January 14, 2021*
Part Time Mon-Thurs 6-10pm & Saturdays 7am-3:30 pm	April 5, 2021 July 12, 2021	June 30, 2021* May 2022*
<u>Nail Technology</u>	January 4, 2021	March 31, 2021*
Part Time Mon-Wed 6-10pm & Saturdays 7am-3:30 pm	April 5, 2021 July 12, 2021	June 30, 2021* August 13, 2021 (FULL TIME)*
Full Time Mon-Fri 9am-5pm	September 13, 2021	December 8, 2021*
<u>Makeup Artistry</u>	January 5, 2021	February 4, 2021*
Part Time Tues & Thurs 6-10pm	March 2, 2021	April 1, 2021*
Full Time Mon-Fri 9am-5pm	May 4, 2021 July 12, 2021	June 3, 2021* July 16, 2021 (FULL TIME)*
	August 10, 2021	September 9, 2021*
	October 5, 2021	November 4, 2021*

*End Dates are based on 100% of the scheduled program length, including holidays and scheduled school closings and assuming a student either maintains a 100% rate of attendance, or a minimum of 90% rate of attendance and makeup all missed time during their enrollment period.

There will be no classes on the following legal holidays and days:

New Year's Day	Thanksgiving Day
MLK Birthday	Christmas Eve
President's Day	Christmas Day
Memorial Day	The day after Christmas
Independence Day	New Year's Eve
Labor Day	
Columbus Day	
Thanksgiving Day Eve	

NAIL TECHNOLOGY (CERTIFICATE - 250 CLOCK HOURS)

Objective: The study of nail technology encompasses natural nails and artificial enhancements. Students will receive sufficient and current information and training in the below areas that will enable him/her to systematically and professionally perform the required skills of the Arts and Science of Nails. All programs are taught in the English. Textbooks and program material are only offered in the English language.

Successful completion of the 250-clock hour Nail Tech Program prepares the graduate to take the state board examination necessary to obtain a Nail Tech license for an entry-level position as a manicurist, or nail tech.

Criminal convictions may affect a student's ability to be licensed, certified, or registered.

Evening Part-Time Schedule Monday through Wednesday 6:00 pm to 10:00 pm &
Saturday 7:00 am to 3:30 pm (30-minute break)
20 hours per week (11.5 weeks)

Part-time students have one 10-minute break.

CLOCK HOURS	SUBJECT-UNIT
25 theory	<u>THEORY - CLASSROOM INSTRUCTION:</u> Orientation, History and Career Opportunities, Life Skills, Communicating for Success, Client Consultation, State Laws and Regulations, and Professional Image
50 (25 theory 25 practical)	<u>INFECTION CONTROL: PRINCIPLES AND PRACTICES:</u> Health, Decontamination and Cleaning Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Infections, Spa Foot Bath, Infection Control, First Aid, Products, Tools, Equipment Use and Safety
165 (25 theory 40 practical 100 clinical)	<u>MANICURING, PEDICURING, NAIL EXTENSIONS:</u> Nail Structure and Growth, Nail Disorders and Diseases, Tools and Products, Principles and Techniques of Manicuring, Pedicuring and Advanced Nail Techniques, UV and LED Gels, Electric Filing, Tips & Wraps, Nail Art, Procedures, and State Board Exam Drills
10 theory	<u>SALON BUSINESS, RETAIL SALES:</u> Seeking Employment, Job Skills and Salon Safety
<u>250</u>	TOTAL CLOCK HOURS (85 Theory, 65 Practical & 100 Clinical)

MAKEUP ARTISTRY (CERTIFICATE - 40 CLOCK HOURS)

Objective: The study of makeup encompasses skin care, skin types, and makeup application. Students will receive sufficient and current information and training in the below areas that will enable him/her to professionally perform the required skills of the Arts and Science of Makeup Artistry. All programs are taught in English. Textbooks and program material are only offered in the English language. Successful completion of the 40-clock hour Makeup Program prepares the graduate for an entry-level position as a Makeup Artist (MUA). *Criminal convictions may affect a student's ability to be licensed, certified, or registered.*

Evening Part-Time Schedule

Tuesdays & Thursdays 6:00 pm to 10:00 pm

8 hours per week (5 weeks)

Part-time students have one 10-minute break.

HOURS	SUBJECT-UNIT
4 theory	<u>THEORY - CLASSROOM INSTRUCTION:</u> Orientation, History and Career Opportunities, State Laws and Regulations, Professional Image, and Professional Ethics
8 (2 Theory, 6 Practical)	<u>INFECTION CONTROL: PRINCIPLES AND PRACTICES:</u> Health, Decontamination and Cleaning Methods, Infection Control, Equipment Use and Safety
8 (2 Theory, 2 Practical)	<u>TOOLS OF THE TRADE:</u> Brush knowledge (hair type, brush type and usage), Utensils (eyelash curlers, blotting paper, sharpeners, palettes), Draping, In-depth Information about Single-use tools, Makeup Cases
20 (8 Theory, 12 Practical)	<u>MAKEUP:</u> Skin Analysis and Consultation, Determining Skin Type, Skin Care Products, Client Consultation, Cosmetic Application, Artificial Eyelashes, Makeup Color Theory, Procedures
4 theory	<u>SALON BUSINESS:</u> Seeking Employment, Job Skills, Salon Safety
<u>40</u>	TOTAL CLOCK HOURS (20 Theory & 20 Practical)

COSMETOLOGY (CERTIFICATE - 1500 CLOCK HOURS)

Objective: The study of Cosmetology encompasses hair, nails, makeup, and skincare. Students will receive sufficient and current information and training in the below areas that will enable him/her to systematically and professionally perform the required skills of the Arts and Science of Cosmetology. All programs are taught in English. Textbooks and program material are only offered in the English language.

Successful completion of the 1500-clock hour Cosmetology Program prepares the graduate to take the state board examination necessary to obtain a Cosmetologist license for an entry-level position as a hairstylist, hairdresser, or cosmetologist. *Criminal convictions may affect a student's ability to be licensed, certified, or registered.*

Evening Part-Time Schedule Monday through Thursday 6:00 pm to 10:00 pm &
Saturday 7:00 am to 3:30 pm (30-minute break)
24 hours per week (69 weeks)

Part-time students have one 10-minute break.

CLOCK HOURS	SUBJECT-UNIT
75 theory	<u>THEORY - CLASSROOM INSTRUCTION:</u> Limited to Orientation, History and Career Opportunities, Life Skills Management, Communicating for Success, Client Consultation, State Laws and Regulations, Professional Image, First Aid, Chemistry, Electricity, and Professional Ethics
75 (25 theory 50 practical)	<u>INFECTION CONTROL: PRINCIPLES AND PRACTICES:</u> Health, Decontamination and Cleaning Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and Safety
75 (25 theory 50 practical)	<u>SCALP CARE, SHAMPOOING, AND CONDITIONING:</u> Properties of the Hair and Scalp, Structure and Composition of the Hair, Hair Growth and Loss, Disorders of the Hair and Scalp, Hair and Scalp Analysis, Scalp Care and Massage, Brushing the Hair, Shampooing, Conditioning, Procedures and Practices
175 (25 theory 50 practical 100 clinical)	<u>HAIRSTYLING:</u> Principles, Elements, and Philosophy of Hair Design; Creating Harmony; Designing for Men; Principles and Techniques of Wet Styling; Blowdrying and Waving; Hair Wrapping; Finger Waving; Hair Dressing; Braiding; Hair Extensions, Enhancements, and Wigs; Thermal Hair Straightening; Styling Long Hair; Styling Procedures
200 (25 theory 75 practical 100 clinical)	<u>HAIRCUTTING:</u> Basic Principles and Techniques of Sectioning and Haircutting; Haircutting Tools, Body and Posture Positioning; Removing Length or Bulk with Razor, Scissors, Clippers, Shears; Haircutting Safety Precautions; Basic Haircut Procedures

200 (25 theory 75 practical 100 clinical)	<u>HAIR COLORING - LIGHTENING:</u> Identifying Natural Hair Color and Tone; Types of Haircolor; Client Consultation; Principles and Techniques of Temporary, Semi-permanent, Permanent Colors; Lightening; Tinting; Toning; Highlighting; Special Effects; Haircolor Safety Precautions; Color Procedures
200 (25 theory 75 practical 100 clinical)	<u>CHEMICAL TEXTURE SERVICES:</u> The Hair Structure, Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing and Curl Reforming, Procedures
175 (25 theory 50 practical 100 clinical)	<u>FACIALS AND MAKEUP:</u> Skin Structure and Growth, Skin Disorders and Diseases, Skin Analysis and Consultation, Determining Skin Type, Skin Care Products, Client Consultation, Facial Massage, Facial Equipment, Electrotherapy and Light Therapy, Aromatherapy, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Makeup Color Theory, Procedures
150 (25 theory 50 practical 75 clinical)	<u>MANICURING, PEDICURING, NAIL EXTENSIONS:</u> Nail Structure and Growth, Nail Disorders and Diseases, Tools and Products, Principles and Techniques of Manicuring, Pedicuring and Advanced Nail Techniques, Aromatherapy, Nail Art, Procedures
175 (50 theory 50 practical 75 clinical)	<u>SALON BUSINESS, RETAIL SALES:</u> Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Seeking Employment, Job Skills, Salon Safety, and State Board Exam Drills
<u>1500</u>	TOTAL CLOCK HOURS (450 Theory, 400 Practical & 650 Clinical)

SALON TOPCURL

- Professional Wash & Dry
- Secure Entrance
- Room Keypad Access Elevator & Stair Access
- Professional Environment
- Website Profile Feature
- Weekly Rental

PRIVATE PROFESSIONAL SALON
SUITES

www.TOPCURL.com

