

# STUDENT SERVICES POLICIES AND PROCEDURES

Future Professionals that are currently on the **Visionary List** can perform and receive one chemical student service per month at \$5 cost per bowl. Redo's are not able to be scheduled at the student service rate, they will need to be scheduled outside the future professionals regular schedule, and the FP will need to pay the \$5 bowl fee. Chemical services include: perms, relaxers, lightener, color, scalp treatment, deep condition, etc. Check out the student services breakdown below for more details.

## STUDENT SERVICES BREAKDOWN:

**Want to get a chemical service?**

**YOU MUST BE A VISIONARY.**

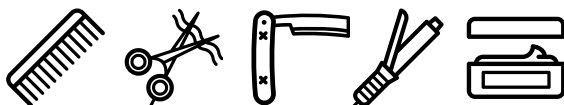
**Chemical services include: perms, relaxers, lightener, color, scalp treatment, deep condition, etc.**

**NOT A VISIONARY THIS MONTH?**

**FREE & NON-VISIONARY SERVICES**

- Haircuts
- Blow-dry
- Iron work
- Shaves

**All free & non-visionary services can be performed at no cost upon preapproval from the Clinic Floor Leader and appropriate procedures are followed. Future Professionals may not miss class to perform or receive the service and must be caught up on tests and worksheets.**



## VISIONARY LIST REQUIREMENTS

- 90% MONTHLY Attendance
- 80% on theory exams
- 4 or more guest requests
- Worksheets caught up.

## PROCEDURE FOR ALL STUDENT SERVICES

- The Future Professional Advisor creates the visionary list each month based on the previous month. The visionary list is effective from the 10th to the 10th of each month.
- Future professionals that are interested in performing or receiving a chemical student service review their visionary status from the list at the front desk/posted at the FPA office and create an appt request slip that is reviewed/approved by the Clinic Floor Leader. They agree to pay \$5 per bowl of product used.
- Future professionals that are interested in performing or receiving a non-chemical student service create an appt request slip – that is reviewed/approved by the Clinic Floor Leader.
- Once approved by the CFL, a service time is created in millennium - future professionals may not miss any classes to perform or receive a student service.
- At the approved appt time a ticket is created by the front desk and the future professionals can begin the service.
- A learning leader must be present for the consultation and game plan, and must approve the service prior to starting
- The learning leader will oversee the entire service and perform a final check off.
- The future professionals will pay for their service prior to clocking out for the day.