

PROCEDURES FOR LIVE WORK PROJECTS COSMETOLOGY

PROJECT APPROVAL:

Cosmetology instructional live work projects are approved by the Cosmetology program chair based on the needs of the students and in accordance with established curriculum, program standards, and student learning outcomes.

WRITTEN AGREEMENT AND SIGNATURE FOR PATRONS/CLIENTS

Prior to participating in a Cosmetology instructional live work project the client must sign the Request for Service & Release of Liability form.

The form states:

- I hereby release Athens Technical College, the instructors, and the students of the Cosmetology Department from all claims of injury or damage that might occur while a patron of the Cosmetology Department.
- The work performed will be done by students and is not guaranteed.
- Payment for services rendered will be made at the completion of the service.

ACCOUNTING PROCEDURES:

FEE STRUCTURE: The fee structure for the Cosmetology instructional live work projects will be recommended by and reviewed annually by the program advisory committee and approved by the Division Dean and/ or Vice President of Academic Affairs. The approved fee list will be posted in the Cosmetology Department and available at the receptionist desk.

FUNDS ACCOUNTABILITY: The Cosmetology instructor and students are responsible for accurately charging the client for the services rendered. Upon completion, the client will make payment to the receptionist. The receptionist will issue a receipt to the client.

Athens Technical College
Request for Service & Release of Liability

I hereby release Athens Technical College, the instructors, and the students of the Cosmetology Department from all claims of injury or damage that might occur while a client of the Cosmetology Department. I understand that all work will be performed by students and is not guaranteed. Additionally, I understand that payment for services rendered is due upon completion.

	Name	Date	Appointment Time
1.	_____		
2.	_____		
3.	_____		
4.	_____		
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