

## **PROFESSIONAL APPEARANCE GUIDELINES**

Personal appearance is of major importance in the cosmetology industry. It will help you not only gain clientele, but also a job in a reputable salon. Salon-quality appearance should become a habit and a normal way of life. Refreshing one's appearance throughout the day is necessary.

- Hair - All students must have their hair styled in a professional manner. Professional meaning updated fresh and an obvious styling attempt. Ponytails and the use of clips/headbands with no curl or style are not acceptable. Rubber bands and hair pins should not be exposed.
- Makeup - Female students are required to wear professional-looking makeup. Lip color is required. Male students must be free of stubble and keep facial hair well-trimmed, beards and necklines must be outlined.
- Nail Care - Female students are required to wear colored polish, free of chips. Male students should maintain nails in a well-manicured fashion. If a student chooses to wear artificial nails, they must be maintained regularly outside of school.
- Body Tattoos – Students will be required to conceal obscene/vulgar tattoos.
- Hygiene - Be particular about your personal hygiene including cleanliness, mouth hygiene, and use of deodorants. Hair must look clean.
- Hats – Fashionable hats can be worn in any color. These should be an accessory to a student's look and hair should be styled around them. If a hat is deemed to not be used as a fashion accessory, but an attempt to hide un-styled hair, an infraction will be given.
- Gum chewing shouldn't be obvious when working in class or on clients in the salon.
- Hickeys are not allowed.
- All adjustments to one's appearance must be made before coming to the school. **The school's nail supplies, hair products and makeup are not to be used.** Infractions will be given if a student is applying makeup, styling hair or polishing his/her nails at school.
- Clothing is to be clean, neat, unwrinkled with clean shoes.
- A student's appearance must salon-worthy. Sloppy or unkept looks are not acceptable in salons.
  - Top Options –
    - Colors – nude, black, white, gray or combination of. No browns, only tan/nude shades allowed.
    - No athletic style tops – no crew necks unless it's the Beauty Lab uniform option.
    - Styles – cardigans, off-the-shoulder, vests and dressed up flannels. No sleeveless tops or hoodies permitted. Plain t-shirts cannot be worn alone without styling (couple with a vest or cardigan & dressed up accessories)
    - No coats can be worn in the salon or classroom.
    - No tops that show pits, backs, cleavage, or bellies
- Accessories can have color
  - Jean jackets are allowed
  - Scrunchies are not allowed

- Bottom Options –
  - Colors – nude, black, white, gray or combination of. No browns, only tan/nude shades allowed.
    - No nude leggings – must be obvious that pants are worn.
    - Only black denim, no other color denim allowed.
  - Styles – skirts, dresses, black denim, dress shorts (in June and July only), leggings (thicker, not see-through), dress pants, dress-style joggers and corduroys
    - Pants are not to drag the floor
    - Ripped denim is not allowed above the thigh, in the back of the pants or to appear to be more than a distressed look (no gaping holes), small holes are allowed (no larger than a small, closed fist)
    - No athletic joggers
    - No bike shorts or athletic shorts
    - Opaque tights not allowed to be worn alone
    - Leggings – black only & mesh cutouts, cannot be above the knee
    - Skirt and dress shorts are to be reasonable length
    - No bottoms can cut into the frontside or backside
    - Undergarments cannot be noticed
    - Shorts are only allowed in June and July
  
- Shoe Options -
  - Colors – Any color allowed.
  - Styles – Any style allowed as long as it complements the overall look of your outfit choice
    - **Closed-toe shoes are required per Illinois State Law for Cosmetology Students**
    - Fur trim is allowed but not covering the entire shoe.
    - Students are not allowed to be barefoot in the school setting.
    - No Ugg styles
    - No Croc styles
    - Indoor boots allowed
    - Outdoor boots not allowed (styles like Sperry, Uggs, etc.)